

Minutes
Operating Staff Council

January 4, 2024

Virtual Meeting Only (Teams) – 9:00 A.M.

Approved February 1, 2024

Present: Zac Birch, Angie Gutierrez-Vargas, Natasha Johnson, Rob Kerschke, Cindy Kozumplik, Mandy Kreitzer, Rave Meyer, Frances Mitchell/Admin. Aide, Jay Monteiro, Kathy Mosher, Mark Pietrowski, David Rapp, Sara Richter, Mary Schlagel, Tracey Ward, Tiffany Morris, Tawanda Paul

Guests: Chris Doe, Pulchratia Lacey

Absent: Cindy Robinson, Jim Slagstad, Sam Hawkins, Nicole Adams

I. Call to Order

President Johnson called the regular meeting of the OSC to order at 9:00 AM

II. Roll Call

Attendance was recorded by Monteiro online.

III. Approval of Agenda

Kozumplik made a motion to accept the agenda. Revision by Monteiro: Presidents Report – The dependent scholarship deadline is January 31, 2024. The motion was seconded by Meyer and passed by vote.

IV. Approval of Minutes

Kozumplik made a motion to accept the December 7, 2023, minutes. The motion was seconded by Meyer and passed by vote.

V. Treasurer's Report

Mosher reported.

- a. OSC Beginning balance – \$10,477.49
- b. Mosher is working on getting the duplicate billing for Council of Councils removed. Mosher is working with Holmes Student Center (HSC) accounting to remove AHEC HR DAC luncheon from the 18th that we were not paying for will be journaled off.
- c. Endowed Scholarship balance – \$45.23 available for FY2024
- d. Civil Service Emergency Fund ending balance – \$911.17.

Kozumplik moved to accept the Treasurer's Report. The motion was seconded by Kreitzer and passed by vote.

VI. Visiting Committees/Guests – None

VII. Public Comment – None

VIII. Announcements/Correspondence

- A. President's Report – Staff Award nominations open up January 8, 2024. Dependent Scholarship deadline is January 31, 2024. Election process is coming up in March. July 4th meeting will be held July 11th and will be Teams only.
- B. Human Resource Services Update – Pulchratia Lacey reported. Some hires within HRS have been made and a few vacancies are in the Classification & Compensation area as well as the Employee Lifecycle. The posting for students, graduate assistants, faculty & SPS area just closed. Minimum wage just increased in January, and everyone was notified and all were adjusted. Employees covered by AFCME and the inversion arrangement have been adjusted accordingly effective 1/1/2024. Kreitzer indicated AFCME employees were impacted and their supervisors were notified.

IX. Shared Governance Reports

- A. Board of Trustees – No report
- B. Supportive Professional Staff Council (SPSC) – No report
- C. Faculty Senate – No report
- D. University Council – No report
- E. Student Government Association (SGA) – No report

X. Operating Staff Council Committee Reports

- A. Elections and Appointments – Jay Monteiro reported.
 - a. Mandy Kreitzer expressed interest in the open Secretary position. Monteiro requested nominations from the floor and heard none. Kozumplik motioned to accept Mandy Kreitzer as Secretary, Birch seconded. Motion carried.
- B. Legislative Committee – No report
- C. Public Relations/Activities – No report
- D. Workplace Guidance – No report.
- E. Civil Service Emergency Fund – Kreitzer reported.
 - a. QR code and slogan will be ready for faculty senate and further distribution after the next meeting.

- F. Council of Councils Ad Hoc Committee – No report
- G. Employee Advisory Committee (EAC) – No report

XI. Prior Business – Kozumplik reminded the group that the Civil Service Celebration survey is still open until next Friday. Just under 400 out of about 1,600 have responded. One more reminder will go out next Monday.

XII. New Business

XIII. Adjournment

Meyer moved to adjourn the meeting. The motion was seconded by Kozumplik and passed by unanimous vote. The meeting adjourned at 9:24 A.M.

Respectfully submitted,
Mandy Kreitzer, Secretary
Operating Staff Council