Minutes
Operating Staff Council
January 4, 2018
Approved February 1, 2018
Sky Room – 9:00 A. M.

Present: Barb Andree, Stacey Bivens, Ellen Cabrera, John Hulseberg, Cindy Kozumplik, Katja Marjetic, Brian Mihalik, Jay Monteiro, Holly Nicholson, Jeffry Royce, Karen Smith, Patricia Wielert, Mary Wyzard

Absent: Nancy Brown, Judy Burgess, Angelica Gutierrez-Vargas, Pamela Pittman

Guests: John Heckmann, Sarah Klaper, Frances Mitchell, Linda Saborío, Pulchratia Smith, Kelly Wesener Michael

I. Call to Order
President Andree called the regular meeting of the OSC to order at 9:06 A.M.

II. Roll Call
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda
A motion was made by Kozumplik to accept the agenda. The motion was seconded by Wyzard and passed by unanimous vote.

IV. Approval of December 7, 2017, minutes
A motion was made by Cabrera to accept the December 7, 2017, minutes. The motion was seconded by Wielert and passed by unanimous vote.

V. Treasurer’s Report
Wielert reported. She brought up the subject of closing the OSC’s checking account at NIU’s Northern Illinois Federal Credit Union. The discussion again turned to the credit union’s policy of requiring the OSC to close, and then reopen its checking account each time a new treasurer is elected. It was noted that only one check has been written from the account in the last 18 months. A motion was made by Wielert to close the checking account and transfer the funds to the NIU Foundation via a cashier’s check. The motion was seconded by Cabrera. There was some discussion, with Smith asking about putting the checking account money into a Bursar’s account. A vote was taken on closing the checking account, then purchasing a money order to deposit with the NIU Foundation. The result was 5 aye, 6 nay. A motion was made by Cabrera to close the checking account, and write a cashier’s check with the funds to the NIU Foundation. The motion
was seconded by Mihalik and passed by unanimous vote. A motion was made by Hulseberg to accept the Treasurer’s report. The motion was seconded by Nicholson and passed by unanimous vote.

VI. Visiting Committees/Guests

A. John Heckmann, the Associate Vice President for Facilities Management and Campus Services, was the guest at the OSC meeting. He was there to address concerns regarding team cleaning, and answer questions that had been submitted to him prior to the meeting (see below). Before he answered the questions, Heckmann offered some general comments regarding team cleaning. He explained the change was made over the last 6-7 months in order to save NIU money. Previously, a zone had been assigned to a specific building service worker (BSW), who focused on one area and got to know the people and that area well. Then, Program Prioritization occurred and questions arose about efficiency, and financial difficulties due to decreasing enrollment. Heckmann asked himself what a contractor would do if one came in. Team cleaning is something that is being used at other institutions. Instead of one person assigned to a zone, a team of workers is responsible for a zone or several zones or buildings. There are several benefits to this. Some tasks are high-skilled, while others are low-skilled, therefore the composition of the team can be finessed. Student workers can be used for some tasks at a lower wage, while the higher-skilled workers will be responsible and paid for tasks that require their expertise.

1. Concerns about office security. In the past, staff have put their wastebaskets outside their locked office door to assure that the confidential information on their desk remained secure. Their offices are always locked, so if they needed vacuuming they would put a post-it on the door asking BSW to come in and vacuum, and made sure all confidential information was secured. Now, with the rotation of workers, unknown hours, and night shifts where a BSW is no longer seen in a building, the staff do not know who to talk to about this procedure and are not sure about the trust factor. Is there a list of building service worker supervisors/forepersons for each building that can be communicated to the staff?

2. How will snow removal be managed by building service workers, in regard to around building entrances, when the schedules have changed of when building service workers are scheduled on campus? They are not here to clear during the work day when other staff are here.

3. Concern that we see grounds workers working hard putting soil at the
corners of sidewalks and along walkways and reseeding them. Grass just starts sprouting and looking nice and then other service vehicles grind the new grass down with a mower before it has had a chance to grow, or cut the corners short with their vehicles making ruts in the new grass, or in the winter scraping all the new grass up with a wild swipe of a plow. Why are we creating unnecessary work for ourselves by destroying what our co-workers have done?

4. Where and/or how do we report burnt out street lights and other exterior lighting that we see on campus?

5. How is the success of team cleaning being measured? Simply by money saved, and is money being saved? When will this new system be evaluated for success, and if it’s not successful, what are future plans? Outsourcing is always rumored.

6. The morale of BSW is quite low – some express a loss of responsibility or ownership of their work when they are moving around so much. They aren’t able to connect with students or staff with the night shifts. Others fear more lay-offs with more cutbacks in the budget. But some areas are stretched very thin as it is (while some parts of campus seem overstaffed) and when work can’t be accomplished they express fear of retaliation if they say anything about conditions.

B. Kelly Wesener Michael, Dean of Students, visited the OSC meeting to talk about the Huskie Pride Program. One thing this program is doing is to reward students for wearing red and black on Fridays. Wesener Michael brought along Huskie buttons and stickers and distributed them to those attending the OSC meeting. She also shared that the NIU Student Association issued proclamations in Genoa, Sycamore, and DeKalb which has resulted in the city halls in those towns flying Huskie flags.

VII. Public Comment
None

VIII. Announcements/Correspondence
Smith shared that the annual Wellness Fair is scheduled to take place Wednesday, March 28, 2018. She explained that the fair will take place as it did last year. Each organization or business taking part must have an activity at its table. A motion was made by Nicholson that the OSC have a table at the fair. The motion was seconded by
Wielert and passed by unanimous vote. The Public Relations/Activities committee will coordinate the OSC’s participation in the fair.

**IX. Shared Governance Reports**
A. **Board of Trustees**
   No report

B. Faculty Senate
   No report

C. Supportive Professional Staff Council (SPSC)
   No report

D. University Council
   No report

E. University Advisory Committee (UAC)
   No report

**X. Committee Reports**
A. Elections and Appointments
   Nicholson reported. The committee is waiting for a letter of interest.

B. Employee Morale
   Kozumplik reported. She met with the University Benefits committee regarding the Give a Day, Take a Day proposal. The committee wanted some wording changes and more backing for the proposal. She will be attending a University Council meeting, and meeting with the ethics officer.

C. Legislative Committee
   No report

D. Public Relations/Activities
   K. Smith reported. Bowling night is scheduled for Thursday, January 11, 2018. A food drive for the Huskie Food Pantry is planned. The pantry is especially in need of paper products. A list for the new employee welcome letters has been sent to Mitchell. She has sent out the first group of letters and is ready for the next.

E. Workplace Issues
There have been a number of issues reported with lack of heat in offices across campus due to the severe cold. If employees cannot work due to these conditions and must leave, do they use release time or vacation time? Communication overall is lacking.

F. Campus Parking Committee Report
Smith shared a written report which covered topics such as parking lot expansions and changes, parking permits, fines for people who park in handicapped spaces, and parking process reengineering.

G. Administrative Professionals Advisory Council (APAC)
Wielert reported. She anticipates that APAC will meet in January.

H. Employee Advisory Committee (EAC)
P. Smith reported. She stated that there will be an election in early March to fill Small’s position on EAC. She is currently working with the state EAC group on this.

XI. Prior Business
A. Credit Union Account
See V.

B. Elect University Benefits Committee Representative
See X. A.

XII. New Business

XIII. Adjournment
A motion was made by Kozumplik to adjourn the meeting. The motion was seconded by Wyzard and passed by unanimous vote.
The meeting adjourned at 11:20 A.M.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council