Minutes
Operating Staff Council
November 2, 2017
Sky Room – 9:00 A.M.


Absent: Ellen Cabrera, Brian Mihalik, Mary Wyzard

Guests: Jason Hutchison, Sarah Klaper, Frances Mitchell, Linda Saborío, Andy Small, Pulchratia Smith

I. Call to Order
President Andree called the regular meeting of the OSC to order at 9:10 A.M.

II. Roll Call
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda
A motion was made by Wielert to move the Treasurer’s Report to after Visiting Committees/Guests. The motion was seconded by Monteiro. Hulseberg requested that the topic of homelessness be added to New Business. A motion was made by Kozumplik to accept the amended agenda. The motion was accepted by Brown and passed by unanimous vote.

IV. Approval of October 5, 2017, minutes
A motion was made by Wielert to accept the October 5, 2017, minutes. The motion was seconded by Burgess and passed by unanimous vote.

V. Visiting Committees/Guests
A. Melissa Burlingame and Melanie Costello from NIU’s Green Team were visitors at the OSC meeting. The Green Team advises the Associate Vice President of Administration and Finance to promote social, economic, and environmental sustainability with the use of LED lighting, permeable parking, and construction. We can do a lot more on campus by planting naturalized areas and conserving our water resources.

The Green Team has been clarifying the environmental request process on moving forward to make change, and building a database of past initiatives. Other things they are doing include engaging students in writing feasibility reports in an environmental
management class, generating ideas for short-term projects, and moving forward on a 18
to 24 month process to develop a sustainability plan. Burlingame and Costello also
shared the Green Team Resolution, which they’ve already shown to the Faculty Senate
and the Student Association. Andree had a question about the east lagoon. Burlingame
acknowledged that the plantings that used to surround the lagoon and control erosion
have been removed, but she did not know why that had been done.

B. The second guest at the meeting was Alex van Zante from NIU Recreation and
Wellness. He shared that membership for faculty and staff has been redesigned since the
department merged with the Department of Kinesiology and Physical Education. The
cost of the membership is $120 per year, and staff can join for just a semester. A free
locker and one free training session are included. The membership fee can be purchased
with payroll deduction. Members also have access to facilities at New Residence Hall,
Anderson Hall and Gilbert Hall.

VI. Treasurer’s Report
Wielert reported. She handed out the report. Wielert said she does not have access to the
OSC’s checking account at the Northern Illinois Federal Credit Union. The credit
union’s policy is that each time there is a new treasurer, the account must be closed, and
a new account opened. A motion was made by Nicholson to accept the treasurer’s
report. The motion was seconded by Kozumplik and passed by unanimous vote.

VII. Public Comment
Hutchison, from the American Federation of State, County, and Municipal Employees
Local #963, announced there is a rally for a fair contract scheduled for November 20,
2017. Hulseberg thought it would be a good idea to put out a campus-wide survey to
shared governance bodies regarding team cleaning. Hutchison shared that a survey was
done among Building Service Workers which showed that many disliked team cleaning,
and some workers are retiring early because of it.

Kozumplik brought up the concern of OSC meetings running long. In the interest of
everyone’s time, asked that the number of guests be limited to keep meetings shorter.

VIII. Announcements/Correspondence
Andree announced that operating staff representatives to committees and commissions
are going to be asked to make regular reports to OSC to inform council about activities.

IX. Shared Governance Reports
A. Board of Trustees
At the October 19, 2017, meeting, a 3% wage increment was approved. Any bargaining units in open negotiations will need to negotiate the raise or work out a memo of understanding.

B. Faculty Senate
Saborío reported. A 3% across the board wage increase was approved for faculty. There is a search going on for a Policy Librarian, and this position is open to tenured faculty. Saborío also mentioned HB 4103. This bill would require the Illinois Board of Higher Education (IBHE) to establish a uniform admission process online, which must be used at all public institutions of higher education, and sets forth what components this admission process must include. It also requires the IBHE to ensure that any high school student in Illinois with a 3.0 cumulative grade point average or better on a 4.0 scale (or the equivalent on a 5.0 scale) receives access to the opportunity of higher education, and to guarantee admission to a public university. The bill requires cooperation by the IBHE, high schools, and public universities. It requires the IBHE to conduct a study of the academic programs offered at each public university campus and it sets forth the IBHE’s duties concerning the study, and to use the results of the study and other specified factors to determine which academic programs should be prioritized at campuses of public universities. It will also create and designate the Higher Education Strategic Centers of Excellence.

C. Supportive Professional Staff Council (SPSC)
No report.

D. University Council
No report

E. University Advisory Council
No report

X. Committee Reports
A. Council of Councils Ad Hoc Committee
Nicholson reported. The Council of Councils annual conference was held on Friday, October 20, 2017. The event came in under budget, and Nicholson would like to use the extra money to pay those who helped make the conference such a success, particularly members of the NIU Jazz Band and the Steel Pan Band. Members of the planning committee are working on signing thank you cards.

B. Elections and Appointments
Nicholson reported. There is an opening for a liaison on the Parking Appeals Committee. Nicholson also reported that the University Benefits Committee has a
vacancy. The interest form for this vacancy will appear in Monday’s online announcements. In addition, the interest form for anyone interested in taking part in the Presidential Search Prep Committee is also online.

C. Employee Morale
Kozumplik reported. She will be taking the “Take Day, Give a Day” proposal to the SPS Council meeting, which she attends this afternoon.

D. Legislative Committee
Marjetic reported. She brought forth a proposal to make an addition and change in wording to bylaw 2.23 Outstanding Service Awards Selection Committee, regarding membership of the committee. The original wording is: One representative from the Office of Human Resource Services to prepare and distribute material and receive nominations (nonvoting ex-officio). Other operating staff as needed.

The proposed change is: One representative from the Office of Human Resource Services (nonvoting ex-officio) to receive, vet and electronically submit nominating materials to the Operating Staff Council Administrative Aide (nonvoting ex-officio) who will distribute the materials to the Operating Staff Council Awards Selection Committee and coordinate award letters and plaques with the President’s Office. Other operating staff as needed. A motion was made by Nicholson to accept the changes in bylaw 2.23. The motion was seconded by Hulseberg and passed by unanimous vote.

E. Public Relations/Activities
Monteiro reported. The committee is sponsoring a bowling night on January 11, 2018. They would also like to conduct a food drive. Andree mentioned that the Huskie Food Pantry is in need of paper products.

F. Workplace Issues
Committee members checked sections of the Human Resource Services website regarding benefits available to operating staff employees. They found many links that are broken or repetitive, which happens over time. The site should have information on who to contact for assistance.

G. Administrative Professionals Advisory Council (APAC)
Wielert reported. APAC has not met, but hopes to meet next week. Some members of the council have resigned.

H. Employee Advisory Committee (EAC)
Small reported. He had e-mailed information to OSC members prior to the OSC meeting to read regarding EAC’s November 3, 2017, meeting. Small stressed the
importance of the meeting, because legislation that could affect civil service positions state-wide was slated to be discussed. Small said he would report back to OSC regarding the outcome of the meeting.

XI. Prior Business
None

XII. New Business
A. Homelessness
Hulseberg wanted to make the council aware that he has heard that there are two staff members who are currently homeless.

B. Safety
Royce brought up the issue of the recent near campus violence. NIU has many employees and students who are on campus late at night or very early in the morning. Royce suggested that this could be a Workplace Issues committee matter. Smith mentioned an e-mail from Acting President Freeman which offered to assist students in moving from off-campus housing into residence halls. Smith wondered if that meant that NIU would help students with their leases.

XIII. Adjournment
A motion was made by Smith to adjourn the meeting. The motion was seconded by Royce and passed by unanimous vote. The meeting adjourned at 10:53 A.M.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council