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OSC Minutes 2024 08-01

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Minutes
Operating Staff Council

August 1, 2024

Hybrid in Person and Virtual Meeting (Teams) – 9:00 A.M.

Approved September 5, 2024

Present: Nicole Adams, Cindy Kozumplik, Natasha Johnson, Mandy Kreitzer, Rave Meyer, Frances Mitchell/Admin. Aide, Sara Richter, Tracey Ward, Tiffany Morris, Tawanda Paul, Cindy Robinson, Jim Slagstad, Jay Monteiro, Mark Pietrowski, Kathy Mosher, Sam Hawkins, Rob Kerschke, Tiffany Morris, Angie Gutierrez-Vargas, Patty Wallace, Jessie Alex, Tamara Boston

Non-members present: Alan Clay, Ben Creed, Christopher Gilbert, Caroline Kosmel, Holly Nicholson, Karen Smith

Absent: David Rapp

I. Call to Order

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

II. Roll Call

Attendance was called by Mandy Kreitzer. Met the minimum quorum of 9.

III. Approval of Agenda

Kozumplik made a motion to accept the agenda. The motion was seconded by Meyer and passed by vote.

IV. Approval of Minutes

Richter made a motion to accept the July 11, 2024, minutes. The motion was seconded by Robinson and passed by vote.

V. Treasurer's Report

Report on file read by Mosher. \$16,133 in our Operating Staff General Fund. We have \$1,044.11 in the Civil Service Emergency Fund. We have not received an update since March but hope to have an update on the staff dependent scholarship. Motion by Slagstad. Seconded by Kozumplik. Motion carried.

VI. Visiting Committees/Guests

- A. Gigi Beaird - Gigi shared information on budget and compliance on how to make purchases. She shared that links are helpful for her to purchase utilizing her pcard to charge directly to the account rather than having someone else going out to make the purchase and having to reimburse them. Institutional services are helpful for direct billing as well to directly charge the OSC cost center account directly. Gigi shared that we must be mindful that our budget is run but student tuition dollars and the policies surrounding its use. We need to have one non NIU person in attendance at the event to process payments associated with events.

VII. Public Comment

- A. None

B. VII. President's Report

None

VIII. Human Resources Update – Alan Clary shared that the Supervisor Session contained information that a new feature was deployed July 1st that anyone 18 years or older could verify the second stage of their I-9. They can have verification of their documents off campus. Human Resources will still track their I-9 verification. Reminder that we have tight payroll deadlines for new employees. Alan will check to see if he can share the recording of the Supervisor Session. Alan followed up in the TEAMS chat with the slide deck from the Supervisor Sessions meeting held on July 30 with HRS hosting.

Announcements/Correspondence

IX. Shared Governance Reports

- A. Board of Trustees – Ben Creed reported.
 - a. The new UAC member will be Tom Skuzinski for the vacant faculty seat. No other immediate updates.
- B. University Council – Ben Creed reported.
 - a. In conversation in how to bring back the spirit of the prior resource and budget committee meeting group to inform campus. There will be opportunities for the OSC representation on UC to be in on those conversations. That is yet to be determined.
- C. Faculty Senate – Ben Creed reported.
 - a. Working on priorities for the next year.
 - b. In conversation and collaboration with the Provost with an AI working group. Academic freedom that that intentional and grounded. Reach out to Ben and he can help connect with Natasha and others on how to do that.
 - c. Academic freedom and how to do that which are intentional and grounded.
 - d. Continuing to look forward to how Faculty Senate and OSC can partner and streamline to work together going forward.
- D. Supportive Professional Staff Council (SPSC) – No report.
 - a. Next meeting is in August.

X. Operating Staff Council Committee Reports

- A. Elections and Appointments – No update.
- B. Legislative Committee – Kozumplik no report.
- C. Public Relations/Activities – Sam Hawkins reported.
 - a. Orders were put in for items for get together and were received in mid-June. One in the fall and one in the Spring will be held. Responses were also received from the OSC newsletter for topics of interest for in person or virtual about things that they may not be experts on like add pay.
- C. Workplace Guidance – Jim Slagstad reported.
 - a. Human Resources is working on workplace culture and morale. More information will come out on that.
 - b. The timeline and timeliness of desk audits is being discussed and questions can be emailed to OSC or reach out to Jim with those.
 - c. Work is being done on the Who to Call list with website changes.
- C. Civil Service Emergency Fund – Kreitzer indicated no report and will meet today.
- D. Celebration Committee – Kozumplik reported that they are trying for a Spring event and try to combine with the SPS event. No exact date yet.

- E. Scholarship update – No report.
- D. President’s Report –
- E. Employee Advisory Committee (EAC) – Chris Doe reported.

XI. Prior Business –

XII. New Business –

XIII. Adjournment

Kozumplik moved to adjourn the meeting. The motion was seconded by Mosher and passed by unanimous vote. The meeting was adjourned at 9:58. a.m.

Respectfully submitted,
Mandy Kreitzer, Secretary
Operating Staff Council