

**Supportive Professional Staff Council
Minutes**

December 8, 2022

Teams and In Person AL 203

10:00 a.m.

Approved January 12, 2023

Call to Order: President Bohanon called the meeting to order at 10:01 a.m.

Roll Call: Costello called the roll and confirmed a quorum.

Members Present: Eric Armstrong, Nathan Birtell, Felicia Bohanon, John Boswell, LaBrian Carrington, Melanie Costello, Heath Duncan, Liz Guess, Joe Lovelace, Frances Mitchell (Admin Aide), Margaret Myles, Tom O’Grady, Jesse Perez, Michelle Pickett, Anthony Preston, Andrew Rogers, Ronald Smith, Shannon Stoker, Manuel Valdez, Dan Wolfe, Megan Woodruff

Members Excused: Lupe Flores, Dara Little, Jennifer Manning, Scott Mooberry, Christina Sutcliffe

Guests: Michaela Holtz, Malhar Saheed, Liz Wright

Approval of Agenda: Properly motioned and seconded (Smith, Rogers); all in favor, none opposed. Agenda approved by voice vote.

Approval of November 10, 2022, Minutes: Properly motioned and seconded (Myles, Costello); all in favor, none opposed. November 2022 minutes approved by voice vote.

Guest Speakers: Liz Wright, Michaela Holtz: Provided an update to the university’s awards program.

The goal is to recognize staff in a more inclusive way—staff who do different types of work, i.e. staff who engage with students, colleagues who advance the NIU mission and to show that all staff are valued.

The group created a program that increases the number of recognitions and the monetary awards. See site, <https://www.niu.edu/president/staff-awards/index.shtml> for more details. The SPS Council will continue to award Supportive Professional Staff awards, currently: *Advocacy*, *Cultural Competency*, *Supervision*, *Institutional Advancement*, *Partnership and Collaboration*.

University Committee Reports

University Council, Faculty Senate and Board of Trustees: President Bohanon is awaiting written reports that she will distribute to council members.

Student Government Association: At their most recent meeting the SGA made changes relating to officers, and they are also looking at additional funding available to support some of the initiatives they have not previously had—and making sure there is equitable distribution of additional funds in terms of activities.

Operating Staff Council: Holly Nicholson did not have an update on behalf of the OSC, and she wishes everyone a very joyful holiday season.

Eric Armstrong will be serving on the search committee for a VP, for the Division of Research and Innovation Partnerships.

University Advisory Fee Group: Met October 13 and laid out their goals for 2024. Scott Mooberry may have more information to report in January.

Vice President's Report

Athletic Board had a huge success in their week of giving; they surpassed \$1,000,000 for the second year in a row; they've raised over \$3 million since 2017 and they have a lot of momentum built behind some of their facilities projects including tennis, baseball, and softball.

Parking Appeals Committee heard 44 appeals; 17 approved; 22 denied and 5 reduced fine.

Libraries Advisory Committee View the report posted as "Documents" in SharePoint, [VP Report](#)

Old Business: June and July, Events and Awards Committees.

New Business, SPS Council Committees:

Advocacy: Met November 29th discussed initial reactions to the 2022 survey. Also discussed some potential things they may investigate as a result of this survey. Costello reported they have some action items that the committee is going to work on prior to our next council meeting. Andrew Rogers is going to compare the 2017 and 2022 data side-by-side to develop a framework for making some useful comparisons. Joe Lovelace is exploring some of the mechanisms and processes in CMS and HR to audit and classify positions to try and answer the following questions: What is unique to your being SPS? What is a vital role? What is the vital role of SPS employees in the NIU system? What are some things this committee as well as the SPS Council, as a whole, can influence?

Awards: Megan Woodruff reported that given the additional information they got this morning, the committee will start reviewing that and bring some suggestions forward to the Council.

Communications & Technology: Dan Wolfe reported the committee was still figuring out how to manage the website, creating a newsletter and other steps such as survey information. Regarding increasing visibility of the SPS Personnel Advisor, the committee is still working on drafting that. President Bohanon noted this was a high priority need and would like to have a draft to share with the Council at the January 12 meeting.

Constitution & Elections: Tom O'Grady reported he had been reviewing the Constitution as it is due for an update, particularly about the committee structure. It was suggested that each committee write up a brief description of what your committee does to provide a starting point

for updating the committee structure and functions. Also discussed, and President Bohanon asked for feedback on, was not meeting in June and July.

Events: No report.

Professional Development: No report.

Regional Community Relations: Shannon Stoker provided a long list of holiday activities in the area.

SPS Dependent Scholarship Fund: Ronald Smith reported from their November 30 meeting. The application period runs from November 15 – January 31, 2023. Only one application has been received so far. The committee will be meeting early next week re: marketing. Will have a report for the January SPS meeting.

Announcements: Andrew Notebaert is the newly hired Director of Graduate Studies for the College of Health and Human Sciences.

Adjournment: President Bohanon wished everyone a wonderful holiday season. She wished everyone an enjoyable and restful break; is looking forward to seeing everyone in January. President Bohanon adjourned the meeting at 10:53 a.m.

Representatives: Please contact our SPSC Secretary, Melanie Costello, (melcostello@niu.edu) and SPSC Administrative Aide, Frances Mitchell, (fmitchell@niu.edu) if you are unable to attend a meeting. An Alternate will be contacted for you.
Alternates: You are invited to attend all meetings.

Respectfully submitted,

*Melanie Costello,
Secretary Supportive
Professional Staff
Council*