

**Supportive Professional Staff Council Meeting
Draft Minutes**

Thursday, July 14, 2022
Via Teams and In Person AL 125
10:00 a.m.

Approved August 11, 2022

Call to Order: President Bohanon called the meeting to order at 10:00 a.m.

Roll Call: L. Flores, Quorum confirmed

Present: Nathan Birtell, Felicia Bohanon, LaBrian Carrington, Heath Duncan, Patricia Erickson, Lupe Flores, Joe Lovelace, Ismael Montana, Scott Mooberry, Margaret Myles, Holy Nicholson, Tom O'Grady, Michelle Pickett, Anthony Preston, Andrew Rogers, Ronald Smith, Christina Sutcliffe, Manuel Valdez, Dan Wolfe

Approval of Agenda: Properly motioned and seconded, (Smith/Duncan) all in favor, none opposed. Agenda approved.

Approval of Minutes: **Approval of Minutes:** June 9, 2022. Properly motioned and seconded, (O'Grady/Myles) all in favor, none opposed, June 9, 2022, minutes approved.

President Bohanon introduced Ismael Montana, newly elected President of the Faculty Senate and Chair of University Council. Welcome Ismael.

University Committee Reports

University Council: Ismael Montana said he is delighted to be working with the SPSC and is looking forward to working with the Council this academic year in advancing our goal of making NIU the best it can be.

Student Government Association: No report.

Operating Staff Council: Holly Nicholson reported Catherine Doederlein is now a member of the Operating Staff Council; the council will be focusing on fund raising for their Dependent Scholarship Fund; the Civil Service Emergency Fund is now able to award more grants and OSC will be hosting the **Council of Councils** next year. The Council of Councils is a gathering of civil service councils from the Illinois public university system which began in 1997 here at NIU. The Council of Councils committee has begun planning for 2023.

Faculty Senate: Next meeting August 31, 2022

Board of Trustees: Next meeting September 15, 2022

Vice President's Report

Campus Parking Committee reported preparations for the new license plate scanning and permits would be available for purchase July 18.

Parking Appeals Committee reported results of their June 14 and July 12 meetings: the committee considered fourteen appeals: 7 approved, 4 denied and 3 reduced fine.

Unfinished Business

a) Committee Reports and President Bohanon's remarks to inform and encourage interest in signing up. The **sign-up sheet** is in SharePoint [Copy of FY23 SPSC Committee Selections](#). See also attached committee duties copied from the SPSC Constitution for your

convenience.

Advocacy: No report

Awards: March and April are the busiest times for this committee.

Communications & Technology: This committee disseminates information and announcements.

Constitution & Elections: Chairman O’Grady noted that in addition to running the annual general election, this committee will be looking at the Constitution, seeing where changes or updates are needed.

Events: No report. As more people return to campus, this committee will take on a greater role.

Professional Development: No report. Sabbaticals came up on several occasions.

Regional Community Relations: No report.

SPS Dependent Scholarship Fund: This committee is tasked with awarding scholarships. One to an SPS employee dependent and one for a student impacted by an SPS employee. We awarded two scholarships this spring: \$1000 and \$500. This committee will meet again in the fall of next term, usually meets 4-6 times. This year there were 12-14 applicants. This committee needs more publicity.

New Business

Election of Officers: A vote was taken confirming Andrew Rogers as Treasurer and re-electing Tom O’Grady as Vice President. The Secretary position remains open. Frances Mitchell, Admin. Aide, is acting as interim recording secretary until a permanent Secretary is elected. See: https://www.niu.edu/spsc/_pdf/sps-constitution.pdf for the duties associated with the position.

Announcements: None

Adjournment: Bohanon called for a motion to adjourn. Properly motioned and seconded, meeting adjourned at 10:45 a.m.

Representatives: Please contact SPSC Administrative Aide, Frances Mitchell, if you are unable to attend a meeting. She will identify an Alternate.

Alternates: You are invited and encouraged to attend all meetings.

Section 4. Awards Committee. The Awards Committee shall a. Solicit applications, evaluate candidates, announce recipients, and make the award each year of the Supportive Professional Staff Presidential Award for Excellence and the Gary Gray Award for Service to the SPS Council; b. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Section 5. Communications/Technology Committee. The Communications/Technology Committee shall a. Utilize campus and other resources to promote the visibility of the Council. Such efforts include, but are not limited to, revising and updating the Council's web presence to keep SPS members informed about developments on matters of mutual concern; providing documents and other information about the Council, its meetings and procedures, elections, etc., including links to relevant University resources; and using the SPS mailing list to communicate with SPS members;

b. Help maintain a current database of SPS employees and use it to update SPS mailing lists and other resources; c. Provide assistance to the Council and its members in the use of the various technologies available to them. This assistance includes, but is not necessarily limited to, ensuring that all Council representatives and alternates know how to use SPS mailing lists to communicate with their constituents and that the Secretary (or other designated responsible personnel) is enabled to update Council minutes, agendas, and other working documents on the Council's website;

d. Assist the Constitution and Elections Committee in conducting SPS elections by maintaining or enhancing an electronic voting procedure;

e. Assist other regular and ad hoc committees of the Council by investigating, developing, altering, or maintaining technological solutions or procedures (such as online surveys, self-reporting tools, etc.);

f. Suggest electronic options to the Council when appropriate technologies exist to assist with any aspect of the communication or distribution of appropriate information; and

g. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Section 6. Constitution and Elections Committee. The Constitution and Elections Committee shall:

a. Administer and supervise all elections for the Council, for the President of the Council, and for all other offices the Council determines to require an election;

b. Solicit and obtain approval of nominees to be placed on the ballot and make final rulings on the eligibility of members of the Supportive Professional Staff as candidates for Council elections and all other election matters not specifically covered in this Constitution;

c. At least two months prior to the election, in years evenly divisible by two, review the ratio of Supportive Professional Staff members in each Council division to the total number of Supportive Professional Staff members and recommend to the Council an adjustment of the distribution of representation, if in the opinion of the Elections Committee such adjustment is either necessary or desirable;

d. Administer and supervise all referenda requiring a vote by members of the Supportive Professional Staff;

e. Prepare amendments and revisions to this Constitution for subsequent consideration by the appropriate bodies. In carrying out this task, the committee may act either on its own motion as it deems necessary or at the direction of the Council; and

f. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Section 7. Events Committee. The Events Committee shall a. Coordinate, plan, facilitate, and evaluate special events sponsored by the Council as directed by the Council and/or the President, b. Assist the Council in determining the advisability or necessity of such events and in identifying and securing appropriate venues for such events, c. Prepare budgets for such events, and d. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Section 8: SPS Professional Development Committee. The SPS Professional Development Committee shall include the current ad hoc Leadership Workshops Initiative Committee. The committee shall be tasked with identifying professional development opportunities for SPS employees and developing professional development opportunities for SPS employees such as those presented by the Leadership Workshop Initiative. Duties will also include educating university on importance of SPS staff distinction and what it means to be an NIU SPS employee.

- a. Coordinate, plan, facilitate, and evaluate special events sponsored by the Council as directed by the Council and/or the President,
- b. Assist the Council in determining the advisability or necessity of such events and in identifying and securing appropriate venues for such events, and
- c. Prepare budgets for such events, as necessary.

Section 9: SPS Regional Community Relations Committee. The SPS Regional Community Relations Committee's duties shall

- a. Identify ways in which SPS staff can interact with the regional community to advance NIU mission,
- b. Research and communicate all SPS led events that are reaching out to our regional area, NIU regional media mentions (positive or negative), and
- c. Identify community organizations or events that should have a presence from NIU SPS employees through either attendance or partnering.

Section 10. SPS Scholarship Fund Committee. The SPS Scholarship Fund Committee will be composed of at least the following: three (3) SPS Council members, one (1) SPS Retiree – selected from the NIU Annuitants Association, and one (1) SPS not currently on Council. At least one committee member should be from the Financial Aid and Scholarship Office. The Chair will be one of the three (3) SPS Council members and will be elected by the committee each year. The Committee shall

- a. Review guidelines and selection processes to ensure best practices (e.g. creating or approving rubric for review) are followed,
- b. Participate in letter writing campaigns,
- c. Send thank you notes to donors,
- d. Advertise the scholarship,
- e. Review applications,
- f. Determine recipient(s) of the scholarship,
- g. Notify recipient(s) and applicant(s) of the decision,
- h. Recognize recipient(s) during the SPS Awards Ceremony,
- i. Chair will liaison with the Financial Aid and Scholarship Office to monitor the scholarship budget and share with committee and Council, and
- j. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President. Any applicant, nominee, or committee member must disclose a conflict of interest, which will be addressed by the committee. The committee may defer consideration of the matter to the SPS Council Executive Committee

Section 11. Advocacy Committee. The Advocacy Committee will be composed of the President ex officio and such other members as may be needed to carry out its duties. The Committee shall

- a. Define workplace issues critical to members of the SPS by eliciting concerns and feedback from the SPS as a whole;
- b. Research and report to the Council on these issues or issues developed by the Council, the President, and/or the Executive Committee;
- c. Facilitate actions that will assist SPS members to be more effective in the performance of their duties and that will enhance the political, cultural, economic, and motivational climate in the SPS workplace;
- d. Maintain contact with the University's legislative liaison staff to facilitate the sharing of information on matters of interest and concern and to communicate those matters to the Council for appropriate action;
- e. Maintain contact with relevant local, state, and regional organizations to facilitate the sharing of information on matters of interest or concern and to communicate those matters to the Council for appropriate action;
- f. Maintain contact with members of the professional staff and their representative bodies at other Illinois public universities to facilitate the sharing of information on matters of interest or concern at a state level;
- g. Assist the Council in researching and framing legislative issues of concern and to communicate to the Council regarding such issues when they arise; and
- h. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.