

**Supportive Professional Staff Council Meeting
Draft Minutes**

Thursday, June 9, 2022
Via Teams and In Person AL 125
10:00 a.m.

Approved July 14, 2022

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

Roll Call *Mitchell, F. Quorum confirmed*

Present: Eric Armstrong, Monique Bernoudy, Jason Birtell, Felicia Bohanon, John Boswell, Peter Chomentowski, Melanie Costello, Heath Duncan, Patricia Erickson, Lupe Flores, Liz Guess, Merlynette Griffin, Joan Laurino, Joe Lovelace, Jennifer Manning, Kellie Martial, Margaret Myles, Holly Nicholson, Tom O'Grady, Jesse Perez, Michelle Pickett, Jerri Reynolds, Andrew Rogers, Ronald Smith, Megan Woodruff

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

Approval of Minutes: May 12, 2022. Properly motioned and seconded, (Smith/Duncan) all in favor, none opposed, May, 2022 minutes approved.

University Committee Reports

University Council: Peter Chomentowski: Preparing for Ismael Montana, President of University Senate, to Chair University Council.

Student Government Association: No report.

Operating Staff Council: Holly Nicholson reported *OSC elections were held. New members are Catherine Doederlein, Rob Kerschke, Mandy Kreitzer, and Mark Pietrowski. *Officer elections will be held during their July meeting. *John Hulseberg, OS Personnel Advisor, submitted his annual report detailing the kinds and quantity of work he performed for operating staff employees. John has been doing great work since 2017. *The 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 held here at NIU. The Council of Councils committee began planning for 2023.

Faculty Senate: Peter Chomentowski: Ismael will be working with Pat Erickson and beginning to move into the Council office the last two weeks of June.

Board of Trustees: Peter Chomentowski: Next meeting is next Thursday, June 16

Vice-President's Report

University Committee's Summary Report: Tom O'Grady noted only reporting from the Parking Appeals Committee: 5 appeals/3 denied/2 reduced fine. The report is on SharePoint.

[VP Reports 2021-2022](#)

Unfinished Business:

a.) Committee Reports

Advocacy: Ballard, no report.

Awards: Woodruff announced the Gary Gray Award for Service to the Council goes to **Tom O'Grady!**

Communications & Technology: Valdez, no report.

Constitution & Elections: The election was held, **Felicia Bohanon** was re-elected as **President** to serve another two-year term. Votes were tallied and notifications need to go out before the new roster is published. At present we still have seven representative and eight alternate positions open.

Events: Boswell, no report.

Professional Development: Bernoudy reported. This committee met and re-evaluated their work to date. Her complete report is attached.

Regional Community Relations: Stoker, reported June local area events.

SPS Dependent Scholarship Fund: Smith, no report.

New Business: University Committee Selections

Tentative Record:

Faculty Senate: Andrew Rogers;

Campus Parking Committee: John Boswell and Tom O’Grady;

Campus Security: Jennifer Manning and Melanie Costello;

CAEIE: **Vacant**

Computing Facilities Advisory: Margaret Myles;

Non-Union Faculty and Staff Grievance Panel: Heath Duncan;

Libraries Advisory Committee: Monique Bernoudy;

Parking Appeals Committee: Tom O’Grady and Lupe Flores;

SURMAC: Liz Guess;

Student Conduct Board: Monique Bernoudy and Melanie Costello;

University Benefits Committee: Petersen and [vacancy](#);

Announcements: Presidents Bohanon and Nicholson and a couple other employees, are re-visiting the university’s former practice of awarding additional compensation to an employee for completing a degree or professional certification. Bill Hodson is open to reconsideration. In the past employees were awarded a modest flat rate increase. Currently, one of the things under consideration is a percentage basis, 2 or 3% has been requested. Our respective presidents will be keeping us informed on this project.

President Bohanon shared there are a number of Council members leaving this year and we want to make sure we acknowledge their service to the Council. Bohanon will be sending out Certificates of Service.

Bohanon asked if anyone whose term is ending would like to say anything at this point? Monique Bernoudy: *“Serving has been a great pleasure”*; Joan Laurino said *“It’s been a real pleasure and it’s so wonderful to get to know everybody. I appreciated your leadership Felicia—you make it a real pleasure.”*

Bohanon reminded everyone that the council will be electing officers at the July meeting.
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Adjournment: Properly motioned and seconded, the meeting was adjourned at 11:11 a.m.

Representatives: Please contact our SPSC Secretary, Lupe Flores, and SPSC Administrative Aide, Frances Mitchell, if you are unable to attend a meeting. They will identify an Alternate for you.

Alternates: You are invited to attend all meetings.

Respectfully Submitted, Lupe Flores, Secretary

SPS Professional Development Sub-committee

March 17, 2022

Microsoft Teams at 11:00 a.m.

Minutes

In attendance: Monique Bernoudy, Liz Guess, Kellie Martial, Margaret Myles, Andrew Rogers, Brian Smith (guest)

Vision

There is mutual agreement that SPS needs a strategy to ensure appropriate training, education, and professional development (PD) is provided for all members. This would enhance their individual skill set while also advancing their areas of employment and the university. Therefore, it is a necessary and worthwhile institutional investment that will reap benefits across campus and contribute to retention, recruitment, and student success.

Focus

The primary areas of focus are supervisor training, institutional support and financial commitment to SPS professional development, and managing voids within areas. Supervisors are seldom provided the training necessary to ensure they have the skills to lead and manage their employees which includes a commitment to investing in their staff's professional development.

Supervisor Training

Brian Smith, Employee Assistance, joined the SPS PD subcommittee meeting to discuss the development of a comprehensive supervisor training programs. He noted, there is recognition that the pressure is immense for supervisors and therefore support and resources are warranted. The program will include a multifaceted approach of cohort groups, online training, and a curriculum of 8 tenets:

- 8 tenets presented in monthly modules to cohort groups of supervisors over the course of an academic year
 - Include human resource and employment updates and information
- An online version will be developed in perhaps a similar manner to ethics modules to support the cohorts of new supervisors that currently exist

This supervisor training program is in developmental stages and therefore many questions remain, such as:

- How should the online module be comprised, is there a preferred model?
- How do we create the cohorts and engage participants in relevant and on-going discussions?
- What size should be employed for the cohorts?

There was discussion regarding the supervisor training and several recommendations were provided:

- Create cohorts based on job functions/responsibilities to ensure participants can engage, learn, and process with their direct peers to provide a richer experience
- Provide opportunities for the cohorts to jointly meet and share amongst one another perhaps abased on their top 1-3 areas of focus, concern, etc.
- Provide cohorts the financial support to further their professional development together perhaps by attending a seminar, conference, and/or training to enhance their knowledge and advance the institution

Brian shared that Bill Hodson is an advocate for supervisor training and employee professional development and will continue to advocate for it at the senior roundtable.

The SPS PD subcommittee agreed to serve as a sounding board for Brian as the supervisory training program is developed. The current meeting structure will be used to engage in these discussions.

Institutional Support and Financial Commitment

Institutional support and financial investment in professional development for SPS employees is critical to improve retention, employee morale, employees' skills set, and advance the success of the institution and our students. There is confidence that this will also be a useful recruitment tool. The recommendations for support and financial commitment are as follows:

- Tracking of employee PD engagement *“what gets measured, gets done”*
 - Add to employee evaluations (what opportunities have you engaged)
 - Add to supervisor evaluation (share PD engagement of employees)
- Reimagining SPS sabbatical leave to reflect realistic opportunities to allow them to be consistently used (i.e., ¼ or ½ time leave, one day per week, a week at a time, specific weeks within the year)
- Expanding opportunities for SPS PD
 - Provide additional programs beyond the President Staff Fellow Program
 - Institutional budget to support PD (i.e., webinars, conferences, trainings)

Managing voids created by staff departures (temporary and permanent)

While the workload continues to increase across campus the ability to manage it successfully does not occur with any consistency. There is an institutional desire to cross train staff to provide efficiency that is seemingly used to close the gap of the voids created with staff departures. However, the cross training does not address the increase in workload and responsibility. The voids are created by temporary departures, such as: maternity leave, FMLA, and permanent departures but do not include a plan to support the workload during the void prior to hire (if hire is approved).

- It was noted having documentation to note these occurrences are helpful when refilling positions but there is no mechanism to consistently gather this information
- It was suggested this information may be provided on the surveys being administered (Great Colleges, IDEA) and we should ascertain if there is relevant information that can be used in this arena