

**Supportive Professional Staff Council
Teams Hybrid Meeting
Minutes**

Thursday, March 10, 2022
10:00 AM to 12:00 PM – AL 125

Approved April 14, 2022

Attendees: Eric Armstrong, Monique Bernoudy, Nathan Birtell, Felicia Bohanon, John Boswell, Melanie Costello, Heath Duncan, Patricia Erickson, Lupe Flores, Liz Guess, Joan Laurino, Joe Lovelace, Jennifer Manning, Kellie Martial, Elbia Menendez, Frances Mitchell, Margaret Myles, Holly Nicholson, Tom O’Grady, Michelle Pickett, Anna Quider, Jerri Reynolds, Sarah Richter, Andrew Rogers, Ronald Smith, Roselyn Snell, Shannon Stoker, Christina Sutcliffe, Manual Valdez, Megan Woodruff

I. Call to Order – Felicia Bohanon called the meeting to order at 10:00 a.m.

II. Roll Call - Lupe Flores called roll and verified a quorum.

III. Approval of Agenda - Bohanon called for a motion to approve the agenda. (Costello/Smith); Having been properly motioned and seconded, all in favor, today’s Agenda is approved.

IV. Approval of Minutes - Bohanon called for a motion to approve the February 13, 2022, Minutes. (O’Grady/Snell) Having been properly motioned and seconded, all in favor, the February Minutes are approved.

**V. Guest Speakers: Brian Smith, Director, Employee Assistance Program and
Timothy Paquette, Director, Counseling and Consultation Services:**

Smith and Paquette talked about our campus--what we could do for one another and campus resources. It is important to acknowledge for all of us what we have been through. Everyone is impacted.

Brian and Tim emphasized the importance of self-care every day, in small unique ways, taking care of ourselves. The Council was reminded that the Counseling and Consultation Services is the designated student Mental Health Center with licensed mental health professionals as the primary part of our staff available 24/7.

The EAP provides support free of charge for faculty, staff, retirees, and all family members. The EAP is located on the 7th floor of the Holmes Student Center where there is a five-person team at your disposal. The Employee Assistance Program is still not widely known on campus so please, pass the word about their mission and availability. Brian also mentioned that the Center for Innovative Teaching and Learning has a lot of good trainings and information.

Tim mentioned the Center for Student Assistance established just before the pandemic has evolved into a one stop shop to help students get immediate support to address **any kind of concerns**—emotional, housing, food insecurity, all under the center’s umbrella.

VI. Shared Governance Reports

University Council: March 3. Two objectives: re-imaging university council. How does it look now? The last director re-imagined UC and 90% of UC work is now with the Faculty Senate. What do we want for UC as we go forward? Do we downsize, get reports from other committees that are not under UC?

The first reading for the student grievance process is being handled by HR. It has been a three-year process, an add-on to the Faculty Grievance. Next UC meeting is April 3.

Student Government Association: No report. [They are having their elections.]

Operating Staff Council: Good news, the Operating Staff Council's **Outstanding Service Award** recipients are **Kristin Brynteson, Eric Biletzky, Lara Lyles and Linda Yates**. We applaud and thank them for their outstanding service. **Dependent Scholarship recipients are Isaiah Webb, Darby McGowan, Morgan Haga**. These are amazing students. Last piece of good news is that the CSEF committee was able to help two employees out with \$250 grants each and the committee has funds for two more grants. Thank you to everyone who helped make this possible. Reach out to Holly Nicholson to donate or send a colleague to apply.

Faculty Senate: Passed our Faculty Personnel Advisor with no comment. The Faculty Senate will be accepting nominations for President at their next meeting on March 30. Peter Chomentowski will be returning to teaching full time. Faculty Senate is meeting in person: March 30; April 27.

Board of Trustees Committees: May 12; Increases in tuition and fees passed. Increase in graduate student tuition also passed. Recommendation approved for increase in room and board, no more than 3% at Neptune, Gilbert and Grant. No recommendation for increase for New Hall or Northern View. Also increase in meal plan upgrades, approved. Health insurance increases included a planned increase. Also relocation of HR to Neptune North this summer and discussion and approval for renovation to include air conditioning. All approved. Approved Dr. Kerry Wilks started March 1. Honorary doctorate to Jesse White. Next BOT is March 24, full meeting at 9:00 a.m. AL315. You can stream it live. (BOT Committees August 18; November 10, 2022)

Board of Trustees: March 24; June 16; September 15; December 8, 2022

VII. Vice-President's Report:

a.) University Committees Summary Report: VP O'Grady

Athletic Board: Exciting news—NIU is recipient of NCAA/MOAA award for diversity and inclusion in January. This is the second win for NIU, the first in 2016. The Victor E. Bash will be virtual again this year in June and their next and last meeting is April 20th. [NCAA/MOAA](#)

Campus Parking Committee: NIU is putting in place a new license plate scanning system that will replace hang tags and other types of vehicle identifiers.

CAEIE: To meet March 15 report in April.

Campus Security and Environmental Quality: NIU has higher level of food insecurity than other campuses in the mid-west.

Computing Facilities Advisory Committee: Next and last meeting, April 22.

ITLC Committee: April 19

Parking Appeals Committee: 33 appeals and 1 second appeal. Approved 20; Denied 11; Reduced 3.

Student Conduct Advisory Board: Meeting scheduled for March 11 to review the Student Conduct Board's proposed Student Code of Conduct.

Student Conduct Board: No meeting.

University Benefits Committee: No meeting.

University Fee Advisory Group: Pickett reported this group began meeting in November 2021. Final group recommendations were submitted in early January. Pickett and Co-Chair Sanan are developing processes for the annual review of fees that will be shared with the group and then fee managers later this fiscal year. [VP Report March 2022.pdf](#) or [spsc-vpreport-march-2022.pdf](#)

VIII. Ritu Subramony, Director of Accreditation and Assessment and Evaluation.

NIU is in the midst of a recurring 10-year cycle. March 2024 The Higher Learning Commission (HLC) will be at NIU for a site visit which signifies the termination of this past 10-year cycle. Subramony shared some slides and explained her purpose here is purely to provide information about the process. Last cycle closed in 2013-2014. Subramony shared that NIU is part of an open pathway which is the least restrictive cycle. Councils have input in 2022-23 then preparation for the actual site

visit in 2024. Our goal is to produce a persuasive argument, supported by evidence. We will be asking you for certain things. Highlight unique authentic depiction of NIU (see slide) Why important? Highlights our institutional priorities. It is not just about academic affairs. Demonstrating commitment to quality assurance as we work for accreditation. [R. Subramony slides](#)

IX. Unfinished Business:

a.) SPSC Committees Reports:

Advocacy: Costello reported Jeanna Ballard transitioned to Civil Service and Roselyn is retiring which leaves Costello and Flores on the committee so if anyone is interested, we have lovely meetings---please help us out. Roselyn reported on the status of the survey, and they are working on what the next steps will be. Some common themes are seen in the survey and the committee needs help getting the results disseminated.

Awards: Woodruff reporting. They are having conversations and looking at what can be done to standardize the process moving forward. They may need to change some of the rules and make it easier for people to nominate. Ideas and suggestions are welcome. The deadline for nominating was extended to March 21.

Communications & Technology: No report.

Constitution & Elections: O'Grady reported they are in the middle of the election. The nominations deadline is March 18 [extended to March 25 later]. Voting is scheduled to begin April 18.

Events: Event this Friday, March 11, 4-6 Huskie Den. An announcement went out with rsvp. If you did not rsvp, come anyway. Free food, free bowling and \$1 off happy hour price of drinks.

Professional Development: No report. Meeting next Thursday with Brian Smith.

Regional Community Relations: Stoker reported and stepped up to chair the committee and reported from a list of events going on in the community. The list is being sent to Bohanon.

SPS Dependent Scholarship Fund: Met in February and identified two students to award totaling \$1500 and we extended a scholarship of \$1000. Also awarded a \$500 scholarship to student—mentored by Sandy Lopez. Fund raising promotion is needed. Fourteen applicants, twelve met the qualifications. Bohanon suggested sending out an ask to SPS across NIU.

X. New Business:

President Freeman will be our guest at our April 14 meeting. If you have questions or topics to discuss, please email them to Felicia ahead of time before March 31.

XI. Announcements:

Congratulations to **Darren Mitchell**, newly appointed Chief of Police, Department of Police and Public Safety.

Bohanon introduced our new SPS Personnel Advisor, **Joe Lovelace**, Director, Student Legal Assistance Office advocating for students. He has been at NIU since July 2014, and is a former alternate on SPSC. He looks forward to helping resolve any concerns or issues. Joe is typically on campus five days a week.

Roselyn Snell is retiring May 1 after 37 years at NIU. Roselyn started as a student employee and retiring as an Executive Director in HR. Roselyn shared her thoughts about her tenure. She said NIU has been very good to her. She explained how her mom started the financial aid office and opened doors for Roselyn. Her message was that it has been an honor

and privilege to serve on the Council. She is not going anywhere. April 29 is her last day, but the second week of April will be her last full week on campus.

Bohanon noted Roselyn is on several committees. Bohanon will be reaching out for self-nominations for the following:

President's Budget Roundtable

Committee for Academic Equity and Inclusive Excellence

Student Conduct Board

Non-Union Faculty and Staff Grievance Panel and Pool.

XII. Adjournment

Bohanon called for a motion to adjourn, Stoker so moved, seconded by O'Grady. The meeting adjourned

*Respectfully submitted,
Lupe Flores, Secretary*