

Supportive Professional Staff Council

Minutes

October 13, 2022

Teams and In Person AL 203

10:00 a.m.

Approved November 10, 2022

Call to Order: President Bohanon called the meeting to order at 10:02 a.m.

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

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

Guests: Anthony Del Fiacco, Patricia Erickson, Ismael Montana, Holly Nicholson, Jerri Reynolds, Debra Woolbright

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

Approval of September 8, 2022, Minutes: Properly motioned and seconded (Costello/Smith); all in favor, none opposed. September 8 minutes approved by voice vote.

University Committee Reports:

University Council: Ismael Montana reported the last meeting of the UC was October 5. Vice President for Student Affairs, Clint-Michael Reneau, gave the Council an update. He reported about Homecoming activities relative to Student Affairs and he gave an update on student enrollment trends.

Discussion centered around recommendations from the President's Roundtable presented by VP's Blazey and Ingram. This was the same presentation given at the leadership meeting which will be shared with governing groups. VP Reneau noted the increase in student engagement and how students are taking advantage of increased activities on campus.

Faculty Senate: Ismael Montana reported from the September 28th meeting where the issue of campus security came up and what is being done about it. Campus Police Chief Mitchell, DeKalb Police Chief and the DeKalb City Manager have been in discussions with Matt Streb. The Senate was updated about the measures in place and some other things they are working on.

Board of Trustees: Ismael Montana reported the BOT met September 15. President Freeman recommended the BOT determine the Nursing building to be Surplus Property and that the BOT approve the collective bargaining agreement with the Instructor's Union Local 4100. The BOT approved both recommendations.

I. SURPLUS REAL ESTATE PROPERTY DETERMINATION NURSING BUILDING Summary: Although it has served NIU well over its 35 years as university property, the eventual relocation of the School of Nursing (Nursing program) to the new Health IT Center will cause the Nursing Building to be surplus to the university academic requirements. Coincidentally, a desire by the DeKalb Community Unit School District 428 (DeKalb CUSD 428) to expand its footprint to accommodate a growing student population creates the potential for this property to continue to serve the community. In this context, the university is requesting the Board determine the property as surplus to the university's needs. Background: The existing property located at 1240 Normal Road in DeKalb consists of a singlestory, 24,000 square-foot structure on 9.1 acres. The university purchased the property in 1987 to accommodate the Nursing program. DeKalb CUSD 428's possible timeline for utilizing the property may require a temporary relocation of the Nursing program until the completion of the Health IT Center. If such action is required, the Nursing program relocation will be a subsequent board approval action. Recommendation: The University recommends Board of Trustee approval of the request for Real Estate Property Determination Nursing Building. Updates will be provided to the Board as appropriate, and subsequent approval for actual sale of the property will be requested from the Board prior to proceeding with such a transaction.

II. COLLECTIVE BARGAINING AGREEMENT FOR THE NIU INSTRUCTORS' UNIT, LOCAL #4100 OF THE UNIVERSITY PROFESSIONALS OF ILLINOIS Summary: Northern Illinois University negotiates with fifteen collective bargaining organizations representing different employee groups. Salary increases and other terms/conditions of employment for bargaining unit members are subject to negotiation and final agreements are submitted for approval to the Board of Trustees. 1) Bargaining unit: NIU Instructors' Unit, Local 4100 of the University Professionals of Illinois, representing approximately two hundred thirty-six (236) employees (approximately 224 in the Division of Academic Affairs and 12 in the Division of Outreach, Engagement, and Regional Development). Scope of Negotiations: Full agreement. Tentative Agreement for Board Action: A four-year agreement, retroactively effective from July 1, 2021 through June 30, 2025. Recommendation: Terms and conditions of this agreement are consistent with University policies and guidelines. The University recommends that the Board of Trustees approves the NIU Instructors' Unit, Local 4100 of the University Professionals of Illinois collective bargaining agreement.

Student Government Association: No report.

Operating Staff Council: Holly Nicholson reported the Operating Staff Council is losing another Vice President, Catherine Doederlein, who will be returning to SPS status within Human Resource Services.

Holly noted her favorite event, Council of Councils, being held virtually tomorrow. Next year, NIU will again host the Council of Councils event bringing council members from across the state together for a professional development day and a day to get updated on things going on at the state level, both with the civil service office and general legislation.

Holly has been part of a shared leadership group which will be releasing their findings very soon. She did share that they are excited to be able to present a framework for building shared

leadership at NIU. We are going to finally establish shared leadership as a presidential goal and an understanding of how to build those kinds of teams.

Vice President's Report:

Tom O'Grady reported that some university committees are starting to meet. Tom, member of the **Campus Parking Committee and the Parking Appeals Committee**, noted that under the new parking permit system, if you have two vehicles registered, you can only have one vehicle parked on campus on any given day. If both vehicles are on campus, both will be ticketed, although the Parking Appeals Committee recently found issuing two tickets to be unfair where one vehicle is allowed. Also, remember we are still required to pay for parking in the Visitor's Lot. There is an app, "AMP" to pay for parking. Find instructions on Parking Services web site, [AMP](#)

Margaret Myles reported the **Computing Facilities Advisory Committee** is working on Account Lifecycle changes, increasing the efficiency of managing the service desk in response to tickets and prevention; enhanced learning spaces; managing multiple Tier 1 and 2 projects and conversion to Teams Voice. Headsets are available to be picked up at the Technology Service Desk at Founder's Library, 1st floor.

Megan Woodruff reported the **Innovative Teaching and Learning Committee (ITLC)** discussed updates to: excellence in on line teaching award rubric; online Quality Essentials and Self-Review Process; aligning Outstanding Graduate Teaching Assistant Award nomination timeline to work with the Midwest Association of Graduate Schools Excellence in Teaching Award and updates on the transition to Blackboard Ultra.

LaBriar Carrington reported **Parking Appeals Committee** decisions from September 13, 27 and October 11 meetings: The committee heard 129 appeals: thirty-six approved; 72 denied and 21 reduced.

Eric Armstrong reported the **University Benefits Committee** currently has the Remote Working Policy on the Policy Library. .

Holly Nicholson added the following information: the remote work policy was approved and published; it's in the policy library and there's a companion section on the HR website that I put together under Resources>Remote Work Arrangements that has templates about how to talk about remote work with your employees or your supervisor and then some frequently asked questions and other information. [Remote Work Arrangements](#) **Jesse Perez**, Director, Employment & Labor Relations, added: if anybody manages an employee that is in a bargaining unit, please reach out to Labor Relations so we can help you achieve your goals. (753-5057) **Liz Guess** added: The last iteration of the policy was that written agreements are recommended but not necessarily required and not something that HR would be tracking. But I would be happy to take this as a follow-up to get confirmation from Bill Hodson just so we're clear and then bring that back to the group.

New Business: Committee Reports

Advocacy: Melanie Costello, acting chair, reported the committee met, reviewed results of the current workplace climate survey and planned next steps; looking for access to previous survey and how to publish—SPSC or campus. No date for next meeting.

Awards: Megan Woodruff reported the need for more members. Considering updating the Constitution about what the awards committee is responsible for. If you are interested, put your name in the chat. We are no longer doing the presidential awards, we are only doing the SPSC awards. Those will be coming within the next month or so and we look to wrap up early January-February time frame. Start thinking about on who you might want to nominate. We appreciate it and again, if you want to come join us and help decide who is going to receive those awards. Please send me an e-mail so that I can notify you about next meetings.

Communications and Technology: Jason Underwood reported the committee will be prioritizing the SPSC website: moving information to front page; more information about transitioning; a quarterly newsletter; and social media are some early thoughts.

Constitution and Elections: O’Grady put out a call for more people to join this committee. Margee Myles agreed to remain on the committee. Felicia Bohanon joined. The committee will be working with the Awards committee to amend the Constitution and preparing for the next election.

Events: No report. Christina Sutcliffe is the only member of this committee. President Bohanon intends to take a closer look at this committee.

Professional Development: Lupe Flores reported the committee met; had a brainstorming session to develop goals. Lupe asked council members, and others, to share their ideas for professional development with the committee. How could NIU support your professional development goals? Please let Lupe know your ideas.

Regional Community Relations: Shannon Stoker also noted she is presently a committee of one. She suggested that if anyone was looking for another committee to join, Regional Community Relations is a good one. Shannon also shared a list of local community events through the end of October.

SPSC Dependent Scholarship Fund: Heath Duncan and Eric Armstrong co-chair this committee joined by Scott Mooberry. They had their first unofficial conversation last month in their breakout session. They plan to convene in early November, prior to the opening of the application process.

Adjournment: President Bohanon called for a motion to Adjourn. Having been properly motioned and seconded (Smith/O’Grady) all in favor, none opposed, the meeting Adjourned at 10:45 a.m.

<p>Representatives: Please contact our SPSC Secretary, Melanie Costello, and SPSC Administrative Aide, Frances Mitchell, if you are unable to attend a meeting. They will identify an Alternate for you.</p> <p>Alternates: You are invited to attend all meetings.</p>

*Respectfully submitted,
Melanie Costello, Secretary
Supportive Professional Staff Council*