Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, December 10, 2015
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Steve Builta, Melissa Burlingame, Catherine Doederlein, Deborah Haliczer, Sabrina Hammond, Anne Hardy, Emily Hochstatter, Nicole Holland, Betsy Hull, Gail Jacky, Gillian King-Cargile, Christine Kipp, Dave Lochbaum, Sandy Lopez, Linda Manning, Kiera Miller, Margaret Myles, Randi Napientek, Jonathon Ostenburg, Matthew Parks, Nick Piazza, Donna Schoenfeld, Gail Schumacher, Kathy Smith, Michael Stang, Shannon (Wapole) Stoker, Christina Sutcliffe, Brian Walk, Linda Watson, and Rachel Xidis

Excused: Debra Boughton, Lesley Gilbert, and Patricia Martinez

Absent: None

Guests: Sarah Klaper

Call to Order
The meeting was called to order at 10:05 a.m. by Supportive Profession Staff Council President, Deborah Haliczer.

Haliczer made two additions to the agenda, under ‘Announcements’ she added, “E. Board of Trustee Resolution” and under ‘New Business’ added, “C. SPS Council Elections for President”. Haliczer asked for further additions to the agenda. Hearing none, she asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Doederlein and was seconded by Lopez. The motion to approve the amended agenda was passed.

Haliczer asked for corrections to the November 12, 2015 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve was made by Jacky and was seconded by Anderson. The motion to approve the minutes of the November 12, 2015 meeting was passed.

Announcements
A. Christmas Closure Reminders
Haliczer reminded members that the University will be open and staffed until 4:30 p.m. on December 23, 2015. The university will then be closed starting December 24, 2015 and then re-open on January 4, 2016.

B. NIU Coat Drive
Napientek informed everyone that the Financial Cents program is hosting a Winter Clothing drive for the NIU Community. Pick up locations are at the Holmes Student Center, Campus Life Building, Founders Memorial Library, and the Academic Advising Center. The drive will run from November 30, 2015 to April 1, 2016. Students, faculty, or staff are welcome to come take anything that they need or donate any items. On April 1st, leftover items will be donated to a community organization in need.
C. **Bring Your Health Insurance Information and Contacts Home Over the Holiday Break.**
Haliczer reminded members to bring their health insurance information and contact information with them when the university closes. In case the numbers are not accessible, you want to make sure that you have this information readily available to make sure you are covered in a case of an emergency.

D. **Holiday Reception Reminder (December 14, 2015 at 3:00 p.m.)**
Haliczer reminded members that the SPS Council Holiday Social will take place on Monday, December 14th in Cole Hall at the Pick Anthropology Museum.

E. **Board of Trustee Resolution**
Haliczer informed members the Board of Trustees will be voting this morning on the resolution with regard to support for university service and protecting employees’ rights.

**Committees of the Council**

**Awards**
Hochstatter informed members that the Awards committee received 18 “Presidential SPS Awards for Excellence” nominations. They are planning to meet on January 8, 2016 to discuss and deliberate and are hoping to have a recommendation of award recipients to the Council in time for the January meeting. After the award recipients have been decided, there will be a call for the remaining awards (SPS Staff Awards, SPSC Outstanding Service Award and Certificates of Recognition).

**Communications**
Walk stated that the SPS newsletter was submitted and sent out. The next newsletter will be out by the end of the spring semester. Walk added that Donna Smith has continued to edit the publication for the Council. Haliczer stated that a formal thank you should be created for her.

**Constitution & Elections**
Stang stated to the members that there are two amendments to the constitution that will need to be reviewed so a vote can take place at the January meeting. The first amendment is a recommendation on repositioning divisions. The proposed amendment would add a 7th division and reorganize the other six to more align with the new university structure. Division 5 would be split into two divisions. This would maintain the current numbers of 24 representatives and 24 alternates, but would redistribute them among the divisions. The largest division would now have 5 instead of 8 representatives. This makes the size of the divisions more equitable and increases the opportunity for individuals to be represented on Council. Napientek asked how this reorganization would hold up after program prioritization or would this need to be revisited again. Stang stated that this should still hold up, but a re-census of where individuals are would need to be looked at since things might shift slightly. Alberts asked if this will help with areas that have been hard to recruit in the past. Stang stated Council will need to work with the Communications committee to market these opportunities and do advanced recruiting. Haliczer stated that the Council looks at reappointments and Stang added that this analysis is done on even years and will take place this February so we are prepared for elections in March. Napientek asked what the impact of current seats would be, if people would lose their seats on Council. Stang stated that everyone who is in their first term on council will fit into new divisions and that some representatives and alternates might be split, but no one is going to be removed from Council. Stang reminded the members to review these documents so they can be prepared for the vote in January.
Jacky informed the Council of the second amendment, 7.3. This amendment will allow alternates outside of their division to be contacted in the event that the alternate(s) in the representative’s division cannot attend a meeting. This amendment will guarantee that a quorum will always be reached so business can proceed. Jacky reminded the council to review this document as well since a vote will be taken in January.

Stang informed the Council that due to the departure of Jennifer Pippen-Salmon and retirement of Chris Kipp, there are two vacancies on the council in Division two. Stang made a motion to replace Jennifer and Chris’ positions with the next two individuals with the next highest votes from the last elections, Jeff Salmon and Tim Trottier. Hardy seconded the motion. The motion to appoint Salmon and Trottier was passed.

Haliczer recognized Kipp for her service to SPS Council and Kipp was presented with a card.

**Events**
Burlingame reminded members the “SPS Holiday Social” is Monday, December 14, 2015 at 3 p.m. in the Pick Anthropology Museum. Fliers were distributed as well as a sign-up for items for the potluck.
Burlingame informed members that if they are bringing any items to try to bring them at 2:45 p.m. on Monday. Burlingame also informed the group of spring events include a May 20th baseball game, a May 6th softball game, two Money Smart Week Events, and two after hour socials including the possibility of a “Paint and Pour” event. More details will be shared as events are finalized.

**Finance**
Hull informed members that there was a discrepancy from last year’s awards that need to be paid out of this year’s budget. Hull added that there is $1,223 left after accounting for all of the rest of the meetings for this year. Hull added that members should let her or the event committee know if they have any ideas for a student centered activity for in the middle of spring semester.

**Legislative Issues**
Schoenfeld informed the members that there is still no budget in the state and that there was a meeting last week between lawmakers, but nothing came of it. Schoenfeld also added that Speaker Madigan has also proposed to remove the income tax rollback to make the rate 5%. Hull added that Western Illinois University is laying off 50 faculty members. Haliczer added that NIU is holding the line on not putting forward layoffs and asked employees to continue with letter writing campaigns to Springfield. Lopez informed members that faculty have been encouraging students to complete postcards and that legislators have said that there is not a strong enough student voice right now. Haliczer added the importance not just sending the same letter, but writing heartfelt letters and the importance of finding out who your legislators are.

**SPS Dependent Scholarship Fund**
Hardy informed the group that there is currently $4,923 in the scholarship account and that there were some donations during the Tuesday “Day of Giving”, but they have not cataloged all of the donations for the year. Hardy also added that the winner of the scholarship last year won the president’s holiday card competition. Haliczer asked if the scholarship information will be brought to the holiday social, and Hardy responded that it will be.
Technology Resources
Biletzky informed members that they met last week and had a discussion on distribution lists of divisions. He posed the question to the Council if there is a need for these lists. No one responded. Haliczer added that Human Resources is against providing official lists for distribution. Biletzky added that individuals should let him or Ostenburg know if you feel the need for distribution lists.

Biletzky informed the group that the “Lunch and Learn” tech program is going to be pushed back to April to coincide with “Money Smart Week”. The topic will be on Personal Security with regard to credit cards, identity theft and more.

Parks informed the group that DoIT will be working over break to do improvements to the following: legacy network, upgrade Wi-Fi, firewall issues to be replaced, Science DMZ to carve out a network to allow faculty to do research across other campuses, and new zones in the network. This will all be managed by DoIT and they have been in communication with IT people in our own departments. Parks let members know that employees might not have access to some applications for a short time, but there will be lots of communication if these things happen. Smith asked if we should expect outages and Parks responded that if anyone is planning to work over break that they should check with the IT representative. Parks added that if no one is in over break and that if everything goes well we will not notice and that they do not for see any issues.

Workplace Issues
Doederlein informed the members that there was no November meeting and that they are going to meet every other month unless issues come up. Doederlein added that the next round of the SPS survey is the priority for the group going into the New Year.

Vice President’s Report
A. Committees Summary Report
Builta reported that his report is posted in Vibe and added that there is also a document on there about the use of the P-Card and technology. Builta added that it is not necessarily true that you cannot purchase technology, but there is a process that must be followed. Builta encouraged all members to view that document as well as the Committee Report.

Old Business
A. Program Prioritization
Haliczer asked the Council how members are doing, how submitting Program narratives has been going, and stated that some individuals have been coming to Employee Assistance. Haliczer also reminded members that the deadline for submissions is 11:59 p.m. on Friday December 11, 2015. Klapfer added that she attended the coordinating meeting and has heard that the system is slowing down when the traffic increases on it and to be aware and anticipate delays. Lopez added that the word count was falsely reporting errors. Napientek added that the “buckets” for assignment has now changed and is a continuum. Klapfer added that this is going to be pushed out by the Program Prioritization communications committee soon.

B. SPS Leadership Initiative Report: planning for next semester
Hardy reported that 50 people attended the December Leadership workshop and many employees participated in all four. Hardy reported the committee is looking into doing an activity on team building and public speaking.
C. SPS Emeritus Proposal
Haliczer informed members that the SPS Emeritus Proposal request is from Norden Gilbert in wanting to have non-ranking faculty (SPS employees) able to petition for the title of “SPS Emeritus” upon retirement. Haliczer stated that this has the support from Greg Long on Faculty Senate but that it would have to go forward to the Board of Trustees. Haliczer suggested that the workplace issues committee could follow up on this.

D. Policy on University Service –Draft
Haliczer stated that this policy is aimed to reflect that shared governance is good for the university, with hopes that the President’s Cabinet and the Board of Trustees will publicly approve the policy. Haliczer wanted to know where Council was on this policy and if there were any changes or objections. Smith asked if the language in the policy was strong enough and Jacky agreed that it needed to be edited. Lopez agreed that this policy was too easy to have supervisors say no to extra time away. Napientek asked if having an appeal process would improve the policy. Haliczer added that Klaper or HRS might be the best to appeal to and asked for an ad hoc committee to be formed to review. Klaper, Jacky, and Smith volunteered for this committee. The item was tabled and will be addressed again in January.

E. Employee Compensation/Degree Completion Compensation draft policy
Haliczer stated that the Provost has denied the increase in stipend range and it will stay from $0-$2,500. Haliczer stated that the Provost feels that many individuals are already getting tuition waivers. Haliczer stated that she would like to see bachelor’s degrees added to the policy. Hull expressed her concern with regard to the relevant degree and defining what relevant skills are and suggested a small ad hoc committee be formed to review the policy. Smith added her concern for $0 being in the range. Hull, Napientek, Smith, and Biletzky all volunteered for the committee. Haliczer informed the group of the time sensitive nature of this policy. This item has been tabled until January.

New Business
A. College of Health and Human Sciences Ph.D. Tuition Remittance Policy
Haliczer informed the Council that the policy was approved today by the Board of Trustees after it was passed by the SPS Council.

B. State Universities Civil Service System final Audit Report.
Haliczer stated that the report is on Vibe and encouraged members to read the document.

C. SPS Council Elections for President
Builta stated that in the event the SPS Council President leaves their position, if the Vice President is willing to fill in for the remainder of the term, they can be moved into the role of SPS President. Builta also stated that he would like to look at the role of the SPS President since the meeting schedule and other expectations are very hard to attain for a normal individual on campus. Haliczer stated that she would like to push for additional help for release time from workload, as well as additional resources. Smith made a motion to approve the election of Builta to SPS Council President. Walk seconded the motion. The motion to appoint Builta President of Supportive Professional Staff Council passed.
Builta informed the group that with his appointment as President, the role of Vice President would now need to be filled. Builta asked for nominations. Piazza nominated Walk who declined due to work obligations. Smith nominated Hardy who declined as well. (Wapole) Stoker nominated Napientek. Builta asked for additional nominations. Jacky motioned for Napientek to be named Vice President and Hardy seconded the motion. The motion to appoint Napientek as Vice President of Supportive Professional Staff Council passed.

Final Announcements
A. Resolution
Builta read the resolution in Haliczer’s honor for her service to SPS Council. Haliczer thanked the Council and talked about continuing to advocate for employees of the university.

Adjournment
Haliczer made a motion to adjourn the council meeting. The motion was seconded by Lopez. The meeting was adjourned at 11:51 a.m.

Respectfully Submitted by Randi Napientek for Lesley Gilbert