Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, April 9, 2015
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Steve Builta, Ximena Burgin, Melissa Burlingame, Catherine Doederlein, Amy Flewelling, Lesley Gilbert, Deborah Haliczer, Anne Hardy, Betsy Hull, Gail Jacky, Gillian King-Cargile, Christine Kipp, Dave Lochbaum, Sandy Lopez, Janet Love-Moore, Jeanne Meyer, Debra Miller, Kiera Miller, Randi Napientek, Matthew Parks, Nick Piazza, Mark Pietrowski, Nyoka Polyak, Donna Schoenfeld, Gail Schumacher, Donna Smith, Kathy Smith, Roselyn Snell, Michael Stang, Nicole Stroobants, Christina Sutcliffe, Brian Walk, Linda Watson, and Rachel Xidis

Excused: Debra Boughton and Megan Gerken

Absent: Dan House

Guests: Sarah Klaper and Jay Monteiro

Call to Order
The meeting was called to order at 10:04 a.m. by Supportive Professional Staff Council President Deborah Haliczer.

Haliczer made several additions to the agenda, under ‘Announcements’ she added, “H. Argonne OutLoud Lecture Series – Climate Disruption”, “I. Supporting Undocumented Students”, “J. HR Payroll Announcement”. 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 Hardy and was seconded by Anderson. The motion to approve the amended agenda was passed.

Haliczer asked for corrections to the March 12, 2015 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve the minutes was made by D. Smith and was seconded by Biletzky. The motion to approve the minutes of the March 12, 2015 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker
Haliczer reminded Council there would be no guest speakers for the month, so Council could take care of business. She shared she will work on a guest speaker for next month’s meeting using the list generated from Council.

Announcements
A. Money Smart Week Update
Napientek shared there are 107 events planned as part of “Money Smart Week (April 18th – April 25th). She thanked everyone who assisted by sponsoring events and for helping to spread the word about the program. Information is available on the website (http://www.moneysmartweek.niu.edu) and will be announced in the Daily Chronicle on April 15th.
B. SURLS Retirement Counseling Sessions / SURLS Retirement Transition Workshops
Haliczer announced all the SURLS Retirement Counseling sessions being hosted on campus April 28th and 29th were reserved within one day. She said those who are seeking a SURLS counseling session can also visit the Naperville campus office or SURLS Champaign office.

She announced SURLS will be hosting a series of Retirement Transition workshops in Champaign, Macomb, Mt. Vernon, and Westchester on different dates. Workshops will run from 8 a.m. – 4:00 p.m. and cost $20 with registration required in advance. More information is available on the SURLS website.

C. NIU Cares Day – April 18th
Meyer shared “NIU Cares Day” will be Saturday, April 18th. Student Involvement and Leadership Development (SILD) is still accepting volunteers who are able to either serve as site leaders or who want to assist with the morning volunteer session. Those interested were asked to contact Destiny McDonald for more information.

D. SPS Awards Ceremony – Tuesday, April 14th
Haliczer reminded members the SPS Awards Ceremony will be held next Tuesday, April 14th. Parks will provide more information during the Awards committee report.

E. Faculty/SPS Service Award Luncheon
Haliczer shared the Faculty and Supportive Professional Staff Service Recognition Luncheon will be held on Tuesday, April 28th starting at 11:30 a.m. in the Duke Ellington Ballroom of the Holmes Student Center. Those who are eligible to be recognized for 10 or more milestone years of service (10, 15, 20, 25, 30 or more) should have received their formal invitation from Human Resource Services.

F. HR Training – Thinking About Retirement Sessions
Haliczer announced the HRS Center for Training and Professional Development will be offering different sessions for employees who are thinking about retirement. She shared a copy of the flyer announcing the sessions and asked those who are interested in attending to contact the office.

G. NIU Celebrating Excellence Events
Haliczer reminded Council there are many events which are being hosted across campus as part of this year’s “Celebrating Excellence” schedule. She asked all members to be sure to review this year’s information and to participate in events as they are able.

H. Argonne OutLoud Lecture Series – Climate Disruption
Haliczer shared a flyer about the “Argonne OutLoud Lecture Series” which will hold its inaugural presentation on “Climate Disruption” by Doug Sisterson on Friday, April 10th in the Carl Sandburg Auditorium of the Holmes Student Center. The presentation will begin at 6 p.m. and the Q & A session begins at 6:30 p.m. The event is open to the public.

I. Supporting Undocumented Students
Lopez discussed there will be a training session entitled “How to Support Undocumented Students” which will be held on Friday, April 17th in the Holmes Student Center Lincoln and Regency Rooms. There will be a track for faculty/staff and one for students. Individuals will learn how be an ally to undocumented students, resources, and issues which undocumented students face. The registration deadline is Friday, April 10th by sending an email to lrc@niu.edu. Those who have questions can contact Lopez.
J.  HRS Payroll Announcement
K. Smith reminded Council members summer flex hours begins June 1st and will continue to August 7th. The week of July 4th will return to regular work hours. Those who will be flexing are reminded to make sure their time sheets for the summer months are reflected based on the adjusted time period. She urged those who have not signed up for the HRS self-service program to consider it as it will help the university save money and make it easier for employees. Those who have questions were asked to contact her for assistance.

Committees of the Council

Awards
Parks reminded Council the SPS Awards Ceremony will be held next Tuesday, April 14th in the Duke Ellington Ballroom of the Holmes Student Center. The reception will begin at 2 p.m. and the ceremony will start at 2:30 p.m. He asked all Council members to come out to support fellow employees as they are recognized. Anyone who would like to assist with the program is asked to contact Gilbert or Parks.

Communications
Walk reported the committee is continuing work on the Spring newsletter, which should be ready following the Awards Ceremony next week. Those with submission items were asked to send them to Xidis or Walk.

Constitution & Elections
Stang announced the Spring SPS Elections are underway and continue until next Monday, April 13th. Members were asked to make sure to vote within their respective divisions. The results will be shared during the next meeting.

He shared with members there was a need to vote for SPS representation as part of the Program Prioritizations selection committee. He clarified before asking Council to vote, there were many nominees for the Selection committee and an employee cannot serve on the Program Prioritization Search Committee and the Task Force. He announced five members were nominated for the selection committee: Eric Biletzky, Deborah Haliczer, Anne Hardy, Jeanne Meyer, and Donna Smith. He asked Council to vote for one member. After the first vote there were three members close in the results so he asked for a second vote between Biletzky, Haliczer and Meyer. He shared the member with the most votes would be the SPS representative and the second the alternate. Following the vote, Meyer was voted as SPS representative and Haliczer as alternate for the Program Prioritization Selection Committee.

Events
Stroobants reported the SPS Mixer at the Turf Room in Aurora went very well with about 15 employees present. She added the location was nice and employees who do not live in the surrounding community liked an event held close to them. Burlingame shared the Greenhouse Tour went well as 14 employees attended over the two day event. There are plans to hold the event again in the Fall or Winter. She added the committee would like to hold another Stem Outreach event in September and they would open it to students. Love-Moore reminded Council cookies will be given to NIU students on April 27th and 28th in the MLK Commons. She shared a sign-up sheet and asked for those who could assist to sign up to volunteer for a time slot and reminded Council to wear their red SPS badges. In case of rain, the event will be moved inside of the Holmes Student Center. The committee is working on summer events and hopes to finalize details soon.
**Finance**
Hull shared after the Awards ceremony and cookie event, the Council should have about $193 remaining in the account. If any committee needs to purchase items, they were asked to contact her soon.

**Legislative Issues**
Schoenfeld shared there is nothing new to report this month, but advised all members to continue to watch the media for any updates.

**SPS Dependent Scholarship**
Hardy thanked everyone who has made a donation to the Scholarship fund, as there have been no new donations received for a while. She reminded members this year’s winner, Leyla Puskar, will be introduced during the SPS Awards Ceremony next week.

**Technology Resources**
Biletzky reported the SPS Elections are going well and they are working on ideas for the next “SPS Lunch & Learn” technology event.

**Workplace Issues**
Builta shared the committee is still working on the survey to help prioritize morale issues, but it should be ready soon. He added he and Doederlein continue to work on the SPS Procedural Task Force committee reviewing SPS policies and evaluation processes. As they have more to report, they will share it with the committee.

**Committees of the University**

**Vice President**

A. **Committee Summary Report**
Hardy announced she has posted her report in Vibe and asked all members to review the information. She thanked all SPS committee representatives who have submitted their reports.

B. **University Benefits Committee (UBC) Report**
There was no representative from the UBC present for the meeting, but they have submitted a report.

**OLD BUSINESS**

A. **Morale Issues**
Haliczer asked Ombudsperson, Sarah Klaper, to provide a brief update on issues that are contributing to employee morale. She briefly discussed issues affecting staff and students. She reminded everyone to think about how we treat not just visitors and students, but also one another.

B. **Wellness Fair Recap**
Haliczer thanked everyone who volunteered at the Wellness Fair. Council members talked about things which the Council can give away for next year’s event.

C. **SPS Emeritus Proposal Committee**
Haliczer announced this committee will be tabled until this summer.

D. **SPS Leadership Skills Workshop – Planning Committee**
Hardy announced the SPS Leadership Skills Workshop planning committee will also be tabled until the summer, when committee members have time to meet.
E. SPS Meeting Schedule 2015 – 2016
Gilbert shared the meeting schedule is confirmed for 2015 – 2016 and she will share copies during the next meeting.

F. Program Prioritization Update
Haliczer provided an update on the Program Prioritization process and the work being conducted to lead up to the review process for Council members.

NEW BUSINESS
A. Release Time
Haliczer reminded Council members to send any comments or suggestions to her or Karen Baker to assist with the request made by Executive Vice President and Provost Freeman’s request of input from the Councils on Release time.

B. Provost’s Task Force on SPS Policies
Haliczer shared one of the issues the Provost’s Task Force is working on is ensuring that all SPS employees receive an annual evaluation which will be placed in the employee’s HRS personnel file so they can have a record of evaluations during their time with the university. Currently SPS employees do not have a copy of their evaluation in their HRS personnel files, which does not help determine whether an employee has been doing well or not in their position. The committee will be reviewing different examples of evaluations in hopes of developing ideal models which can be used by supervisors across campus and they will also discuss how to make sure supervisors conduct them for their employees.

Operating Staff Council (OSC)
Monteiro shared Karen Baker also came before the OSC to gain their comments and suggestions for Release Time and they also heard from Harlan Teller, Interim Vice President for Marketing and Communication, and his role on campus. He announced the 2015 OSC Outstanding Service Award winners have been selected and should be announced soon.

University Committee Reports
Haliczer will post her committee reports in Vibe soon for review by Council.

Adjournment
With no further business, Haliczer asked for a motion to adjourn the meeting. The motion to adjourn was made by Love-Moore and was seconded by Lopez. The meeting was adjourned at 11:45 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary