Present: Diane Alberts, Pat Anderson, Eric Biletzky, Debra Boughton, Karinne Bredberg, Steve Builta, Melissa Burlingame, Catherine Doederlein, Dana Gautcher, Lesley Gilbert, Deborah Haliczer, Sabrina Hammond, Anne Hardy, Emily Hochstatter, Betsy Hull, Gail Jacky, Marti Jernberg, Gillian King-Cargile, Christine Kipp, Victoria Livingston, Sandy Lopez, Janet Love-Moore, Jeanne Meyer, Debra Miller, Randi Napientek, Susan Oppenborn, Matthew Parks, Nick Piazza, Nyoka Polyak, Donna Schoenfeld, Gail Schumacher, Donna Smith, Kathy Smith, Michael Stang, Nicole Stroobants, Christina Sutcliffe, Brian Walk, and Rachel Xidis

Excused: Kristin Duffy, Megan Gerken, Dan House, and Anne Petty Johnson

Absent: None


Call to Order
The meeting was called to order at 10:00 a.m. by Supportive Professional Staff Council President Deborah Haliczer.

Haliczer made two additions to the agenda. First under ‘Announcements’ she added, “F. Megan Gerken – Baby Announcement” and under ‘New Business’, she added “D. Review of the Office of the Ombudsperson”. Haliczer asked for further additions. Hearing none, she asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Smith and was seconded by Doederlein. The motion to approve the amended agenda was passed unanimously.

Haliczer asked for corrections to the July 10, 2014 minutes. Hearing none she asked for a motion to approve the minutes. The motion to approve the minutes was made by Love-Moore and was seconded by Meyer. The motion to approve the minutes of the July 10, 2014 meeting was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speakers
Haliczer introduced President Doug Baker as guest for the meeting. President Baker thanked Council for the invitation to return and answer some questions. He provided a PowerPoint presentation describing various factors for how NIU has reached our current financial situation:
- Declining student enrollment and higher tuition
- More demand for student scholarships
- Declining financial support from the State

He discussed changes he is working to implement to help meet university needs:
- Creating new guiding principles for campus budgeting to meet university priorities
- Addressing student academic concerns to enable academic success
Creating informed communities
Improving campus marketing and customer service
Improving university retention rates
Strengthening our “Triangle Offense”

He then addressed questions submitted by Council. Council appreciates President Baker’s work over his first year.

Baker provided clarification regarding outsourcing of positions. He said there are no plans to outsource Building or Food Services. He shared Athletics outsourced Food Services at the Convocation Center based on concerns they had and he asked Boughton to help explain reasons for that decision. Concern was raised regarding increasing numbers of 900 hour employees and student workers taking overtime from full-time employees. Baker said he will investigate, but shared student employment is beneficial to our goal of student career success.

He explained Nancy Suttenfield and Ron Walters didn’t receive raises, but were compensated for additional duties which he asked them to undertake. He shared he wanted to provide raises to campus employees, but given the state of the budget he didn’t want to provide raises, but then have to lay off employees later in the year to balance the budget. He explained raises cannot be considered until the budget deficit is reduced with an increase in student enrollment. He added if there are employees doing extra work, they should contact Suttenfield and Lisa Freeman for review of duties to determine if additional compensation is required.

Baker was asked how he was addressing employee morale on campus. Baker said he is being transparent in web and email communications, thus trying to improve communication with employees. He again shared, he understands employees want raises, but that can’t happen until enrollment improves.

Baker was asked to explain the need for external consultants when there are qualified employees on campus. He said NIU needed external assistance, rather than asking campus employees who are already working full-time positions to take on more work. He acknowledged NIU employees are hard-working and are concerned about campus. He said some of his comments have been misinterpreted in the media.

He explained the vacancy hearings are transparent and described the process. There were questions regarding how often these hearings will occur with all the vacancies on campus. Some are being told the hearings will be once a semester or once every four months. Baker said a decision will be made once the 10 day count is released.

Baker was asked how SPS Council can assist with reaching his goals. He asked members to continue to work to keep students on campus, to help our students be successful, and to communicate what he’s shared with our constituents.

Due to the length of his PowerPoint presentation, Baker was unable to answer all the questions which were submitted to him. He welcomes the opportunity to come back and answer the remaining questions. He again thanked Council members for their time and hard work.

Announcements
A. Move-In and Welcome Days Planning
Stang provided an update on events planned for Move-In and Welcome Days activities. He reported employees are still needed to assist with the afternoon Move-In on Friday,
August 22nd. He reminded Council the President’s Picnic will be held at the East Lagoon on Sunday, August 24th. Members were advised to review the Welcome Days schedule for a full list of activities.

B. SPS Council Group Photo – September 11 at 9:30 a.m.
Xidis announced the annual Council group photo will be taken on September 11th at 9:30 a.m., prior to the regular meeting of Council. The photo will be taken on the first floor stairs in the North East side of the Holmes Student Center (directly off the Lucinda Avenue entrance).

C. President’s Town Hall Meeting – August 20th, 11 a.m.
Haliczer reminded members President Baker is hosting a Town Hall Meeting on Wednesday, August 20th at 11 a.m. in the Carl Sandburg Auditorium to talk about Move-In and Welcome Days and how employees can show new students and their families we are excited to welcome them to the Huskie family. Those who are unable to attend the Town Hall in person will be able to watch the meeting as it will be streamed online.

D. NAMI Announcement
Haliczer shared Petty Johnson has more information for individuals interested in NAMI (National Alliance on Mental Illness), but was unable to attend the meeting. Those interested were asked to contact her.

E. Megan Gerken - Baby
Haliczer shared Council member Gerken had her baby, a little girl. She passed a card for members to sign which we will send to her.

Committees of the Council

Awards
Gilbert reported the committee met yesterday and are excited because there is a wonderful group of Council members joining them. During the meeting, the committee reviewed the annual report and began discussing plans for the upcoming year. Gilbert and Parks were selected as co-Chairs for the upcoming year. The committee is going to work on reviewing and updating award nomination forms and creating a timeline for this year’s awards. The committee thanks Gautcher for her outstanding leadership of the committee for many years and for her assistance during the transition.

Communications
Xidis announced the committee will meet soon. She and Walk remain as co-Chairs for the upcoming year. They will begin discussing plans for the Fall edition of the SPS newsletter and asked members to consider items for submission. They continue to work with Council committees to promote their events and activities online for all SPS employees.

Constitution & Elections
Stang shared both he and Jacky had been selected as co-Chairs for the upcoming year and there was business for Council to address. Due to the retirement of Neil Dickey, a replacement is needed to complete his term on the Student Conduct Advisory Board. Petty Johnson had agreed to complete his term. Stang made a motion to have Petty Johnson complete the remaining term of Dickey on the committee. The motion was seconded by Livingston. The motion to have Petty Johnson complete the term of Dickey on the Student Conduct Advisory Board was approved.
One of the SPS representatives on the Campus Parking Committee, Jarvis Purnell, has left the university and needs to be replaced. Linda Blair has agreed to complete the remaining two year term for Purnell. Stang made a motion to approve Blair to complete Purnell’s term on the committee. The motion was seconded by Doederlein. **The motion to approve Blair to complete the remainder of Purnell’s term on the Campus Parking Committee was approved.**

Finally, SPS needs to have a representative on the Ombudsperson Review Committee. D. Smith initially stated she was interested in serving on the committee if no other names were submitted. Stang opened the floor to other nominations and Oppenborn expressed interest. D. Smith withdrew her name from the slate, leaving Oppenborn as the sole candidate. Stang closed the floor to nominations and made a motion to approve Oppenborn to the Ombudsperson Review Committee. The motion was seconded by Doederlein. **Oppenborn was selected to represent SPS employees on the Ombudsperson Review Committee.**

**Events**
Burlingame announced she and Love-Moore were selected to co-Chair the committee and they are already working on events for the upcoming year including: more SPS Monthly Mixers, the second half of the Campus Sculpture Tour, a Fall football tailgating event, a Holiday Social, another service event and more campus tours. The first tour for the fall is a tour of the Communiversity Garden east of Anderson Hall. Once the information is finalized, it will be advertised to employees. Stroobants said the August “SPS Monthly Mixer” is the President’s Welcome Back Picnic on Sunday, August 24th. Council members should wear their SPS Council badges and meet at 4 p.m. by the East Lagoon.

**Finance**
Hull said committees that need funds should contact her soon. She reported after the cookies, punch and water for each meeting is figured into our budget, we have $380 left for the year. Haliczer reminded Council, the SPS Council Treasurer is automatically Chair of the Finance committee.

**Legislative Issues**
Kipp announced that she and Schoenfeld are co-Chairs for the year and hope to have more to report at the next meeting once the BOT has met.

**SPS Dependent Scholarship**
Hardy remains the Chair of the Dependent Scholarship committee and shared she will provide a financial update on the scholarship fund next month. She reported Brian Lance is the non-Council employee on the committee and Dena Funkhouser is the Annuitant serving on the committee. She passed around donation forms for Council members and again challenged everyone to give to the scholarship.

**Technology Resources**
Biletzky announced that he and Walk are co-Chairs of the committee. He added Hammond and Parks are ex-officio members of the committee and will bring great insight to members. He reminded members his committee provides technological support to Council members/committees in need of assistance and said there are still plans to work on another Technology Lunch & Learn.
Workplace Issues
Livingston reported she and Petty Johnson are the co-Chairs of the committee. The group met and discussed plans for the upcoming year and is focusing on workload issues and employee morale as two of the biggest employee concerns they wish to focus on over this year. She said the group is also discussing plans to begin work on the next SPS Survey.

Haliczer asked for a motion to approve all of the Chairs and Co-Chairs of the SPS Committees for this year. The motion to approve all of this year’s Chairs was made by D. Smith and was seconded by Jernberg. **The motion to approve all of this year’s SPS Committee Chairs and co-Chairs was approved.**

Committees of the University

Vice President
Hardy announced there was no report for this month, as there are no committees meeting over the summer.

OLD BUSINESS

A. Guest Speakers for 2014
Haliczer shared there is a great collection of speakers suggested for this year. She announced Sarah Klaper, University Ombudsperson, will be the guest speaker for the October meeting and she is working to schedule other speakers for the remainder of the year.

B. SPSC Annual Report
Haliczer announced there is a copy of this year’s SPS Annual Report posted on Vibe, but she asked Gilbert to assist in editing the document. She asked all members to review the document before the September meeting.

C. Policy on University Service
Haliczer reported there is a copy of the updated version of the ‘Policy on University Service’, which includes consideration for Civil Service employees. Since the meeting was running long, she asked all members to also review this document before the September meeting so there can be discussion and possibly approval from Council before sending it to the Operating Staff Council for their support.

NEW BUSINESS

A. President’s Strategic Planning Retreat report
Haliczer announced she will be posting a copy of the President’s Strategic Planning Retreat report in Vibe following the meeting, so all members can review.

B. Hearing Board Training
Haliczer thanked Bill Pitney for planning the Hearing Board Panel training for SPS employees. She said the training was well-received and those in attendance thought it was extremely helpful. She stated that before any Hearing Board begins to meet, there will be training for hearing board members.

C. Cellular Service Stipend Policy draft – Parks
Due to the length of the meeting, Parks stated that he wanted to table the Cellular Service Stipend Policy presentation until September. A copy of the draft is in Vibe and Haliczer asked all Council members to review the document in advance of the meeting.

D. Review of the Office of the Ombudsperson
Haliczer reminded Council Oppenborn had earlier been appointed to serve on this review committee.

Operating Staff Council (OSC)
Monteiro shared the OSC held a brief meeting before the StaffFest event and they plan to have President Baker attend their next meeting on September 4th. He invited all SPS employees to the meeting.

University Committee Reports
Haliczer reminded Council of upcoming meetings for the university and added she will have reports for the September meeting.

Adjournment
With no further business, Haliczer thanked all guests for attending the meeting and reminded members the next Council meeting is planned for Thursday, September 11th. The motion to adjourn was made by D. Smith and was seconded by Jernberg. The motion to adjourn the meeting was approved unanimously. The meeting was adjourned at 12:00 p.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary