Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, August 15, 2013  
HSC Diversions Lounge  
10:00 a.m.


Excused: Dan House

Absent: None

Guests: Ferald Bryan, Sarah Klaper, Cynthia Nelson, Rachel Pierce and Toni Tollerud

Call to Order  
The meeting was called to order at 10:02 a.m. by Supportive Professional Staff Council President Deborah Haliczer. She welcomed everyone to the meeting and proceeded with meeting business.

President Haliczer made one correction to the agenda – moving “Survey Update” from ‘Old Business’ to ‘Guests’ as Cynthia Nelson will be presenting the SPS Survey update. She asked for any 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 D. Smith and was seconded by Lamb. The motion to approve the amended agenda was passed unanimously.

President Haliczer asked if there were corrections to the July 18, 2013 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve the minutes was made by Schoenfeld and was seconded by Bottigliero. The motion to approve the July 18, 2013 minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speaker
President Haliczer introduced Ferald Bryan, Parliamentarian to the Faculty Senate/University Council. He provided a review of Parliamentary Procedure for Council covering the following topics:

- Rules Governing SPS Council
- Why Use Parliamentary Procedure
- Basic Principles of Parliamentary Procedure
- General Procedures for Handling Motions

At the end of his presentation, he provided additional resources for future reference, contact information and thanked Council for their time.

President Haliczer next introduced Cynthia Nelson, member of the SPS Survey Committee, to provide an update on this year’s SPS Survey. Nelson began by thanking President Haliczer, Council members, past-President Todd Latham and Jonathon Ostenburg for assistance with the
survey. She reported 350 SPS employees (approximately 1/3 of SPS employees) responded to the survey which was an increase from 229 employees in 2010. She reminded Council the survey topics included:

- Professional Development and Training
- Department Leadership and Communication
- Compensation and Advancement
- Professional Autonomy and Challenges
- Job Satisfaction

Nelson shared survey results for each of the topics. She reported the next steps for the committee include; working on the analysis findings (including qualitative analysis of open-ended responses), sending the final report to Council and the Workplace Issues committee for their analysis and work. She said if anyone has questions to please email her.

President Haliczer also introduced Toni Tollerud, Faculty & SPS Advisor and Sarah Klaper, NIU Ombudsperson and allowed both time to discuss their positions and how they can assist SPS employees. She also recognized Rachel Pierce, Operating Staff Council representative, who was present representing Andy Small, OSC President.

Announcements

A. Move-In Day and New Student Welcome Activities
Stang reminded Council it is one week until freshman arrive for Move-In Day. He said volunteers are still needed to assist with driving carts Move-In afternoon. He also reminded Council all students, faculty and staff are invited to join President Baker for a “Welcome Back Picnic” on Sunday, August 25th from 5 – 7 p.m. in the field across from Gilbert Hall. A full list of Welcome Days activities is available on the NIU webpage.

B. Gilbert Hall Re-Opening and Faculty/Staff Dining Options
Stang announced Gilbert Hall will be re-opening next Thursday. Plans for an official Grand Opening are still in the works. He also shared plans for a Faculty/Staff meal plan. For $165, employees will be able to get 30 meals – which averages to about $5.50/meal. Gilbert Hall will be included in the locations faculty/staff will be able to use the plan and payroll deduction is available. Information can be found online the Housing and Dining webpage.

C. SURS Retirement Seminars and Sessions at NIU Naperville
President Haliczer shared a copy of the schedule for SURS Retirement seminars. She reminded Council the Naperville SURS office can also schedule a session for employees.

D. NIU Police Chief Search
President Haliczer shared she has been invited to attend interview sessions representing SPS Council for the NIU Police Chief search. She reminded Council this is a closed search and she had to sign a confidentiality agreement – so she can’t share more at this time.

E. HR Supervisor Training Plans
President Haliczer reported HR is working on plans for Supervisor training. She noted there will be live training and some online sessions for those who are unable to leave their work area. The planning is still ongoing and she thanked Council for the support.

F. Finance & Facilities – 2nd Annual Philanthropy Event
Gilbert announced Finance and Facilities is hosting its annual philanthropy event benefitting Hope Haven, Safe Passage, Tails and this year Opportunity House. A flyer
with the items each organization is requesting was shared. Philanthropy collection began August 1st and will continue until tomorrow, August 16th.

G. Rainbow Ice Cream Social
Petty-Johnson announced the Annual Rainbow Ice Cream Social will be held on Tuesday, August 27th from 3 – 5 p.m. at the volleyball court at Neptune Hall. All are invited to attend.

Committees of the Council

Awards
Gilbert reported for Gautcher, who was unable to attend the meeting. She shared the committee, which has 7 members, met on Tuesday, August 13th and selected Alicia Czachowski and Dana Gautcher as co-Chairs. SPS Presidential Awards for Excellence Nomination paperwork is already updated and the committee will work with Xidis to get it online sooner. The ‘Call for Nominations’ will go out mid-October and the deadline is December 2, 2013. The committee will work with HR and NIU Today to ensure an announcement is included in NIU Today and a direct email sent to Deans, Directors and Chairs. Information will also be sent via the SPS listserv/email.

Communications
Xidis reported the committee has met and she and Walk were again selected co-Chairs. She reported they are working on the Fall edition of the newsletter and D. Smith added it should be ready by the beginning of October.

Constitution & Elections
Stang reported the committee met immediately prior to the Council meeting and he had been selected to remain Chair. He reminded Council President Haliczer’s election to SPS Council President left a vacancy in Division 5. Holly Nicholson has agreed to move to Representative and Abigail Dean has agreed to become Nicholson’s alternate. To fill the one year Alternate vacancy remaining, Roselyn Snell has agreed to take the term. Stang made a motion for Nicholson to move to the vacated Representative position, for Dean to serve as Nicholson’s alternate and for Snell to complete Dean’s one-year Alternate term. The motion was seconded by K. Smith. The motion for Nicholson to move to President Haliczer’s vacated position, moving Dean to Nicholson’s Alternate and for Snell to complete Dean’s one-year Alternate term was approved unanimously.

Stang reminded Council that President Haliczer, before becoming Council President, had originally been elected 2nd Representative to University Council. Upon becoming President, she became the main representative to University Council, so Council needed to vote upon a new 2nd Representative. He pointed out President Haliczer’s alternate is Hardy, since she is Vice President. Stang shared D. Smith has agreed to serve as 2nd Representative and he asked if there were any other nominations from the floor. Hearing none, Council voted with D. Smith abstaining from the vote. D. Smith was elected 2nd Representative to University Council.
Stang asked Council to elect an alternate to D. Smith, if she is unable to attend the meetings. Stang opened the floor to nominations and Doederlein solely was nominated. Council voted, with Doederlein abstaining from the vote. Doederlein was selected as alternate to the 2nd Representative to University Council.

Stang shared during the September meeting, Council will need to vote for an SPS Representative for the Faculty Development and Instructional Design Advisory Committee. He asked those interested in serving to contact him.
He added his committee will be reviewing the Constitution to review/update Council election information, making the SPS Dependent Scholarship committee a permanent committee, updating Division names for those with changes, making sure Alternate roles are properly explained and to clarify when the Council President is allowed to vote. He said if others know any other items which should be reviewed to contact Stang.

**Events**
Burlingame announced the committee had met and the committee chose Burlingame and Love-Moore as co-Chairs. They are working on plans and would like to be able to arrange more than one event a month. One of the first events will be a SPS Council Tailgate planned before the NIU vs. Eastern Michigan home football game on Saturday, October 26th. There will be a charge for the event, but it will include game ticket and food catered by HyVee.

Burlingame noted the Athletic and Chiller Plant tours were extremely well-received and the committee would like to plan more tours in the upcoming year. She said they are also looking into some Brown Bag lunches and hope to have dates for events soon.

**Finance**
Funkhouser reported the committee met and she had again been selected as Chair. She said the committee will be working on a request to increase the Council budget to include advertising materials for the SPS Scholarship.

Funkhouser said there have been concerns raised regarding the ability to hear people speaking in the Skyroom. She said she has been researching the cost to get a microphone for future meetings. She said the cost would be $5, but there may also be charges for set-up. Funkhouser was asked to review other options and to present an update during the September meeting.

**Legislative Issues**
Bottigliero announced there is still no news from Springfield regarding pensions, but the committee will continue to monitor the situation.

**SPS Dependent Scholarship**
Hardy reported the Scholarship committee met and the first scholarship winner has been selected – Mason Bross, NIU Freshman. He will receive $1,000 for this academic year. A press release was submitted to NIU Today. She announced after the award approximately $1,662 will remain in the account. She said the committee will continue to solicit donations to reach the goal of endowment. The committee will meet soon to select a Chair.

**Technology Resources**
Biletzky reported the committee met on July 31st and he was selected as Chair. He noted the committee is working on scheduling online Vibe training. Council members will receive an email regarding the training. He reviewed changes which he made to Vibe SPS Council main page. Biletzky shared part of Jonathon Ostenburg’s duties include supporting SPS applications and Council pages. So he thanked him, in absentia, for the continued support.

**Workplace Issues**
K. Smith reported the committee met and there are 14 members this year. The committee set the dates and time for future meetings and K. Smith and Lamb were again selected as co-Chairs. The committee reviewed last year’s issues, identified new concerns, reviewed SPS survey results and await information from the Civil Service Audit.

Following all committee reports President Haliczer asked for a motion to approve the SPS Chairs and co-Chairs which have been selected, with the exception of the Legislative Issues and SPS Dependent Scholarship Chairs. The motion was made by K. Smith and was seconded
by Petty-Johnson. The motion to approve all the SPS Council Committee Chairs and Co-Chairs with the exception of the Legislative Issues and the SPS Dependent Scholarship Chairs passed unanimously. The remaining Chairs will be approved next month.

Committees of the University

Vice President
Hardy announced she had no report this month, but when she does it will be posted in Vibe for review.

OLD BUSINESS

A. Retiree Re-hire Update
President Haliczer announced the official Retiree Rehiring notice from HR was sent July 23rd. Since most employees have not seen the document, she posted a copy of it in Vibe. She and Bottiglieri reminded Council all NIU employees should consider becoming members of the NIU Annuitants Association (NIUAA).

NEW BUSINESS

A. Guest Speakers for 2013 – 2014
President Haliczer opened the floor to guest speaker suggestions for Council for the year. She suggested: Sarah Klaper, NIU Ombudsperson and Toni Tollerud, Faculty and SPS Advisor. Suggestions from the floor included: Sean Frazier (NIU Athletic Director), the Office of Student Academic Success, Eric Weldy (Vice President of Student Affairs), the new NIU Police Chief (once selected), Representative Bob Pritchard, Jim Lockard and Pam Rosenberg (Annuitants Associate/SURS), Steve Cunningham and Celeste Latham (to share the results of the Civil Service Audit). If Council members have other suggestions, please submit them to President Haliczer or other Executives.

University Committee Reports
President Haliczer reported there is no report from the Board of Trustees, but she shared with Council that she will be attending the BOT Retreat/Special Meeting immediately following the conclusion of the Council meeting.

University Council will not hold their first meeting until September 18th.

She submitted her report from Operating Staff Council and placed it in Vibe for review.

Faculty Senate will meet on September 2nd.

Other
A request was made to post the Council agenda on Vibe in Word, rather than PDF, so members can take notes. President Haliczer and Gilbert said they would leave the agenda in Word.

President Haliczer reminded Council the full conversion from emailing SPS meeting documents to implementation of Vibe will be October 1st. She thanked everyone for their patience and assistance during this transition.

Oppenborn shared she had not been receiving the SPS email. Gilbert said she would look into this and Biletzky advised Gilbert to contact Diane Alberts since she is currently maintaining the SPS email address books.
Xidis reminded Council the group photo will be taken before the September Council meeting at 9:30 a.m. The photo will be taken on the stairs at the north entrance of the Holmes Student Center (off of the Lucinda Road entrance).

**Adjournment**

With no further business, President Haliczer asked for a motion to adjourn the meeting. Jernberg made a motion to adjourn the meeting, which was seconded by Bottiglieri. **The motion to adjourn was passed unanimously and the meeting was adjourned at 11:57 a.m.**

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary