Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, August 16, 2012  
HSC Diversions Lounge  
10:00 a.m.


Excused: Dana Gautcher, Ryan Harris, Debra Miller and Jennifer Montag

Absent: Gail Hayenga and Jonathon Ostenburg

Guests: Sarah Klaper, Alan Rosenbaum, Toni Tollerud and Kelly Wesener

Call to Order
The meeting was called to order at 9:54 a.m. by Supportive Professional Staff Council President Todd Latham.

President Latham announced additions to the agenda. Under ‘Guests’ he added “Sarah Klaper, NIU Ombudsperson”. Under ‘Announcements’ he added “d. Welcome Days”, “e. Mandated Reporter Training” and “f. University Support Expo”. He asked for any other additions. Hearing no further changes, he asked for a motion to approve the agenda. The motion to approve the amended agenda was made by Lamb and was seconded by Builta. The motion to approve the amended agenda was passed unanimously.

President Latham asked for corrections to the July 12, 2012, meeting minutes. Hearing no corrections, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Petty-Johnson and was seconded by Builta. The motion to approve the meeting minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speakers
President Latham informed Council there were many guest speakers for the meeting. He began with introduction of Council before introducing the first guest.

Dr. Toni Tollerud – Faculty and SPS Personnel Advisor
Tollerud thanked Council for the opportunity to speak and shared some background. She said she was looking forward to assisting SPS employees in her new position. She shared she had met with President Latham to discuss many concerns and issues raised by SPS employees and hopes to create a warm, welcoming atmosphere allowing employees to feel comfortable meeting with her. She reminded Council meetings with her are confidential and shared copies of her business cards. She asked employees not to allow problems to fester, but to call or email her as soon as they realize there is an issue. She opened the floor to questions. With no questions, she reminded Council to share with fellow colleagues she can be reached via phone or email and will try to return all calls or email within 24 to 48 hours. She closed saying she looks forward to working with President Latham, Council and SPS employees in the future.
Dr. Sarah Klaper – University Ombudsperson
The next guest was Klaper, who was starting her first day as NIU’s new Ombudsperson and shared she is excited to be part of the Huskie family. She described her work background and added she hopes to continue the work of Tim Griffin, retired Ombudsman. She reminded Council of the role of the Ombudsman and explained she can be reached by visiting the office, email (sklaper@niu.edu) or via phone. President Latham welcomed her to NIU on behalf of Council and Klaper thanked Council for the invitation to attend future meetings.

Dr. Kelly Wesener Michael – Acting Vice President, Student Affairs & Enrollment Management for Welcome Days Events
Wesener Michael thanked Council for the opportunity to discuss upcoming Welcome Days events. She shared a handout of the events and said this year’s Welcome Days seeks to build class identification among Freshmen and develop NIU loyalty from their first day on campus. To help build unity, the students will move to many of the events together as a group and she highlighted some programs.

Thursday is ‘Move-In’ for Freshmen students. Wesener Michael and Stang noted volunteers are still needed to assist with Move-in. Once moved in, there will be ‘Parent and Family Orientation sessions’ in the residence halls. While families are in their orientation sessions, students will attend their first of three Hall Floor meetings for the weekend. A ‘Family Fest’ resource fair will be held in Campus Recreation. ‘A Taste of Northern’ (formerly the ‘Huskie Bash’) will be held from 5 – 7 p.m. on the Huskie Stadium West lawn. ‘Northern Lights’ is planned as a new Welcome Days ceremony which will be located at the Oderkirk House lawn. The annual ‘RHA Block Party’ and ‘Target (shopping) Event’ will close Thursday’s activities.

Friday begins with a ‘Band Run’ as the Huskie Marching band will wind their way through the residence halls picking up students to escort them to the Academic Convocation at the Convocation Center. The ‘All Campus Picnic’ and “We Are Huskies” events follow which will feature a Freshman class photo on the football field, which planners hope will become another new NIU tradition. Academic Receptions and the second Hall floor meetings will be held.

Saturday will be a ‘Day of Service’ for the students from 10 a.m. – 2 p.m. ‘Rec Fest’, ‘Cultures Welcome’ and the ‘Rock Tha Mic: Huskies Talent Jam’ are other Saturday feature events.

Sunday will see the addition of returning NIU students to the Welcome Days events. ‘Spiritual Life at NIU’ will allow students to learn about campus religious opportunities, if they wish. During the afternoon, students will be able to learn academic tips for success and will be able to tour campus to find their classes. The final set of Hall Floor meetings, now including returning students, will close Sunday’s events.

Wesener Michael notes there are a lot of activities which will keep students busy, but it will give new Huskies a great start and make them feel proud for be NIU students. President Latham thanked Wesener Michael for her visit and asked all Council to support Move-in and the Welcome Days events.

Dr. Alan Rosenbaum – Faculty Senate & University Council
President Latham thanked Rosenbaum for coming to speak to Council. Rosenbaum gave a description of Faculty Senate and University Council for members. Faculty Senate addresses concerns of Faculty, has no direct power, but has a voice and strong representation on University Council. University Council, one of the most powerful policy making groups at NIU, has employees represented from all university groups. Faculty have 32 seats and students have 16 seats. Rosenbaum opened the floor to questions. He was asked to clarify how many SPS/OSC representatives serve on University Council. Rosenbaum shared 2 representatives from SPS and OSC Councils serve on University Council. With no further questions, President
Latham thanked Rosenbaum for his guidance and leadership on Faculty Senate and University Council and invited him to return again in the future.

Announcements

A. SPS Council Committee Appointments

President Latham noted after the July meeting, committees of the Council were asked to convene and select a Chair for the year. All committees, except Awards, selected a Chair, which he reviewed for Council:

- **Awards** – (Chair to be selected before September Council meeting)
- **Communications** – Walk and Xidis (Co-Chairs)
- **Constitution & Elections** – Stang
- **Events** – Hayenga
- **Finance** – Funkhouser
- **Legislative** – Peska
- **Technology Resources** – Ostenburg and Dickey (Co-Chairs)
- **Workplace Issues** – Lamb and K. Smith (Co-Chairs)

President Latham asked for a motion to approve the committee Chairs for the 2012-2013 year. The motion to approve the Chairs was made by Doederlein and was seconded by Haliczer. **The motion to approve the SPS Committee Chairs for 2012-2013 was passed unanimously.**

B. Pension Update

Haliczer and President Latham noted Governor Quinn had asked Legislators to return to Springfield on Friday, August 17th for a special session and to discuss pensions. Council were asked to watch the news, SURS and SUAA websites for any development on pensions. If and when a decision is made, Haliczer said HR will notify employees and SURS will hold regional meetings to explain changes to employees. Haliczer also informed Council, SURS now has an office at the NIU Naperville campus, so employees will not have to travel to Springfield for SURS appointments.

C. Benefits Choice

Haliczer reported that as of the date of the meeting, HR had received no news about an extension on the HMO’s which is expected to expire in September. As soon as HR receives any notification, they will share it with employees. Employees were advised to continue to check the HR website for any announcements.

D. Mandated Reporter Training

Haliczer also shared that due to changes in the Illinois Child Abuse and Neglect Law, in response to events at Penn State University, all NIU employees will now be required to take Mandated Reporter Training through the Department of Children and Family Services (DCFS) website. Reporting procedures are still being worked out and she noted training will take place online. University employees would only have to complete the training once for NIU. She explained at the end of training, employees will be responsible for sending HR the training acknowledgement form and the certificate of completion. Haliczer was asked how long it would take to complete the training and she reported about an hour. She clarified all new hires to the university will be expected to complete the training. Haliczer asked Council to share with university colleagues the importance of completing this mandated training.

E. University Support Expo

Haliczer announced to Council the University Support Expo for employees will again be hosted for faculty, staff and graduate assistants to share resources for employees. The
Expo will be held in the HSC Duke Ellington Ballroom on Tuesday, September 11th. Information will be sent to employees by the end of August or early September. She reminded Council the Expo is open to all NIU employees.

Committees of the Council

Awards
Haliczer reported the Awards committee will meet again before the September Council meeting to select a committee Chair. She reported there is a nomination for Chair.

Communications
Xidis asked D. Smith to provide an update on the SPS newsletter. D. Smith reported the committee had created a list of items for the newsletter covering the following topics: Council photo, new Council Representatives and Alternates, 2012 SPS Award recipients, SPS Events recap and preview of upcoming events, difference between SPS/Temporary SPS/Civil Service, new Ombudsperson – Sarah Klapier, Toni Tollerud – new Faculty and SPS Personnel Advisor, workplace issues and Legislative update. Council were asked if they had other ideas to submit them to D. Smith. Committee members are going to get started on the Fall newsletter following the meeting.

Constitution & Elections
Stang announced there were changes to the Council which need to be approved by Council. In Division 4, Tris Ottolino resigned her seat on Council due to changes in job duties. Julie Kaiser, her Alternate, also has resigned her seat on Council. Rita Yusko, who originally agreed to serve as Alternate to Kaiser has agreed to serve as Representative and Karinne Bredberg has agreed to return to Council as her Alternate. Stang made a motion to approve Yusko as Division 4 Representative and Bredberg as her Alternate. The motion was seconded by Peska. The motion to approve Yusko as Representative and Bredberg as her Alternate in Division 4 was passed unanimously.

In Division 2, Jennifer Montag is resigning her seat on Council. Czachowski has agreed to move from Alternate to Representative and Mark Canaday has agreed to complete Czachowski’s one year term as Alternate. Stang made a motion to approve Czachowski as Representative and Canaday as Alternate in Division 2. The motion was seconded by Anderson. The motion to approve Czachowski as Representative and Canaday as her Alternate in Division 2 was passed unanimously.

Events
Hardy, reporting for Hayenga, announced the committee is planning a Tailgate event before the Saturday, September 29th Faculty and Staff Appreciation Football game at the Huskie Stadium. She said the committee is also working to try and schedule Matthew Streb as a lunch presenter to talk about the upcoming elections. The committee would also like to plan a Brown Bag Technology workshop where employees would bring in their own technology and receive assistance from university professionals. Plans are in the works for another Holiday social in December. Once plans for these events are finalized, details will be shared with Council and employees.

Finance
Funkhouser announced SPS has received a budget of $2,480 for the year, which was about the same amount as last year. Funkhouser made a motion to approve the SPS Council budget of $2,480 for 2012-2013. The motion was seconded by Stang. The motion to approve the $2,480 SPS Council budget for 2012-2013 was passed unanimously. President Latham asked committees who need funding for this year to submit their needs to Funkhouser as soon as possible.
Legislative Issues
Peska said he had nothing additional to report to news announced during the meeting by Haliczer and President Latham regarding pensions.

Technology Resources
There was no report from Technology Resources.

Workplace Issues
Lamb reported the committee met on July 31st and said the committee had scheduled regular monthly meetings for the third Wednesday of the month at 9:30 a.m. at the Barsema Alumni and Visitors Center. She added the committee worked on its End-of-Year report, discussed ways to help employees deal with job stress and potential for cross-training in positions. She and K. Smith both advised Council members review their job descriptions to make sure their descriptions are reflective of current job duties.

Lamb asked Council to review the “SPS Statement of Professional Ethics” (which is posted on the SPS website) to see if it is still reflective of Council ethics and expectations. Lamb noted the committee would like to have a new draft ready for review for the September Council meeting. Council are asked to submit thoughts or edits to Lamb or K. Smith as soon as possible.

Vice President
D. Smith shared with Council the Parking Procedure Update letter which addressed current changes in campus parking. All Council were advised to be aware of these parking changes.

President Latham reminded Council that all SPS who are appointed to serve on a University Committee are required to submit a report to the Vice President. Appointed SPS employees should be receiving their official notification from him by the end of the week.

OLD BUSINESS

A. Update on SPSC Survey
Haliczer updated Council on the status of the SPS survey committee. She plans to convene the committee after Labor Day. The committee will work on survey ideas and she hopes to bring something before Council before the end of the semester.

President Latham reminded Council he contacted HR to request the number of SPS employees who have been losing vacation days over the last year. He hopes to receive and share this information soon.

B. Higher Learning Commission (HLC) Committee Update
President Latham asked Council who are serving on one of the Higher Learning Commission committees to provide an update on their work to see if information can be shared with other committees.

Funkhouser and President Latham are both members of the ‘Shared Governance’ committee. Their work is done and they have been working on correcting their report. Funkhouser is also on the ‘Budgeting’ and ‘Finance Resources’ committees.

Doederlein and D. Smith are on the ‘Teaching and Learning Support I’ committee. Their committee is still in the data gathering process.
Lamb reported she is on the ‘Internal and External Constituents’ committee. Her committee is also still in the data gathering phase because they are having some difficulty finding information they need.

Xidis and Haliczer are on ‘Criterion III – (Ethics)’ and their committee has not met over the summer, but should start meeting again soon to begin work on their report.

Peska is on the ‘Criterion I – Mission’ committee which is reviewing institutional practices to insure they fall in line with the university mission.

NEW BUSINESS

A. SPS Dependent Scholarship – Ad Hoc Committee
President Latham shared Hardy had come to him with the idea of establishing an SPS Dependent Scholarship. He announced he’s asked Hardy to serve as Chair of an Ad Hoc SPS Dependent Scholarship Committee to research starting an SPS scholarship. Other members on the committee would include: Miller, Anderson, Builta and Xidis. President Latham asked for a motion to approve the establishment of the Ad Hoc SPS Dependent Scholarship Committee. The motion to approve the committee was made by Walk and was seconded by Doederlein. **The motion to approve the establishment of an Ad Hoc SPS Dependent Scholarship Committee was passed unanimously.**

Hardy will call a meeting of the group to discuss how the Council should begin solicitation of funds, how to select recipients and other details. Hardy is going to meet with the NIU Foundation in regards to setting up an account for the SPS Scholarship. Once the committee has met and she’s spoken with Foundation, she will provide an update for Council. Haliczer also suggested Hardy speak with those running the Faculty Dependent Scholarship for advice.

B. University Committee Appointments Due to Vacancy: Student Conduct Board and Campus Learning Committee
President Latham informed Council that due to some campus vacancies, there are two openings on university committees which need to be filled.

The Campus Parking Committee has a vacancy. Jarvis Purnell (Director, Off-Campus and Non-Traditional Student Services) expressed interest earlier this year in serving on the committee. Stang made a motion to approve Purnell for the committee and the motion was seconded by Haliczer. **The motion to approve Purnell for the Campus Parking Committee was passed unanimously.**

Because of a temporary position change which now causes a conflict of interest for Melanie Thompson to serve on the Student Conduct Board, there is a temporary opening on the committee for the remainder of this year. Thompson is not sure if her appointment is permanent and President Latham did not wish to make the replacement permanent until Thompson definitely knows. Anne Petty-Johnson expressed interest in filling the temporary term. Petty-Johnson made a motion to approve herself for the temporary vacancy on the Student Conduct Board. The motion was seconded by Stang. **The motion to approve Petty-Johnson for the temporary vacancy on the Student Conduct Board was passed unanimously.**

University Committee Reports
President Latham had no report for this month, but will next month as committees will start meeting again with the start of the new academic year.
Adjournment
President Latham and Council congratulated Haliczer on her recent promotion to Assistant Vice President.

President Latham asked for a motion to adjourn the meeting. Jernberg made a motion to adjourn the meeting. The motion was seconded by Lamb. The motion was passed unanimously and the meeting was adjourned at 11:22 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary