Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, August 13, 2015  
HSC Clara Sperling Skyroom  
10:00 a.m.

**Present:** Pat Anderson, Debra Boughton, Karinne Bredberg, Steve Builta, Melissa Burlingame, Edith Cowan, Catherine Doederlein, Lesley Gilbert, Missy Gillis, Deborah Haliczer, Sabrina Hammond, Emily Hochstatter, Nicole (Stroobants) Holland, Gail Jacky, Christine Kipp, Sandy Lopez, Janet Love-Moore, Linda Manning, Patricia Martinez, Randi Napientek, Tom Parisi, Matthew Parks, Nick Piazza, Mark Pietrowski, Jennifer (Pippen) Salmon, Donna Schoenfeld, Christina Sutcliffe, Erica Wade, Brian Walk, Shannon Wapole, and Rachel Xidis

**Excused:** Diane Alberts, Eric Biletzky, Anne Hardy, Betsy Hull, Margaret Myles, Kathy Smith, and Michael Stang

**Absent:** None

**Guests:** Andrew Bjerken, Brett Coryell, Steven Haliczer, Sarah Klaper, Greg Long, and Holly Nicholson

**Call to Order**
The meeting was called to order at 10:03 a.m. by Supportive Professional Staff Council President Deborah Haliczer, who welcomed all members to the meeting. Since many new members were present as well as guest speakers, she asked for introductions from all present.

Haliczer made two additions to the agenda, under ‘Announcements’ she added, “E. The Hunting Ground” and “F. Map-Works”. 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 Anderson. **The motion to approve the amended agenda was passed.**

Haliczer asked for corrections to the July 16, 2015 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 Bredberg. **The motion to approve the minutes of the July 16, 2015 meeting was passed.**

Attendance was taken and a quorum was confirmed.

**Guest Speakers – Brett Coryell and Andrew Bjerken, Division of Information Technology (DoIT)**
Haliczer welcomed Coryell and Bjerken to the meeting to give a brief presentation on drafts of a revised “Policy on Acceptable Use of the NIU Network” and “Policy on Privacy in the Electronic Environment”. They welcomed the opportunity to come and share the draft policies with Council, answer questions and gather some feedback on the documents. They discussed the need for both policies, intentions behind the policies, and answered questions from members to clarify some concerns. Bjerken discussed how these policies align with other colleges and universities. OSC has already provided input to the documents and following this meeting, they will be meeting with Faculty Senate/University Council for their thoughts as well. They thanked Council again for the opportunity to meet and will keep members updated on the progress of the policies.
Announcements

A. NIU Welcome Days
Martinez reminded members “NIU Welcome Days” activities kick-off next Friday with “Move-In Day” on Friday, August 21st. Volunteers are still needed to assist with moving new students onto campus, for the “Huskie Family Welcome”, and for “Huskies Helping Huskies”. Information can be found on the Student Involvement and Leadership Development (SILD) webpage (http://www.niu.edu/studentinvolvement/) along with a form to register to volunteer. She reminded all members this is our time to begin the official welcome for our new students.

B. Campus Town Hall Meeting – Wednesday, September 2, 2015
Haliczer reminded members the President’s next “Campus Town Hall” is planned for Wednesday, September 2nd in the Carl Sandburg Auditorium of the Duke Ellington Ballroom. She shared notecards with members asking them to write questions for the President and panel members to answer during the event. She added Gilbert will compile all of the questions and Haliczer will send them in advance of the meeting, so the President and those who should address the concerns will be prepared with a response.

C. Flu Shots – September 30th and October 20th
Haliczer announced the dates for this year’s flu shots is September 30th and October 20th. All employees will soon receive an official flyer with the dates and locations.

D. Introduction of Council Members
Haliczer thanked everyone for the earlier introductions and shared “SPS Council” buttons with new members so that when members go to large university events, they can identify themselves as Council members. Council also congratulated and recognized Holland and Salmon on their recent marriages.

E. The Hunting Ground
Haliczer announced the Presidential Commission on the Status of Women in partnership with the Center for the Study of Women, Gender & Sexuality, Office of the Provost, Affirmative Action & Diversity Resources, Academic Diversity Programs, and Student Affairs & Enrollment Management are presenting the film, “The Hunting Ground”, along with a panel discussion which examines sexual assaults on college/university campuses across the country. The movie is being shown on Wednesday, September 2nd at 6:00 p.m. in the Carl Sandburg Auditorium of the Holmes Student Center. The film runs about 1 hour and 30 minutes and the panel discussion immediately follows. The screening is free and open to all.

F. Map-Works
Napientek shared several sessions are planned for “Map-Works” training for faculty and staff. She shared there is also online training available. Information regarding the dates and times for each available session is on the Office of Student Academic Success (OSAS) webpage at http://www.niu.edu/osas/Mapworks/Training1.shtml. She said there is a different system being used, so it will be beneficial for those who are using the program to review/learn about the updates. She also addressed some concerns that some employees have been denied access to “Map-Works”. She shared access has never been denied to anyone for “Map-Works” and those who are having problems with access are asked to contact OSAS for assistance.

Committees of the Council
**Awards**
Gilbert reported the committee met the previous week to discuss the past Awards year, talk about recommendations for the upcoming year, and to elect new committee Co-Chairs. She announced that Gillis and Hochstatter were selected as the new Co-Chairs. She added both have been extremely instrumental in serving on the committee in the past, bring a wealth of experience and enthusiasm to the position, and will both do a wonderful job leading the committee. Gillis and Hochstatter will have a report for September.

**Communications**
Xidis reminded Council the annual group photo is normally taken before the September Council meeting. She will work on setting up the photo which will again be taken on the north side of the Holmes Student Center on the stairs off of the Lucinda Avenue main entrance – directly across the street from Grace Place Campus Ministries. Haliczer reminded Council all Representatives and Alternates are invited to be a part of the photograph, as it is a wonderful way for campus SPS employees to know who their staff representatives are for the year.

She added she and Walk have again been re-elected as Co-Chairs and one of their first projects is to begin work on the Fall edition of the SPS newsletter. She asked those with ideas for articles or material which needs to be included to please contact them. It is the committee goal to have the newsletter ready by mid-November to early December.

Walk added the committee is continuing work to update the SPS webpage information. Many changes have been made and if there is other information which needs to be updated, please let them know. Haliczer shared there is some information which needs to be updated and would talk to Walk and Xidis.

**Constitution & Elections**
Jacky announced that she and Stang are again Co-Chairs of the committee. She added the committee will be meeting on Friday, August 21st to start looking at the task of redistribution of SPS employees. When they have information to share with Council they will provide an update.

She shared Martinez has agreed to serve as a member of the SPS Grievance Committee for the upcoming year, which will bring the total number of committee members to 13, with two more employees still needed for a complete committee. Doederlein made a motion to approve Martinez as a member of the SPS Grievance Committee and the motion was seconded by Lopez. **Council voted, with Martinez abstaining from the vote, and Martinez was approved for the Grievance Committee.** Haliczer reminded Grievance Committee Grievance committee members do not have to be members of the Council, it is open to any SPS employee.

Jacky handed the floor over to Haliczer to talk about the SPS representatives which the Executive Committee had approved for the four Dean’s searches. Haliczer reminded Council a request had been received by Provost Freeman to select SPS representatives for each of the four Dean searches (College of Business, College of Education, College of Law, and the College of Visual and Performing Arts). She explained the process the Council used to solicit names and criteria for selecting the representatives. She clarified Council made selections with the belief the Colleges would have their own opportunity to appoint their own representatives. The SPS Council later learned each of the Colleges has their own Council which has a process for nominating representatives for Dean searches to ensure proper employee representation. While one College was fine with the Executive Committee’s recommendations, the other three wanted the opportunity to make their own decision. The SPS Council was asked to consider rescinding the selections to allow each College Council the opportunity to make their own selections. Haliczer presented two options to help alleviate the confusion. **Option #1 – Council could decide to keep the employees selected on the respective searches, based on the...**
assumption there could be other employees from the colleges added. Option #2 – Council could rescind its Executive Committee selections and allow the College Councils to make their own selections for the Dean searches. Haliczer added Provost Freeman said she will make a place for those who were selected by the Executive Committee to have an opportunity to participate in the process. Haliczer then opened the floor to questions and discussion.

After some questions, clarification, and discussion, Doederlein made a motion to rescind the names offered by the Council for the Dean’s searches, defer the decision of SPS representatives back to the College Councils so they can make their own appointments, to give the names of those who self-nominated to the College Councils for consideration in their decisions, and to have those who had been selected by the Executive Committee included in the search process as offered by Provost Freeman. An amendment to the motion was offered by Love-Moore to urge Provost Freeman to have other internal and external forums to allow for SPS and Civil Service employee involvement in each of the Dean searches. Doederlein amended her motion to include Love-Moore’s amendment. The amended motion was seconded by Anderson. Council voted and the motion to rescind the names offered by the Council for the Dean’s searches, defer the decision of SPS representatives back to the College Councils so they can make their own appointments, to give the names of those who self-nominated to the College Councils for consideration in their decisions, to have those who had been selected by the Executive Committee included in the search process as offered by Provost Freeman, and have other internal and external forums to allow for SPS and Civil Service employee involvement in each of the Dean searches was approved, with three members abstaining from the vote. Haliczer said she would share the decision with Provost Freeman and contact those who had submitted their names to Council for one of the searches to let them know the new plans for Dean Search selection.

**Events**

Love-Moore announced she and Burlingame were re-elected to Co-Chair the committee. She shared the summer R.A.D. course was very successful. She reported today is the tour of the Egyptian Theatre at 4:45 p.m. and the mixer at Tapa La Luna following the tour. The tour is about 45 minutes, so those who are unable to attend can still meet and mingle with fellow employees at Tapa La Luna. She said they are working to assist STEM Outreach with an “Ice Cream Social” featuring liquid nitrogen ice cream which will be held in the Martin Luther King, Jr. Commons on Thursday, September 10th. She reported there are also plans for kayaking on the East Lagoon in September. Lots of events planned for this Fall and employees are asked to go the SPS website for a listing of all of the events.

**Finance**

Hull was unable to attend the meeting, Haliczer shared her report. She reminded Council that by Hull’s election last month as the Council Treasurer she is automatically the Chair of the Finance committee. She shared there is no definite budget yet, but was asked to prepare for a reduction of about 10%, which would end up being about $248. She shared about $85 was being spent each month for small refreshments for the monthly Council meetings last year.

**Legislative Issues**

Kipp announced she and Schoenfeld were re-elected as Co-Chairs of the committee. She reported the BOT committee meetings is scheduled for Thursday, August 27th and they will be able to possibly share some more information following that meeting.

**SPS Dependent Scholarship**

Haliczer shared Hardy was unable to attend the meeting, there was no official report. She added the committee did have a meeting the previous week and Hardy was elected Chair of the committee again. Bredberg asked everyone to consider making a donation to the SPS
Dependent Scholarship fund so the committee can continue to be able to recognize students of SPS employees.

**Technology Resources**

Walk reported he and Biletzky were re-elected as committee Co-Chairs. They will be meeting again within the next week or two. He reported Ostenburg has completed the SPS migration of the email information and is finishing up the distribution lists. Walk added if anyone has issues getting into or seeing their committee information in Vibe they can contact him, Biletzky, or Builta.

Hammond shared the NIU Telecommunications has moved to one single phone number for all contacts to make things more streamlined for employees.

**Workplace Issues**

Doederlein and Builta said they both were re-elected as Co-Chairs of the committee and the group is working on goals for the year. The first project is working on the SPS Survey for this year and they are trying to research ways to ensure they get more employee input than in the past. They are also making sure to get questions for the President’s Town Hall meeting on September 2nd. They would like to have a couple of post-SPS Council meeting informal lunch gatherings for additional opportunities to network. The committee will meeting the last Thursday of the month and everyone is welcome to attend. They asked employees with ideas about other events to help boost morale or for employee concerns to please feel free to share them with any member of the committee.

They also talked about the Provost’s Task Force on SPS Policies and said they are still working on information which they hope to be able to share with Council soon.

**Approval of Committee Chairs**

Once all of the Committee reports were completed for the meeting, Haliczer asked for a motion to approve all of the committee Chairs and Co-Chairs for the year. The motion to approve all of the Chairs was made by Lopez and was seconded by Love-Moore. The motion to approve all of the Council committee Chairs and Co-Chairs for this year was approved.

**Committees of the University**

**Vice President**

A. Committee Summary Report

Builta reported he has reached out to all the SPS employees who have been appointed to a university committee reminding them they need to provide a committee report for Council. Since many university committees have not started meeting yet he will follow-up again early next month as a reminder.

**OLD BUSINESS**

A. Morale Issues

Haliczer shared the morale issues remains on the agenda as a regular item as it is of concern to all Councils and employees. A request was made to possibly change the title of this to something more positive, like “Morale Boosting”.

B. Program Prioritization Update

Haliczer asked Bredberg for a brief update on Program Prioritization plans. She shared there will be training for all Task Force members on September 3rd. She will share more information as she is able.
C. **SPS Leadership Skills Workshop – Planning Committee**
   Haliczer reported Hardy is finalizing the dates for the SPS Leadership Skills workshop and will be announcing the dates soon as the workshop series begins in September.

D. **Provost’s Task Force on SPS Policies**
   Haliczer thanked Builta and Doederlein for their earlier report in Workplace Issues.

**NEW BUSINESS**

**A. SPSC Annual Report**
Haliczer thanked those committee Chairs who had submitted their end-of-year reports. She is still working on making some corrections and adding her information to the report. She will have the ready for Council approval for the September meeting.

**B. Proposed Speakers for 2015 – 2016**
Haliczer asked if there were further suggestions for speakers for Council for the upcoming year. She asked if members had other ideas to please send them to her. She reminded Council, she is trying to see if the President will be able to attend the September meeting as the guest speaker.

**C. President’s Leadership Retreat Recap**
Haliczer shared some of the topics which were discussed during the retreat and items which will be of focus over the upcoming year: budget, morale, and student enrollment.

**D. Discussion: Council Priorities for 2015 - 2016**
Due to the length of time for the meeting, this item was tabled until the September Council meeting. She asked members to come to the next meeting prepared to share items which they believe should be Council priorities for the upcoming year.

**Operating Staff Council (OSC)**
There was no report this month, due to the length of the meeting.

**Faculty Senate/University Council**
There was no report this month, due to the length of the meeting.

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

**Adjournment**
Haliczer asked for a motion to adjourn the Council meeting. The motion to adjourn was made by Martinez and was seconded by Jacky. The meeting was adjourned at 11:57 a.m.

Minutes Respectfully Submitted by
*Lesley Gilbert, SPSC Secretary*