Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, December 13, 2012  
HSC Clara Sperling Skyroom  
10:00 a.m.

Present:  Diane Alberts, Pat Anderson, Eric Biletzky, Karinne Bredberg, Steve Builta, Melissa Burlingame, Mark Canaday, Kimberly Cecil, Alicia Czachowski, Dana Gautcher, Lesley Gilbert, Deborah Haliczer, Gail Hayenga, Anne Hardy, Holly Holliday-Jones, Gail Jacky, Marti Jernberg, Julia Lamb, Todd Latham, Kiera Miller, Janet Love-Moore, Shelia Milan, Debra Miller, Jonathon Ostenburg, Anne Petty-Johnson, Donna Smith, Kathy Smith, Michael Stang, Christina Sutcliffe, Brian Walk and Rachel Xidis

Excused:  Cliff Bottiglierio, Catherine Doederlein, Dena Funkhouser and Rita Yusko

Absent:  None

Guests:  Sarah Klaper and Toni Tollerud

Call to Order
The meeting was called to order at 10:03 a.m. by Supportive Professional Staff Council President Todd Latham.

President Latham made two additions to the agenda, adding “b. Benefits - HMO” and “c. NIU Presidential Search Job Description”. He asked for other corrections or additions to the agenda. Hearing none, he asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Walk and was seconded by Hardy. The motion to approve the amended agenda was passed unanimously.

President Latham asked for corrections to the November 15, 2012, minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Bredberg and was seconded by Biletzky. The motion to approve the November 15, 2012 minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speakers
President Latham reminded Council there were no guest speakers for the meeting, but announced that Doris Macdonald, Higher Learning Commission – Chair, will be the guest speaker at January’s meeting to provide a status update on preparations for the 2014 site visit.

Announcements
A. SPS Open House
President Latham reminded Council immediately following the meeting will be the SPS Open House. He thanked the Events committee for the preparations and asked Council to stay after the meeting to meet and greet SPS employees.

B. Benefits - HMO
Haliczer announced those employees on Health Alliance HMO with DeKalb Clinic will need to change to a new plan before January 31, 2013. CMS and HR will be contacting those employees who are affected by this change. If no new plan is selected, employees will default to the Quality Care plan. HR will be hosting meetings on
Tuesday, January 8, 2013 and Wednesday, January 9, 2013 to discuss changes with employees.

C. NIU Presidential Search Job Description
President Latham shared a copy of the approved NIU Presidential Search Job Description, which is also available on the NIU website, with Council. He shared January 7 & 8, 2013, the Presidential Search Committee members will be meeting to begin reviewing applications. He reminded Council, names of applicants will not be shared with the public, only the names of finalists will be announced. He asked those with questions to contact him.

D. New Additions
Haliczer announced Council Alternate, Gillian Cargile-King, and past Council member, Scott Peska, both recently welcomed new babies into their families.

E. Pension Update
Haliczer announced no more talk on pension reform is expected until January 2013.

Committees of the Council

Awards
Gautcher announced the committee is reviewing the Presidential SPS Award for Excellence nominations and will meet in early January to select the winners. Those names will be submitted to Council during the January meeting for approval. Once approved by Council, the names will then be submitted to President Peters for final approval. The committee will work next on Certificates of Recognition and the SPS Service Award nominations.

Communications
Xidis announced Council membership has been updated on the SPSC website. The committee will meet early in January to work on the Spring newsletter. Those with ideas can send them to Xidis or to other committee members.

Constitution & Elections
Stang announced that with Liz Harris' vacancy, there are no Alternates left in Division 4 to fill the vacancy. After speaking with the Executive committee, he and the committee recommend leaving her seat vacant until the Spring election. After the election, the committee will ask one of the new members if they can start early to fill the position.

Events
Hayenga invited Council to stay after the meeting for the Open House. She noted some employees had not received the Open House invitation – some who were not new employees and she asked Ostenburg to investigate. She added the committee will meet to work on Spring events early in January. She asked Council to send her names of individuals for potential Brown Bag speakers.

Finance
President Latham shared Funkhouser was unable to attend the meeting due to a work project, but announced she will have a report on finances in January.

Legislative Issues
President Latham asked Council to be mindful of HB6258 which has bipartisan support and which some believe may be discussed further during the January 2 – 10, 2013, Lame Duck session. President Latham and Haliczer reminded Council employees can review the Legislative link on the SURS webpage to review all of the Bills presented and their status.
Technology Resources
Ostenburg reported he will research why some employees, including those who are not new, are not receiving SPS emails. He said he is still waiting on a response from HR regarding information on new SPS employees. He said he’s also working on a back-up plan for the Spring SPS elections.

Workplace Issues
Lamb reported the last meeting was canceled due to schedule conflicts, but during the next meeting the committee will review projects over the past year. Council was reminded to review their job descriptions.

Vice President
D. Smith asked Council to review the reports she submitted prior to the meeting and to contact her with any questions.

SPS Dependent Scholarship (Ad Hoc)
Hardy shared the scholarship information and scholarship page on the SPS website is ready. Information has also been included in NIU Today. During the SPS Open House the committee will have a table to collect donations. She added President Latham filmed an announcement for the SPS website where he discussed why the scholarship was formed, its intent and to encourage donations. Council were reminded if every SPS employee donated just $30, Council would reach its goal for endowment. She announced it is still the goal to award the first winner in May.

President Latham noted the next step for the committee is to move from Ad hoc to a permanent committee, but that will require a constitution change.

OLD BUSINESS

A. Personnel Policies and Procedures for SPS
President Latham thanked everyone on the review committee for their work on the document. The goal was to make the document easier to read and understand, and that goal was met. President Latham asked for a motion to approve the document and to present it to University Council for approval since it already has HR approval. The motion was made by Love-Moore and was seconded by Jernberg. The motion to approve the Personnel Policies and Procedures for SPS document and to have President Latham or Haliczer present the document to University Council was passed unanimously.

NEW BUSINESS

A. Presidential Commission on the Status of Minorities (PCSM) – Request
President Latham shared he had received a request from the PCSM asking Council to report on the ethnic make-up of Council. Latham shared he asked the PCSM to clarify why the information was being collected and how it was to be used. He was told it was being collected as part of a report to the President. He asked Council if it wished to participate and discussed ways to collect the data. He clarified it is not his place to determine the ethnicity of Council members, so Council members would need to self-identify. After much discussion and a show-of-hands vote, Council voted in favor of collecting the information to send to the PCSM. President Latham will send an email request to all Council members asking them to self-identify and respond to him by a deadline so he can send the information to the PCSM.
B. January 2, 2013
President Latham stated January 2, 2013, is the day after the Orange Bowl game and there is a request seeking input from employees asking if they want to use a mandatory vacation day on January 2nd to close the university – an Administrative Closure Day is not an option. He opened the floor to discussion. Clarification was provided, if NIU remains open all campus offices need to be open as well, but some employees want to attend the Orange Bowl making it difficult to keep all offices open. After discussion, Council did not believe it was fair to ask employees to take a mandatory vacation day on January 2, 2013, as many are not making the trip to Florida. Instead, Council asked NIU to take into consideration that some employees will be traveling to the Bowl in regards to office coverage.

President Latham reported on his efforts to try to get an Orange Bowl package for SPS employees since discounts were made available to students. He reported a number of busses will be taking students to Miami. Sutcliffe asked individuals to share with employees/community members they should not be buying tickets for the Orange Bowl from Stub Hub, because those sales do not go towards the 17,600 tickets NIU has to sell.

University Committee Reports
President Latham reminded Council he submitted his reports prior to the meeting and asked Council to review the information and send him any questions.

Adjournment
With no further business President Latham wished Council Happy Holidays, invited Council who could stay for the Open House event to please do so and asked for a motion to adjourn the meeting. Builta made a motion to adjourn the meeting, which was seconded by Love-Moore. The motion was passed unanimously and the meeting was adjourned at 11:00 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary