Present: Pat Anderson, Eric Biletzky, Debra Boughton, Karinne Bredberg, Steve Builta, Ximena Burgin, Melissa Burlingame, Catherine Doederlein, Amy Flewelling, Lesley Gilbert, Deborah Haliczer, Sabrina Hammond, Anne Hardy, Betsy Hull, Gail Jacky, Gillian King-Cargile, Christine Kipp, Dave Lochbaum, Sandy Lopez, Patricia Martinez, Janet Love-Moore, Debra Miller, Matthew Parks, Nick Piazza, Mark Pietrowski, Donna Schoenfeld, Donna Smith, Kathy Smith, Roselyn Snell, Michael Stang, Christina Sutcliffe, Brian Walk, Linda Watson, Rachel Xidis, and Rita Yusko

Excused: Diane Alberts, Megan Gerken, Dan House, Jeanne Meyer, Randi Napientek and Nicole Stroobants

Absent: None

Guests: Sarah Klaper, Sheila Milan, Jay Monteiro, and Bill Pitney

Call to Order
The meeting was called to order at 10:07 a.m. by Supportive Professional Staff Council President Deborah Haliczer.

Haliczer made several additions to the agenda, under 'Announcements' she added, “D. Program Prioritization Email”, “E. Money Smart Week”, “F. AADR Conference”, “G. International Women’s Day”, “H. HR Training – Supervisor Workshops”, “I. PCSW Work Life Fit Luncheon”, and “J. SPS New Member Buttons”. Under ‘Old Business’ she added “G. Cellphone Policy – Approved’. 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 K. Smith and was seconded by Love-Moore. The motion to approve the amended agenda was passed.

Haliczer asked for corrections to the January 15, 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 Lopez. The motion to approve the minutes of the January 15, 2015 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker – “H20 to Go” – Joshua Nixon, NIU Student Association
Haliczer welcomed Joshua Nixon, who is head of promotion and marketing for the “H20 to Go” program on campus which has several goals:

- To provide students with BPA-free reusable bottles
- Reduce reliance on disposable plastic bottles
- Provide high-quality drinking, filtered water for students
- Offer convenient, free refill water stations across campus

He discussed reasons why the program was implemented and future plans, including expanding where water refill stations are located across campus. He discussed ways in which departments could help bring a water refill station to their building and clarified costs involved
with the stations. He answered questions and thanked Council for letting him come speak to the group.

Announcements

A. Smoke-Free Task Force – Campus Community Conversations
Haliczer reminded Council of the new Smoke-Free campus law which goes into effect on July 1st, which bans all smoking on campus. She announced the campus Smoke-Free Task Force has scheduled four campus community conversations during the week of February 16th to allow students, faculty, and staff the opportunity to review the draft policy for campus and provide input. Those who are unable to attend one of the sessions were asked to visit the Smoke-Free Task Force’s website (http://niu.edu/smokefree/) and leave comments for the committee members.

B. Black History Month Events
Gilbert announced February is Black History Month and shared there are still several events remaining for the month. She directed Council to the Center for Black Studies website or university calendar for more event details.

C. February 14th – Moment of Reflection
Haliczer shared the university and community will again gather on Saturday, February 14th at 3:06 p.m. at the Reflection Garden of Cole Hall to remember the five students lost in 2008 who will be commemorated with the tolling of five bells.

D. Program Prioritization Email
Haliczer reminded Council everyone should have received an email from her asking SPS employees to respond to the university request for the Program Prioritization survey. She reminded Council there is a copy of the PowerPoint from Dr. Freeman’s presentation to Council on the SPS website and she will also post a copy in Vibe for members.

E. Money Smart Week
Haliczer announced Napientek was unable to attend the meeting, but asked her to report that “Money Smart Week” will be April 18 – 25, 2015. She is seeking information from those who would like to present information during that week. Those who would like to present were asked to contact her by March 1st – when they would have to have information ready for an ad to run in the Daily Chronicle.

F. AADR Conference
Snell shared the Center for Affirmative Action and Diversity Resources will be hosting a conference on Wednesday, March 25th and employees should be receiving copies of a postcard with the information in the mail soon. The conference is titled, “The NIU Experience: A Journey into Diversity” and is seeking presentations or art from NIU faculty, staff, and students. The event will be hosted in the Holmes Student Center and will run from 8:00 – 4:30 p.m. Those who have more questions about the conference were asked to contact her or can visit the conference website (www.niu.edu/AADRconference) for more details. The deadline for proposals and nominations is Monday, March 2nd. Those who have a proposal approved and present during the ceremony will receive a $50 honorarium. As more information is available she will share it with Council. She asked everyone to share the information with fellow colleagues and students.

G. International Women’s Day
Haliczer announced International Affairs will be hosting an “International Women’s Day Luncheon” on Wednesday, March 4th in the Chandelier Dining Room of Adams Hall at
11:30 a.m. The speaker for the event will be Tereza Lee and she will share her experience and role with the DREAM Act Legislation. Haliczer passed a flyer and said more information is available online.

**H. HR Training – Supervisor Workshops**

Haliczer shared a copy of the HR Center for Training and Professional Development workshop series for this Spring. She made note there are more sessions planned which will be focusing on professional development and supervisor development, which has been requested. She asked anyone with questions to contact the office at 753-9191.

**I. PCSW Work Life Fit Luncheon**

Haliczer shared the Presidential Commission on the Status of Women will be hosting a luncheon on “The Adventures of Work-Life Fit” on Wednesday, February 25th at 11:30 a.m. in the Chandelier Room of Adams Hall. The event is free, but reservations are required by Friday, February 20th. She said this is a wonderful opportunity for networking with others on campus.

**J. SPS New Member Buttons**

Haliczer reminded members there are “SPS Council” buttons for new Council members. These are to be worn to university events to identify Council members. She asked new members who have not already received a button to contact her.

**Committees of the Council**

**Awards**

Parks reported President Baker has reviewed and approved the SPS Council’s recommendations for the four recipients of this year’s “SPS Presidential Award for Excellence”. The committee has the letters and we are working with recipient nominators to schedule the surprise presentations, which the committee hopes to have completed by the end of February.

He reported the committee received 19 nominations for the “SPS Certificates of Recognition” and including the 11 that will be recognized as nominees for the SPS Presidential Award, means a total of 30 employees will be receiving the award during the ceremony.

He shared three Council members were nominated for the “SPS Council Outstanding Service Award” – Eric Biletzky, Melissa Burlingame, and Gail Schumacher. Gilbert passed around ballots with the nomination information and voting members were asked to select their choice. *After the votes were counted, Burlingame was selected as this year’s recipient of the “SPS Outstanding Service Award”.*

Finally, he reminded everyone to make sure they have Tuesday, April 14th on their calendar for the SPS Awards Ceremony which will begin at 2 p.m. in the Duke Ellington Ballroom of the Holmes Student Center. He thanked Council for their help in the voting.

**Communications**

Walk shared the committee has been working on sending out emails to SPS employees to assist with award nomination announcements and SPS events. He said the committee is working to have the Spring newsletter ready soon after the SPS Awards ceremony in mid-April. Those who have ideas for articles were asked to contact Xidis or Walk soon, as they would like to have all articles ready by April 3rd.

**Constitution & Elections**

Stang announced there have been two SPS employee vacancies on the Campus Parking Committee which need to be filled due to the retirement of Jay Orbik and Linda Blair asking to
step down due to job duties. The committee went back and contacted the most recent list of employees who had expressed interest in serving and Richard Fritz (Housing and Dining) and Joseph Baumgart (Health Services) are interested in filling the vacancies. Stang made a motion to approve Fritz and Baumgart to fill the vacancies on the Campus Parking Committee. The motion was seconded by Love-Moore. Fritz and Baumgart were approved to fill the two vacancies on the Campus Parking Committee.

Stang shared Napientek has asked to be replaced on the Parking Appeals Committee, so the committee needs to find a replacement to complete her term which will end in June. Since there were no current employees stating a desire to serve, he opened the floor to nominations by Council. Flewelling expressed interest in completing Napientek’s remaining term. Stang made a motion to approve Flewelling to complete Napientek’s remaining term on the Parking Appeals Committee. The motion was seconded by Lopez. Flewelling was approved to complete the remainder of Napientek’s term on the Parking Appeals Committee.

Jacky and Stang reported the SPS Council Spring election process will begin next month with the opening of nominations seeking employees to serve on Council. When the email is received all members were asked to respond to assist with the process.

Stang and Jacky announced the committee has been discussing the reapportioning of Council, but has decided that due to continued changes across campus to put off this process until 2016 which would’ve been the normal year to review the process. The committee wanted to officially note they realize there have been many changes to Divisions across campus and note that SPS Divisions need to be reviewed per the SPS Constitution to ensure that all SPS employees are being properly represented on Council. The committee will continue working to review all of the changes and determine how to best reflect them on the Council in the coming year. The committee believes no employees are being underrepresented at this point and the changes should not affect this year’s elections process. Stang asked for a motion to approve their decision. Martinez made a motion to approve putting off the reapportioning process of the SPS Council Divisions until 2016 which would have been the normal year for the process to occur. The motion was seconded by Hardy. The motion to approve delaying the SPS Division reapportioning process until 2016 was approved.

Events
Burlingame said the committee is still working on events for the semester. They are still working to schedule a R.A.D. Training session for employees for this semester. The “Pizza Pro’s Monthly Mixer” on January 29th was well attended with about 20 employees and friends in attendance. The tour of the Anthropology Museum planned for February 18th has about 20 employees already signed up to participate. The committee is working with Biletzky to plan an “Office 365 - Lunch & Learn” event on February 26th. The committee will be hosting the tour of the Greenhouse on March 16th and 18th with registration looking good for both sessions. There will be another “SPS Monthly Mixer” in March, as the committee has decided to move them to every other month. The committee is still researching an STEM Outreach event and a possible student event. If anyone has any other ideas for events, please feel free to share them with Burlingame or Love-Moore.

Finance
Hull reported Council has about $851 available for the remainder of the year. Haliczer reminded Hull to keep in mind there are costs which need to be covered for the Awards ceremony, she said she would share that information with Hull. Other committees who may need funding before the end of the year, we asked to submit a request soon.
Legislative Issues
Kipp shared there has been no real update on legislative information, but expects to have more to share with Council following the upcoming BOT meeting.

SPS Dependent Scholarship
Hardy announced there is currently $4,118 in the account and thanked everyone for their continued donations. She shared this year’s recipient for the award has been selected – Leyla Puskar, who is the daughter of Judy Puskar in the College of Education. She said the committee is still researching if they will be able to do the t-shirt fundraiser because there are many rules which need to be considered.

Technology Resources
Biletzky shared he will be meeting with Jonathon Ostenburg to work on logistics for the upcoming SPS elections. He and Walk are looking at how the Council may be able to use SharePoint once Vibe is no longer available. He invited everyone to attend the February 26th “Office 365 Lunch & Learn” event which will be able to help those who have recently moved to Office 365 learn tips and tricks which can help as they learn the new software.

Workplace Issues
Doederlein and Builta said the committee has met and they are looking at morale issues for employees and are working on some ideas which may be implemented, utilizing those which were generated from Council discussions. They have also worked on a statement in support of maintaining flex time again for this summer – which would be seen as a great motivator in boosting employee morale. The OSC also are working on a similar statement from their Council. Many comments were raised regarding why flex time is not available to employees year round since it may be two years before another raise may be available.

Committees of the University

Vice President
A. Committee Summary Report
Hardy announced her monthly report is posted in Vibe and she asked all Council members to review the document. She shared there are still not a lot of committees meeting, but she reminded those who are representing SPS on university committees to make sure they remain in touch with her.

B. University Benefits Committee (UBC) Report
There was no representative from the UBC present for the meeting.

OLD BUSINESS
A. Morale Issues
Haliczer reminded Council that she had asked everyone to do some homework before the meeting, which included reviewing the Morale Issues document the Council worked on last Fall and to rank top issues. The lists were collected and the Workplace Issues committee is going to combine them and create a survey and then ask the full Council to select the top issues. Those who did not bring their lists to the meeting were asked to send their information to Doederlein or Builta as soon as possible so they can begin working on the survey.

She announced the Councils are all still looking at the morale issue and are planning to meet jointly to discuss common issues and come up with a concise list which can be shared with the administration. Hardy added the Student Association is also listening to employee concerns and they are working on creating some awards to recognize employees which they hope will boost morale.
B. University Strategic Plan
Haliczer shared a copy of the University Strategic plan with those members who were unable to pick one up during the recent Town Hall meetings with President Baker.

C. SPS Emeritus Proposal Committee
Haliczer reported the Emeritus Proposal Committee met this week and drafted a copy of a plan for the creation of an emeritus title for SPS employees following their retirement from campus. K. Smith read the proposed draft and one amendment was made. There was discussion on whether or not the emeritus title could be removed from an employee who violated laws or did something viewed negatively by the university, if the emeritus title would be automatic or if one would have to apply to receive it as some may not want the emeritus title. In a quick internet search it was pointed out that the title “emeritus” does not only relate to professors, but also bishops, Popes, Presidents and other professional – as it simply refers to one who has retired from a profession. Council was also reminded that SPS employees already carry the distinction of “Faculty – No Rank”.

Council asked the committee to take the document back for review and do more benchmarking (which K. Smith noted she had already done) and try to address some of the concerns raised by Council and try to prepare for some questions which may be raised to address why SPS employees want an “emeritus” title. It was also suggested that a definition for emeritus be included in the proposal.

Another proposal was also submitted by the committee to recognize SPS employees who have received the SPS Presidential Award for Excellence by changing their title to “Distinguished (plus their official title)” or “Presidential SPS Award Recipient” after five years of winning their award. This is already done with Presidential Research Professors and Presidential Teaching Professors recipients. It was noted the President would have to approve this change, but would come at no cost to the university. There was some discussion by Council as some noted they would and others would not use the title. The committee will take this proposal back for more review.

D. SPS Leadership Skills Workshop – Planning Committee
Hardy thanked Council and SPS members for their response to the Planning Committee survey seeking input about a SPS Leadership skills workshop series. The response was much more than the planning committee members had expected and many of the respondents provided wonderful comments which will help in future planning. The committee will meet again to work on plans and she will share more information with the Council once finalized.

E. Wellness Fair
Gilbert reminded Council the group decided to have a table for the Wellness Fair, so she passed around a sign-up sheet for members to reserve a time to work the table. She said those committees which have information which they would like to have included on the table should send it to her.

F. Guest Speakers
Haliczer worked to update the list of potential guest speakers for the remainder of this year. NIU Police Chief, Tom Phillips, remains on the list along with Jennifer Groce (Office of Community Affairs). Added to the list were Harlan Teller (Interim VP of Marketing and Communications), Michelle Danza (Director of Procurement), Dani Rollins (new Director of Admissions) and Sean Frazier (NIU Associate Vice President and Director of Athletics). Those with other suggestions were asked to provide names to Haliczer.
G. Cellphone Policy - Approved
Haliczer asked Parks to provide an update regarding the now approved university Cellphone Policy. Parks shared the policy was approved on January 27th and goes into effect on March 1st. There is about a 6 month plan for transition, but they would like everyone who is using a university cellphone to be transitioned to the new plan by June 30th. He added the new policy is on the Division of Information Technology (DoIt) website; those with more questions can review the DoIt FAQ section for the cellphone policy.

NEW BUSINESS
A. SPS Meeting Schedule 2015-2016
Gilbert said she is still working with the Holmes Student Center General Office on rooms for next year, but she hopes to have the approved list of meeting dates for next year by the March meeting.

B. Summary of Town Hall Meetings
Council had a brief discussion on information shared during the Town Hall meeting and what employees learned from President Baker and Executive Vice President and Provost Lisa Freeman.

Operating Staff Council (OSC)
Monteiro shared the Operating Staff Council is seeking nominations for the 2015 Outstanding Service Award. Nomination materials are available on the OSC website and the nomination deadline is Friday, February 27th at 4:30 p.m. He asked Council members to consider nominating outstanding Civil Service employees for the award.

University Committee Reports
Haliczer will post her committee reports in Vibe soon for review by Council. Those with questions are asked to contact her.

Adjournment
With no further business, Haliczer asked for a motion to adjourn the meeting. The motion to adjourn was made by Hardy and was seconded by Gerken. The meeting was adjourned at 11:52 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary