Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, February 13, 2014
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Cliff Bottiglieri, Karinne Bredberg, Steve Builta, Melissa Burlingame, Catherine Doederlein, Dena Funkhouser, Megan Gerken, Deborah Gettemy, Lesley Gilbert, Deborah Haliczer, Anne Hardy, Emily Hochstatter, Betsy Hull, Gail Jacky, Marti Jernberg, Gillian King-Cargile, Julia Lamb, Janet Love-Moore, Debra Miller, Ted Moen, Randi Napientek, Susan Oppenborn, Donna Schoenfeld, Gail Schumacher, Donna Smith, Kathy Smith, Roselyn Snell, Michael Stang, Christina Sutcliffe, and Rachel Xidis

Excused: Dan House, Jeanne Meyer, Anne Petty-Johnson, and Brian Walk

Absent: None

Guests: Sarah Klaper, Gina Shannon, Andy Small, and Toni Tollerud

Call to Order
The meeting was called to order at 10:01 a.m. by Supportive Professional Staff Council President Deborah Haliczer.

President Haliczer made several additions to the agenda under ‘Announcements’ adding, “J. NIU Summer Work Schedule/Flex Hours”, “K. Relay for Life”, “L. Destination Graduation”, “M. Ally Awards”, “N. Women’s Studies Events”. She 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 Lamb and was seconded by D. Smith. The motion to approve the amended agenda was passed unanimously.

President Haliczer asked if there were corrections to the January 16, 2014 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 Doederlein. The motion to approve the minutes of the January 16, 2014 meeting was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speaker
President Haliczer shared there were two guests for the day’s meeting – Tom Phillips, NIU Chief of Police, and Doris Macdonald, Associate Professor, Higher Learning Commission Steering Committee Chair.

Tom Phillips, NIU Chief of Police
President Haliczer introduced Chief Tom Phillips and welcomed him to the meeting. Following introductions he thanked everyone for the warm welcome he has received at campus since his September 16th start, shared some of the projects he and the University Police have been working on since his arrival to campus:

- Working on a new mission, values and goals for the University Police.
- Clarifying when the University Notification System will alert campus members – so when alerts are sent it will be received as an alert and not ignored.
- Strengthening co-policing with DeKalb and surrounding police forces.
Chief Phillips addressed concerns about the perceived notion of NIU and DeKalb being unsafe. He explained the many aspects which make NIU and DeKalb very safe areas to work and live. He noted there are many smaller towns than DeKalb which have worse crime statistics than DeKalb, but those facts aren’t shared in the media. He said in EVERY city there is crime, but the way the media and those who report numbers spin the facts, make individuals believe crime is worse here, when in reality it is not. He said it is his mission to educate students, staff, faculty, and community members to the truth about NIU and DeKalb’s safety to help quell the negative image of NIU and tell the real story. He said he and his officers are going to work to teach students, staff and faculty how to be safe, so they don’t end up being statistics. He is working on information for the University Police webpage which employees will be able to share with others which will provide facts about campus and community safety. He noted it will take some time to change the image of NIU, but he is laying the ground work for change and he added all employees play a role in helping to dispel this myth.

He answered questions and asked those with further questions to feel free to contact him. He stated before leaving he would like the opportunity to return to Council in a few months to provide a status report on progress and to get feedback from members. Council thanked him for attending the meeting and invited him back in the future.

**Doris Macdonald, Higher Learning Commission Steering Committee Chair**

President Haliczer welcomed Doris Macdonald, Higher Learning Commission Steering Committee Chair, back to Council to provide members with an update on the Higher Learning Commission (HLC) visit on March 3 – 5, 2014.

Macdonald thanked Council and visiting Operating Staff Council members for allowing her time to speak. She refreshed members on the reason for the HLC visit and gave Council some ways they can prepare. She asked everyone if they have not already done so to review the Higher Learning Commission report or the Executive Summary. She shared the timeline for the visit and explained the many resources which will be made available to the Accreditation team. She asked if a member of the committee contacts a department seeking information for the Accreditation team to please try to assist them in getting the required materials. She added if members are asked to attend a meeting with the team, to also please try to attend. She asked everyone to review the university mission and to demonstrate the ‘Huskie Pride’ during their visit.

She reminded Council members there will be a time for both groups (SPS and OSC) to meeting with Accreditation team members and also the opportunity for those unable to attend during Council times, to attend an open forum. Once dates for those sessions are scheduled and confirmed, President Haliczer and President Small will share them with their respective Council members.

She was asked what happens once the Accreditation team leaves campus. Macdonald shared normally about 30 days after the visit the Steering Committee will receive a follow-up report which may ask for additional supporting information or to clarify information. NIU will then respond and wait for the final report which should be received early to mid-Summer.
She thanked members of both Councils who served on any of the planning committees for their assistance and thanked everyone for their work in helping NIU prepare for the visit.

Announcements

A. Weather Closure
President Haliczer reminded employees the letter addressing the winter weather closure protocols is posted in Vibe and asked those with additional questions to contact HR. She added President Baker was sent a letter on behalf of the Benefits Committee thanking him and university leadership for taking the safety of university employees into consideration when making decisions to close campus during the recent inclement weather and for announcing university closures in a timely fashion.

B. University Benefits Committee – Parking Letter
President Haliczer shared the University Benefits Committee sent a letter to the Parking Committee asking them to consider not raising parking permit fees this year. She said they did hear back that there are no plans currently to raise the rates for the upcoming year.

C. Policies & Guiding Principles for Annual Budget Development & Multi-Year Financial Planning
President Haliczer announced several members of Council attended the Operating Staff Council meeting where Nancy Suttenfield, Interim CFO, presented the “Policies and Guiding Principles for Annual Budget Development & Multi-Year Financial Planning” plan and answered questions from Council. Council was reminded a copy of the document has been placed in Vibe for review.

D. SURS Campus Visits and Presentation - April
President Haliczer reminded Council SURS representatives will be on campus April 22, 23, and 24th for retirement counseling. She said during one of the days there will also be a presentation held for all employees explaining changes to pensions. Once the date for that presentation is set, HR will send out a notice to all employees.

E. Operating Staff Council Service Award Deadline – February 28th
President Haliczer passed around a copy of the Operating Staff Council Service Award announcement and asked all members to consider nominating a deserving Operating Staff employee for the award.

F. PCSW Awards Nominations – February 17th Deadline
President Haliczer announced the deadline for the ‘Wilma D. Stricklin Award’, the ‘Sharon Howard – Women Who Make a Difference Award’ and the ‘Outstanding Mentor Award’ for the Presidential Commission for the Status of Women awards is February 17th. She shared a handout of information for members.

G. February 14th Remembrance – Moment of Silence at 3:06 p.m.
Council members were reminded that tomorrow the university will remember the events of February 14th with a chiming of the bells five times at 3:06 p.m. President Haliczer said employees who need to talk can contact her office for support and other resources.

H. Reminder – Host Families Needed, CSEAS
Lamb passed a copy of a flyer for the “Southeast Asia Youth Leadership Program” and shared they are still seeking host families for students or adult leaders from April 6 – 13, 2014. Lamb has applications and can answer questions for those who are interested.
I. Environmental Film Festival, February 24 – 27, 2014
Burlingame shared copies of the ‘Green Lens: Environmental Film Festival” flyer and bookmark. The event will be held from February 24 – 27th with events both on campus and in downtown DeKalb.

J. NIU Summer Work Schedule / Flex Hours
President Haliczer passed a copy of Dr. Steven Cunningham’s letter to employees announcing the ‘2014 Summer Work Schedule and Flextime Procedures’. She asked all employees to be sure to read the document and to consult with their department leadership or HR if they have questions.

K. Relay for Life
President Haliczer announced the NIU Relay for Life planning committee is seeking some assistance with this year’s program as some of their members have recently resigned. Those who are interested were asked to contact President Haliczer following the meeting for more details.

L. Destination Graduation
President Haliczer shared information for “Destination Graduation” which is hosted by the Office of Student Academic Success. The event will be held on Tuesday, February 25th from 6:30 – 8:30 p.m. and Wednesday, February 26th from 5:30 – 7:30 p.m., but students only need to attend one night. For more details, please contact Missy Lugo at 752-2007.

M. Ally Awards
President Haliczer announced the LGBT and Women’s Resource Center is now accepting nominations for the ‘Ally Awards’ to be presented during the Ally Awards Recognition Ceremony on April 9, 2014. The nomination deadline is Friday, February 28th. Those with questions can contact Molly Holmes, Director of the LGBT and Women’s Resource Center.

N. Women’s Studies Events
President Haliczer reported on some upcoming events for the NIU Women’s Studies program. On Tuesday, February 25th, the Women’s Studies program is hosting a blood drive from 11 a.m. – 3 p.m. in the Douglas Hall C/D cafeteria. The “Fertile Ground Mosaic Opening Reception” will be held on Thursday, February 27th from 4:30 – 6:00 p.m. in Reavis Hall 103. She also shared a copy of the Women’s History Month Events calendar.

Committees of the Council

Awards
Gilbert reported President Haliczer and Gautcher met with President Baker, who supports the idea of adding a title that denotes the honor of being named a Presidential Award for Excellence recipient. The committee welcomes suggestions to craft an appropriate title. President Baker was also pleased by the new awards the Council devised – especially the Excellence in Supervision and the Partnership Awards. She reported the Awards Ceremony has been set for Tuesday, April 15th in the Duke Ellington Ballroom. The event will begin with the dessert reception at 2 p.m. and the formal ceremony will begin at 2:30. The following awards will be presented this year: The SPS Presidential Awards for Excellence, the SPS Service Award, the SPS Certificates of Recognition, the two SPS Dependent Scholarship winners, the Supportive Professional Staff Award for Excellence in Supervision, the Supportive Professional Staff Award for Institutional Advancement, the Supportive Professional Staff Award for Advocacy, the
Supportive Professional Staff Award for Cultural Competency and the Supportive Professional Staff Award for Partnership & Collaboration.

Gilbert turned the floor over to President Haliczer who passed out ballots for this year’s nominees for the SPS Service Award. Nominees for the award this year include: Melissa Burlingame, Eric Biletzky and Brian Walk, and Lesley Gilbert. Council members voted and Gilbert was selected to win the award.

Those receiving Certificates of Recognition and the new SPS Awards will be announced during the March meeting.

**Communications**
Xidis announced the committee is continuing work on the next edition of the newsletter. The committee has set an April 1st deadline for submissions with plans to have the newsletter sent to employees after this year’s Awards Ceremony in mid-April.

**Constitution & Elections**
Stang shared there are no changes to the member roster this month. He reminded members he posted the revised SPS Constitution to Vibe for members to review in advance of the meeting. He noted there were many grammatical corrections and highlighted the major changes to the document which addressed clarifying how vacancies are filled, the removal process of members, identifies when the Council President can vote and removed the evaluation of Supportive Professional Staff Development Awards from the role of the Awards Committee. D. Smith made a motion to approve the amended SPS Constitution and the motion was seconded by Anderson. **The motion to approve the amended SPS Constitution was passed unanimously.** He thanked Jacky and his committee for work done preparing the edits to the document.

He reminded Council this was to be the year the committee would have reviewed the Council Divisions and SPS membership to determine if reapportionment was necessary. After consulting with President Haliczer, the committee has decided to postpone this for one year since there are many changes being made on campus within divisions.

He added next month the work begins for the Spring Council elections.

**Events**
Burlingame reminded Council the ‘SPS Holiday Celebration’ will be taking place this afternoon from 3 – 4:30 p.m. in Altgeld Hall 315 (the BOT meeting room). She asked everyone to come and enjoy some time with other SPS employees for a wonderful afternoon of networking.

**Finance**
Funkhouser reported there is approximately $410 unobligated in the SPS Council budget. She reminded those who need funding for projects to contact her as soon as possible for approval to go before Council.

**Legislative Issues**
Bottiglieri asked Council members who were not part of the Annuitants Association to consider joining. He added there are many lawsuits pending regarding the pension reform and the SUAA is helping to keep members informed of the status of these lawsuits.

**SPS Dependent Scholarship**
Hardy shared the SPS Dependent Scholarship fund has a balance of approximately $2,547. She reported the deadline for the Scholarship has passed and there were 7 applications
received. The winner has not yet been selected, but she should have a name for Council during the March meeting.

**Technology Resources**
Biletzky asked Council to remember to make sure to use Vibe for Council needs. Those who need assistance can contact him.

**Workplace Issues**
Lamb reported the committee is still waiting on the SPS Survey results. They are seeing results regarding the Odd Contracts and believe after review some of the employees in question may be moved to full contracts. They hope to be able to share more during the next meeting.

**Committees of the University**

**Vice President**
Hardy shared her report is now posted on Vibe. She asked all members to review the report as there was much information for this month. Those with questions were asked to contact her.

**OLD BUSINESS**

**A. Guest Speakers for 2014**
President Haliczer noted she is still working to reschedule Sean Frazier, Athletics Director, for this semester. Career Services was another group on the list as possible guest speakers. Please send other suggestions to her.

**B. CIO, Provost and CFO Searches**
President Haliczer provided a brief update on the status of the CIO, Provost and CFO searches.

**C. SPS Emeritus Status Proposal**
President Haliczer reported she will pull together the committee soon to work on the SPS Emeritus Proposal and will provide an update for Council during the next meeting.

**D. SPS Survey Update**
President Haliczer says she has received the final copy of the SPS Survey, but she needs to make a few more changes to the document before she will be able to post it online. As soon as it is ready, she will share it with the Workplace Issues Committee, Council members and the respective administrators.

**E. SPSC Wellness Fair Table, March 26th**
Gilbert reminded Council the group had voted to host a table during the ‘NIU Health & Wellness Fair’ which will be held in the Duke Ellington Ballroom of the Holmes Student Center on Wednesday, March 26th from 10 a.m. to 2 p.m. She passed a sign-up sheet with half hour blocks of time for members to work the table to share information with employees. She discussed some of the items which were on the SPS table last year and asked if members wanted to include any additional items. A suggestion was made that instead of having a survey for visitors to the table that we make a suggestion box.

**NEW BUSINESS**

**A. Proposed Changes in Recognition for SPS Employees**
President Haliczer reported the President and Dr. Cunningham had taken into consideration the request for recognition from Council and will be hosting a luncheon to recognize those SPS Employees and Faculty members who are celebrating 10, 15, 20, 25, 30 or 35 years of service to the university – so SPS no longer have to wait for 25
years to be recognized. Once the date is finalized, she will share it with Council. She shared this is another goal achieved by Council for SPS employees.

**University Committee Reports**
President Haliczer shared her reports have been placed in Vibe and asked Council to review the documents. If there are any questions or concerns, she asked members to contact her.

She congratulated Operating Staff Council President, Andy Small, for being elected to lead the University Advisory Committee of the State Universities Civil Service System (SUCS) last month.

**Adjournment**
With no further business, President Haliczer adjourned the meeting at 12:01 p.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary