Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, February 14, 2013
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Cliff Bottigliero, Steve Builta, Melissa Burlingame, Mark Canaday, Kimberly Cecil, Alicia Czachowski, Neil Dickey, Catherine Doederlein, Dena Funkhouser, Dana Gautcher, Megan Gerken, Lesley Gilbert, Deborah Haliczer, Anne Hardy, Holly Holliday-Jones, Marti Jernberg, Julia Lamb, Todd Latham, Shelia Milan, Kiera Miller, Debra Miller, Jonathon Ostenburg, Donna Smith, Kathy Smith, Michael Stang, Christina Sutcliffe, Brian Walk, Rachel Xidis and Rita Yusko

Excused: Anne Petty-Johnson

Absent: None

Guests: Sarah Klaper

Call to Order
The meeting was called to order at 10:04 a.m. by Supportive Professional Staff Council President Todd Latham.

President Latham asked for additions to the agenda and one was made, adding under Announcements “c. February 14th Memorial”. 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 Ostenburg and was seconded by Lamb. The motion to approve the amended agenda was passed unanimously.

President Latham asked for corrections to the January 17, 2013, minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Builta and was seconded by Anderson. The motion to approve the January 17, 2013 minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speaker
President Latham welcomed Jan Gerenstein, SPS Representative on the Computing Facilities Advisory Committee, to Council. Gerenstein introduced herself and shared her purpose for attending was to gather input from Council regarding IT concerns so she can share them with the consulting reviewing campus IT issues. Some major concerns generated included:

- Discrepancies in software across campus (different departments have different versions of the same software, i.e. Microsoft Word 7 vs. Microsoft Word 10).
- Many departments do not have the funds to be able to constantly upgrade their software to latest versions. Another concern raised is even if software is updated, many departments to not have the ability to purchase the equipment to handle these updates.
- More training needs to be made available to teach employees to new software and Smart Classroom utilities.
- Academics should be using the most up-to-date software as NIU students are expected to be leaders when they graduate.
• The need for the university to be able to hire qualified employees with the required technical background – has not been easy due to hiring regulations.
• Concerns regarding students with disabilities having problems using the computer labs.
• Employees are often forced to use their own personal equipment because the university’s items are not sufficient to complete tasks, i.e. presentations off-campus.
• NIU looks bad when not up-to-date with software and equipment. NIU is to be leading the nation as a goal of ‘Vision 2020’. Must become a focal point in future.
• Push for more Cloud-based software and utilities.

Gerstein thanked Council for the comments and added if anyone has any additional concerns they may contact her via email.

Announcements
A. SURS Naperville Office
President Latham informed Council the Naperville SURS office is open for employees to visit.

B. NIU 2013 Health & Wellness Fair
President Latham reminded Council the Health & Wellness Fair will be held on Wednesday, March 27, 2013, in the Duke Ellington Ballroom from 10 a.m. to 2 p.m. Council will have a table next to the Operating Staff Council. He passed around a sheet for volunteers to sign up for ½ hour shifts. Gilbert will be responsible for setting up the table and President Latham will tear it down at the end of the day.

C. February 14th Memorial Service
Hardy announced the 5th Annual February 14th Memorial Service will be held today at 3 p.m. at the Memorial Garden in front of Cole Hall.

Committees of the Council

Awards
Gautcher announced President Peters has approved the winners of this year’s “SPS Presidential Award for Excellence”. The winners still have yet to be notified, but that should occur soon.

She reported nominations closed for the “Certificates of Recognition” and she was pleased to report about 30 nominations were received, which was a great response. The committee will review them before the next meeting and present the winners during the March meeting for Council approval.

She reminded Council of the need to vote for the “SPS Service Award” winner. She reported there were many wonderful nominees for the award this year – Gilbert, Lamb, K. Smith and Stang. Council voted by secret ballot and Stang was selected the winner for this year.

Communications
Xidis asked D. Smith to provide a newsletter update. D. Smith reported there are many submissions for the next newsletter, but there are still one or two more which still need to be completed. The newsletter should be ready within the next week or two.

Walk reminded Council he was asked to review Blackboard, Google Drive and Novell Vibe to see if Council could utilize any of them. After reviewing the options, Walk advised Novell Vibe is
the best method for Council. He is working to arrange training for Council during the March meeting. He thanked Alberts for her assistance with the review process.

Constitution & Elections
Stang noted during the January meeting Council voted to amend the Constitution to require Alternates serve on Council committees. He announced one more revision needed to be made to make the change consistent. Stang reviewed the amendment and made a motion to amend “Article V: Meeting, Section 8. Alternate Representatives”. The motion was seconded by Bottiglierio. **The motion to approve the amendment was passed unanimously.**

Stang provided a timeline for the upcoming spring elections:
- February 25 to March 8 – Online nominations accepted
- April 8 to April 12 – Online voting
- May 1 – Notification of election results

Stang shared a FERPA concern which was discovered when some employees were not included on the nomination lists for Divisions. These employees were asked if they wished to be included in the nomination process they had to temporarily remove the FERPA hold from their account.

He also informed Council Gail Hayenga submitted her resignation from Council. He asked for a motion to accept her resignation. Jernberg made the motion to accept Hayenga’s resignation and was seconded by Hardy. **Hayenga’s resignation was unanimously accepted by Council.** Stang noted that at this point being so close to elections, it will be easiest to ask one of the winners from Hayenga’s Division to start Council early to fill her vacancy.

Events
President Latham announced Hardy has agreed to serve as Chair of the committee again. Hardy announced the committee will continue with plans for the Men’s Baseball and Women’s Softball game tailgate, Technology Brown Bag – Part II and the presentation by Dr. Lisa Freeman. The committee will meet soon to finalize these plans.

Finance
Funkhouser stated Council can use funds to pay for stationery to help the SPS Scholarship committee with publicity. She made a motion to spend $200 to purchase stationery for the SPS Scholarship committee. The motion was seconded by K. Smith. **The motion to spend $200 on Scholarship stationery was passed unanimously.**

Funkhouser next made a motion to request a base budget increase of $300 in order to help promote the SPS Scholarship in the future. The motion was seconded by Doederlein. **The motion to request a base budget increase of $300 in order to help promote the SPS Scholarship was passed unanimously.**

Legislative Issues
Bottiglierio advised Council to remain mindful of House Bill 1032. Changes from this bill would be effective immediately if passed.

Technology Resources
Ostenburg shared he’s finalized and updated the SPS employee list which has about 900 employees. He is also continuing to prepare for the upcoming elections.

Workplace Issues
Lamb reported the committee will be meeting next week, since they met twice last month. President Latham noted he’s submitted a list of all standing projects pending HR approval to Dr. Cunningham and they will be meeting at the end of the month. He noted Temporary SPS employees are the first priority.

**SPS Dependent Scholarship (Ad Hoc)**

Hardy shared flyers with Council to help promote the scholarship with fellow SPS employees. She added she contacted the NIU Annuitants Association and they agreed to put some information in their newsletter and President Latham will be able to speak at their annual meeting. She added Council can award the scholarship this year, but she would like to keep $1,000 in the account so it is not like completely starting over.

**Committees of the University**

**Vice President**

D. Smith asked Council to be sure to review her report. Of particular interest, she noted the Presidential Commission on Sexual Orientation and Gender Identity (PCSOGI) has several awards available and she included the link to the awards in her report. She added the Campus Parking Committee is working to get approval from Dr. Eddie Williams so the campus community can be surveyed regarding a tiered parking system.

**OLD BUSINESS**

A. **SPS Survey Status**

Haliczer reported the SPS Survey committee will be meeting next week to work on the survey. She will have more to report at the next meeting.

**NEW BUSINESS**

A. **Petition – Joe Novak Way**

Bottiglieri announced he has created a petition to have Stadium Drive South renamed “Joe Novak Way” for all of the work he has done for NIU and Athletics. He asked those interested in supporting his petition to sign and added it will be shared with other councils as well.

B. **Faculty and SPS Personnel Advisor Evaluation Process**

President Latham reminded Council the SPS Council is currently not involved in the selection or evaluation of the Faculty and SPS Personnel Advisor. After much discussion Haliczer made a motion for Council to begin work to amend Article 13 of the University Council Bylaws to include SPS in the selection and evaluation process of the Faculty and SPS Personnel Advisor. The motion was seconded by K. Smith. The motion for Council to begin work to amend Article 13 of the University Council Bylaws to include SPS in the selection and evaluation process of the Faculty and SPS Personnel Advisor was passed unanimously.

**University Committee Reports**

President Latham highlighted some details from his report. During the University Council meeting, President Peters provided a report stating two challenges continuing to face the university – enrollment and student debt. The President also reported NIU is still owed $89 million of the $93 million appropriated by the state.
He reported work is still being done on attempting to update the Student Grievance policy. Currently other universities are being reviewed for best practices. He added this process has been reviewed in committee for three years.

**Adjournment**

With no further business President Latham asked for a motion to adjourn the meeting. Lamb made a motion to adjourn the meeting, which was seconded by Bottiglieri. The motion was passed unanimously and the meeting was adjourned at 11:43 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary