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

**Present:** Diane Alberts, Pat Anderson, Eric Biletzky, Debra Boughton, Karinne Bredberg, Melissa Burlingame, Catherine Doederlein, Kristin Duffy, Megan Gerken, Lesley Gilbert, Deborah Haliczer, Sabrina Hammond, Anne Hardy, Emily Hochstatter, Betsy Hull, Gail Jacky, Christine Kipp, Victoria Livingston, Sandy Lopez, Janet Love-Moore, Randi Napientek, Susan Oppenborn, Matthew Parks, Anne Petty Johnson, Nick Piazza, Donna Schoenfeld, Eric Schultz, Donna Smith, Kathy Smith, Brian Walk and Rachel Xidis

**Excused:** Steve Builta, Dan House, Michael Stang and Christina Sutcliffe

**Absent:** Jeanne Meyer

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

**Call to Order**  
The meeting was called to order at 10:03 a.m. by Supportive Professional Staff Council President Deborah Haliczer. With guests and newly elected Council members present, she began with introductions.

Haliczer made two additions to the agenda. First under ‘Announcements’ she added, “E. Annuities Association” and under ‘New Business’, she added “Questions for President Baker – August Guest Speaker”. Haliczer asked for further additions. 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 D. Smith. **The motion to approve the amended agenda was passed unanimously.**

Haliczer asked for corrections to the June 12, 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 Petty Johnson. **The motion to approve the minutes of the June 12, 2014 meeting was passed unanimously.**

Attendance was taken and a quorum was confirmed.

**Guest Speakers**  
Haliczer announced there were no speakers for the meeting, since she wanted to save time at the end of the meeting for first committee meetings. She did introduce three guests in attendance: Bill Pitney - Faculty Senate President/University Council Secretary, Jay Monteiro – newly re-elected Operating Staff Council President and Sarah Klaper – University Ombudsperson.

**Announcements**  
**A. Huskies Helping Huskies**  
Haliczer reminded Council volunteers are still needed to assist with the “Huskies Helping Huskies” program during the first few days of Fall classes. These volunteers assist students at various locations across campus to guide students who may be lost or need
help locating services. All Council was asked to consider assisting, if they have time, as this is an excellent opportunity to assist students and show our Huskie spirit.

B. Move-In and Welcome Days Planning
Council was reminded of the many events planned during Move-In (Friday, August 22nd) and Welcome Days. The schedule of events is available online and members were reminded volunteers are still needed. These activities are opportunities for faculty and staff to show our students they are part of our Huskie family.

C. Council Committee Sign-Up
Gilbert passed around the committee sign-up sheet and Haliczer reminded Council all Representatives and Alternates are required to join at least one committee. She added those members who did not pick a committee today or were not at the meeting would be contacted to select one. Following the business of the meeting, all committees would be given the opportunity to hold their first meeting so Chairs could be selected. Committee Chairs will be approved during the August meeting.

D. Retirement Status Re-cap
Haliczer shared she was asked to provide an update on the retirement numbers, since sources were reporting that up to 800 NIU employees were expected to retire by the end of June. She clarified the numbers for Council. She shared HR was asked to estimate the number of employees who were ELIGIBLE to retire at the end of June. This was not the number of employees who had stated or had completed paperwork to retire. She reported in actuality about 200 employees retired and approximately 156 employees chose to leave the university for other reasons. She added 9 employees who had originally submitted paperwork to retire, have rescinded. In comparison, she shared SURS reported that in 2013, 2,250 employees across the state retired and for the first 6 months of this year SURS reports that 2,726 employees have submitted retirement paperwork.

E. Annuitants Association
Haliczer reminded members of the benefits of becoming a member of the NIU Annuitants Association and encouraged those who are not currently members to consider joining to learn how the association is working to protect all employee pensions.

Committees of the Council
Since this is the first meeting with new Council members, Haliczer asked each committee to provide an overview of the committee and its’ duties and expectations in addition to regular reports.

Awards
Gilbert discussed the awards the committee works on preparing, announcing and reviewing applications for each year. This year, committee members will also be able to work on the new 5 staff awards. She shared the committee is also responsible for the April SPS Awards ceremony. She welcomed everyone who wanted to learn more to sign up, she shared since Gautcher – Awards Co-Chair, was unable to attend the meeting, those interested in the committee would be meeting within the next week or two to meet and to select co-Chairs.
Communications
Walk described the work the committee does with coordinating and disseminating messages to SPS Staff and Council, working on the newsletter and keeping the Council website current. Those who are interested in working with the committee were asked to sign up.

Constitution & Elections
Jacky reported for Stang, who was unable to attend the meeting and discussed the major projects the committee works on: Spring Council elections, election of SPS staff to serve on University committees, and the election of Council officers. She said the committee also works on updating/amending the Constitution when necessary, such as earlier this year. She said the committee usually meets an hour before regular meetings of the Council and asked anyone interested in joining to please sign up.

Jacky reminded Council it was time to select the Council officers for this year and then opened the floor to nominations for Council Vice President, Secretary and Treasurer. She began with nominations for Vice President. D. Smith nominated Hardy for Vice President and Hardy accepted the nomination. There were no additional nominations for Vice President. She opened the floor to nominations for Secretary. Anderson nominated Gilbert for Secretary and Gilbert accepted the nomination. There were no other nominations for Secretary. Jacky opened the floor to nominations for Treasurer. Hardy nominated Hull for Treasurer and Hull accepted the nomination. There were no additional nominations for Treasurer. Jacky closed the floor to nominations and asked for a motion to approve the slate of names for their respective officer positions. The motion to approve Hardy as Vice President, Gilbert as Secretary and Hull as Treasurer was made by Gerken and was seconded by Doederlein. The motion to approve Hardy as Vice President, Gilbert as Secretary, and Hull as Treasurer was passed unanimously.

Jacky shared 8 more SPS employees have agreed to serve on the SPS Grievance Board which, when approved, would complete the Grievance Board. The new employees who need to be approved are: Jelmir Atkins, Lesley Gilbert, Brian Glick, Gail Jacky, Sheila Milan, Debra Miller, Becky Pritchard, and Rachel Xidis. Love-Moore made a motion, which was seconded by Hardy, to approve the additional SPS employees for the SPS Grievance Board. The motion to approve Atkins, Gilbert, Glick, Jacky, Milan, Miller, Pritchard and Xidis for the SPS Grievance Board was approved unanimously. These employees will join Biletzky, Builta, Hardy, Love-Moore, Patricia Martinez, Schoenfeld and Schultz to comprise the full SPS Grievance Board. Jacky thanked Council members for their assistance with the voting process. Haliczer stated there will be training for all employees who serve on any of the campus Grievance Boards so members know their duties, rights and protections by the university. She said she will contact grievance committee members once this training is scheduled.

Events
Burlingame provided an overview of events the committee has scheduled in the past and shared a flyer with the events which are planned this summer. There will be a tour of the Outdoor Recreation Sports Complex Facility on Tuesday, July 22nd from 12 p.m. to 1 p.m. with no registration is required for the event. The next “SPS Monthly Mixer” will be hosted on Wednesday, July 23rd starting at 4:45 p.m. at MVP’s in Sycamore on their rooftop deck, with registration due by July 21st. There will be a 50 minute “Campus Sculpture Tour” on Tuesday, July 29th (rain or shine). Space for the tour is limited to 20 employees and registration is due by July 28th. The final summer event will be the “Google It! FSYE and OSEEL office tour” which is planned for Tuesday, August 12th and will begin at noon in Altgeld Hall 100 with no pre-registration required.
She reported the “SPS Monthly Mixer” at Fanatico’s in June went extremely well and all participants had a wonderful time. Love-Moore added some of the additional activities the committee planned over the last year, including community service events and hopes to be able to plan more of them over the upcoming year.

Finance
Hull reported the committee has an approved budget of $2,480 for the upcoming year. She shared $296 was left over from last year and the Council will be able to keep $88 dollars from the FY 2013-14 budget. Members who will need funds for the upcoming year were asked to request them from the committee as soon as they know they are needed. She reported the Council should soon have the microphone, which had costs covered by Bill Nicklas, in time for the August meeting.

Legislative Issues
Haliczer reported for the committee, since the past chair is no longer on Council. She reported most of the last year was spent reporting on pension concerns. She discussed how the 3 Councils (Faculty Senate, OSC and SPSC) worked together last Fall to bring legislators to campus to discuss the pension concerns. She asked anyone interested in joining the committee to please sign up.

SPS Dependent Scholarship
Hardy reported the committee has $3,553 dollars in the scholarship account, but reminded members that includes $1,000 which will be awarded to Lydia Moore (daughter of Love-Moore) as she was selected as this year’s scholarship winner. The committee continues to solicit funds so Council may be able to continue to recognize and award funds to dependents of SPS employees across campus. Everyone was again asked to consider donating to this fund, as we still need to reach $25,000 for endowment.

Technology Resources
Biletzky talked about the duties of the committee including: maintaining the SPSC Vibe page, maintaining the SPS address book, and helping to schedule tech events for members on and off Council. He asked all members interested in working with the committee to join.

Workplace Issues
K. Smith discussed some of the many projects the committee has worked on during the past few years: assisting employees with odd contracts (9+3 or 10+2 month contracts), helping Temporary SPS employees roll over vacation days instead of losing them at the end of the year and currently trying to assist employees with increasing workload issues. All members interested in learning more were asked to join the committee.

Haliczer thanked all committee Chairs and committee members for their work over the past year and reminded members that most committees have co-Chairs so in case a Chair retires, leaves the Council, or if there are emergencies there is another Chair who can step up to cover the committee.

Committees of the University
Vice President
Hardy shared that each month she asks SPS employees who are serving on university committees to provide a report which is shared with Council. This provides all employees the opportunity to see the work which is going on across campus and share information. She noted
these reports are posted in Vibe prior to each meeting and all Council members are asked to review them and share any questions with Hardy. She said at the current moment, most of the reports posted are year-end wraps ups.

OLD BUSINESS
A. Guest Speakers for 2014
Haliczer reminded Council members that President Baker will be our guest during the August meeting. She announced Brett Coryell (CIO) and Career Services are also on the list to speak before Council. She asked for names of other individuals or departments. The suggestions included: Sarah Klaper (NIU Ombudsperson), Eric Weldy (Vice President of Student Affairs and Enrollment Management), Sean Frazier (NIU Athletic Director), Paul Stoddard (new Faculty & SPS Advisor), Lisa Freeman (Provost), and bring back Chief Tom Phillips and to again talk about campus safety. A final suggestion was to ask Lesley Rigg, Chair of the newly formed Presidential task force which will be providing guidance and implementing recommendations from the Violence Against Women Act (VAWA) and White House recommendations for colleges and universities, to speak. If members have additional suggestions for other guests, they were asked to send names to Haliczer.

B. SPS New Representative Orientation Recap
Hardy provided an overview of the new member orientation which was held immediately prior to the meeting. She shared 10 new members attended, received packets of information and were able to ask questions. The session went well and hopefully all new members feel welcomed to Council.

C. Policy on University Service
Haliczer reported the committee working on this policy hoped to present the Policy on University Service for Council review and discussion, but she shared she recently found the document the Operating Staff Council (OSC) created to address their service concerns. She wants to bring the OSC document to the committee for review to determine if changes need to be made to the SPS document addressing considerations for OSC employees, before bringing the draft before Council for discussion. This item is being tabled.

D. SPSC Annual Report
Haliczer shared she still needs two committee reports and then she will be able to complete the SPS Annual Report. She said she will work on this document and hopes to have it ready in time for the August meeting.

NEW BUSINESS
A. Questions for President Baker – August Guest Speaker
Haliczer reminded Council that with President Baker attending the August meeting, as Council often does, she would like to have questions for the President in advance so he can prepare for the meeting. Members shared some questions and Haliczer asked Biletzky to set-up a survey on Vibe where members will be able to post additional questions. Biletzky shared once the survey is ready, he will send an email notification to all Council members and asked everyone to submit questions.
Operating Staff Council (OSC)
Haliczer congratulated Monteiro on his election again becoming OSC President. He shared Carlos Raices was elected Vice President, Stacey Bivens was re-elected Secretary, Elizabeth Buck was re-elected Treasurer, and Karen Smith was elected as Parliamentarian.

University Committee Reports
Haliczer reminded Council the Board of Trustees met on Thursday, June 19th and she discussed some of the business which occurred during the meeting. Council was asked to read her full report in Vibe.

Organizational Discussion in Committees
Haliczer allowed time for all Council committees to host their first meeting to select their Chair or Co-Chairs and begin planning for the upcoming year.

Adjournment
With no further business, Haliczer reminded members the next Council meeting is planned for Thursday, August 14th. Haliczer asked for a motion to adjourn the meeting. The motion to adjourn was made by D. Smith, was seconded by Hardy and was approved unanimously. The meeting was adjourned at 11:34 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary