Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, July 16, 2015  
HSC Clara Sperling Skyroom  
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Paul Baker, Debra Boughton, Karinne Bredberg, Steve Buialta, Edith Cowan, Catherine Doederlein, Lesley Gilbert, Missy Gillis, Deborah Haliczer, Emily Hochstatter, Betsy Hull, Gail Jacky, Gillian King-Cargile, Christine Kipp, Dave Lochbaum, Sandy Lopez, Janet Love-Moore, Patricia Martinez, Margaret Myles, Jonathon Ostenburg, Nick Piazza, Mark Pietrowski, Jennifer Pippen, Eric Schultz, Kathy Smith, Michael Stang, Nicole Stroobants, Erica Wade, Brian Walk, Linda Watson, and Rachel Xidis

Excused: Eric Biletzky, Anne Hardy, Randi Napientek, Donna Schoenfeld, and Christina Sutcliffe

Absent: None

Guests: Ximena Burgin, Sarah Klaper, Greg Long, and Holly Nicholson

Call to Order
The meeting was called to order at 10:05 a.m. by Supportive Professional Staff Council President Deborah Haliczer, who welcomed all new and returning members to a new Council year.

Haliczer made one addition to the agenda, under ‘Announcements’ she added, “E. NIU Community Conversations”. 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 Love-Moore and was seconded by Doederlein. **The motion to approve the amended agenda was passed.**

Haliczer asked for corrections to the June 11, 2015 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve the minutes was made by Smith and was seconded by Bredberg. **The motion to approve the minutes of the June 11, 2015 meeting was passed.**

Attendance was taken and a quorum was confirmed.

Guest Speaker
Haliczer shared there was no official guest speaker for the meeting, but took the opportunity to introduce Holly Nicholson, new Operating Staff Council President, and Greg Long, new Faculty Senate President/University Council Secretary. She asked for Council member introductions.

Announcements
A. NIU Welcome Days
Stang reported plans are coming together for this year’s “Welcome Days” activities, which are posted as they are confirmed on the Student Involvement and Leadership Development (SILD) website. Residence Halls will open on Friday, August 21st and volunteers are needed to help move new Huskies move in. He said there are some new events planned, but most events remain the same as in the past. He shared those who are interested in helping with any of the Welcome Days activities were asked to sign-up on the SILD webpage.
B. New SPS Representative and Alternate Orientation Report
Haliczer asked new members to share their insights on the Orientation session which was held prior to the Council meeting. Members said they found the information helpful, thought it was well organized, and that they were made to feel welcome. Haliczer thanked everyone who played a role in presenting during the Orientation.

C. Nominations for Dean Search Committee
Haliczer apologized for the delay in sending the email to all SPS employees seeking nominations for SPS representatives for the four upcoming Dean Search committees for the College of Law, College of Business, College of Education, and College of Visual and Performing Arts. She thanked Ostenburg for his assistance in getting the email prepared and she hopes to send it soon, so the Executive committee members will be able to vote on representatives during the August 4th meeting and submit names to Provost Freeman for approval. Nominations must be received by August 1st.

D. President’s Senior Leadership Retreat – August 7th
Haliczer shared President Baker has scheduled a Senior Leadership Retreat for August 7th and the Council Presidents have been invited to participate. She said she will report on what she is able to share during the August meeting.

E. NIU Community Conversation
Haliczer announced there are plans for a “NIU Community Conversation” for July 27th from 5 – 6:30 p.m. in the Capitol Room at the Holmes Student Center. Faculty and staff are invited to share their ideas and suggestions with DeKalb City representatives as the city continues to work on future strategic plans.

Committees of the Council

Before the Committee reports began, Haliczer reminded members that during the first meeting of the year all Council Representatives and Alternates are required to select a committee to join for the year. She asked all Committee Chairs to explain some of the activities of their committees and during the same time a committee sign-up sheet was shared with members to make their selections. She reminded members that before the end of the meeting, she would like for all committees to meet if possible, to talk about plans for the year and to select committee Chair(s).

Awards
Gilbert invited all members to consider joining the Awards committee and highlighted the awards the committee members review, which culminates with the committee hosting the annual SPS Awards Ceremony in April. She said the committee submitted its’ annual report and will meet soon to select Co-Chairs and discuss plans for the upcoming year.

Communications
Xidis shared the work of the Communications committee and also invited all members to consider joining. She shared the committee focuses its work on communicating Council events to all SPS employees, works on the SPS newsletter, checks the SPS Council email and keeps the SPS Council webpage information up to date.

Constitution & Elections
Jacky announced the Council will be selecting this year’s Council Vice President, Secretary, and Treasurer. She shared the process for election – nominations would be accepted from the floor, if there is more than one nomination for each position the Council would vote by ballot, for those positions where there was only one nomination the Council would vote by acclamation. Before opening the floor to nominations, Jacky asked Haliczer to provide some information about duties
for each of the positions. Haliczer spoke briefly about duties for each position and then turned the floor back over to Jacky for nominations.

Jacky opened the floor to nominations for Vice President. Hardy and Buitla were both nominated for Vice President. Hearing no other nominations she closed the nominations and Council was asked to vote by ballot. The votes were counted and Buitla was selected as Vice President.

She opened the floor to nominations for Secretary. Gilbert was the sole nomination for Secretary. Jacky closed the nominations and Council voted by acclamation to approve Gilbert for Secretary.

She finally opened the floor to nominations for Treasurer. Hull was the sole nomination for Treasurer. Jacky closed the nominations and Council voted by acclamation to approve Hull for Treasurer.

Jacky asked for a motion to approve the Executive slate of Buitla as Vice President, Gilbert as Secretary, and Hull as Treasurer. Love-Moore made a motion to approve the slate of officers and the motion was seconded by Smith. The motion to approve Buitla as SPS Council Vice President, Gilbert as Council Secretary, and Hull as Council Treasurer was approved.

Stang shared there was one change to Division 1, as Debra Miller, Representative, has accepted a new position which moves her out of the Division – now leaves a vacancy for a Representative and an Alternate. He shared there were no other employees in Division 1 who were interested at this time to serve in the Division. He made a proposal to appoint two employees who originally ran in Division 4, but align in job duties closely with Division 1, to the two vacancies for one year. He made a motion to appoint Shannon Wapole to Division 1 Representative and Linda Manning to Division 1 Alternate both for a term of one year, which will end June 2016. The motion was seconded by Martinez. Council voted and Wapole was appointed to Division 1 Representative and Manning was appointed to Division 1 Alternate for a one-year term to end June 2016.

Stang and Jacky both gave a brief description of duties for committee members and shared one of their major projects for this year will be working on the re-appropriation of Divisions during the Spring semester.

**Events**
Love-Moore provided a description of the activities which the Events committee works on and provided a brief highlight of events planned over the past year. She announced two upcoming SPS Events – the second part of the Campus Sculpture Tour on Tuesday, July 28th beginning at 12:05 p.m. and then on Thursday, August 13th there will be a tour of the Egyptian Theatre at 4:45 p.m. and will follow with an “SPS Mixer” at Tapa La Luna in downtown DeKalb. All SPS employees should have received the email invitation and she reminded members to RSVP if interested in attending. She invited all members to consider joining the committee.

**Finance**
Hull shared some of the activities which the Finance committee has helped to fund over the past year. She reported she is still waiting to learn how much of a budget the Council will receive for this year.

**Legislative Issues**
Kipp welcomes new members to the Legislative Issues committee and shared duties of the committee. She shared with changes on the horizon downstate, she thinks this could be a busy
year for the committee, but they will continue to do their best to keep Council members informed of updates as they come.

**SPS Dependent Scholarship**
Doederlein provided some background about how the committee was founded and its function to help recognize a dependent of an SPS employee with a scholarship. She stated there is currently $4,723 in the account and she reported $2,040 was collected in donations this year. The goal of the committee is to try to raise funds to get the scholarship to the point of endowment – which happens at $25,000. She asked everyone to consider making a donation to the scholarship fund and new members were reminded donation information was included in their new member packets.

**Technology Resources**
Walk explained the function of the Technology Resources committee is supporting the AV needs of the Council, maintaining the SPS Vibe page, assisting with the SPS Elections in the Spring, providing SPS technology “Lunch and Learn” workshops, and helping meet the changing technological needs of Council. New members interested in the committee were encouraged to join.

**Workplace Issues**
Doederlein and Builta talked about the functions of the Workplace Issues committee and highlighted one of the main issues the committee worked on last year – employee morale. They said the committee will continue to try to find ways to address this concern in the upcoming year. Builta also talked about the task he and Doederlein have in serving on the ‘Provost’s Task Force on SPS Policies’ which is looking at the SPS policies. They hope to be able to share some of the items they have been working on with Council soon to seek approval on the documents they have been working on updating for SPS employees.

**Committees of the University**

**Vice President**

A. **Committee Summary Report**
Haliczer shared Hardy placed a copy of her report and the end-of-year summaries for the university committees in Vibe and she invited everyone to read them to see the work of the various committees over this past year.

**OLD BUSINESS**

A. **Morale Issues**
Haliczer shared the morale issues remains on the agenda as a regular item as it is of concern to all Councils and employees. As updates are available, they will be shared with Council members.

B. **Program Prioritization Update**
Haliczer reported the Task Force members have been announced on the university webpage and the timeline for the process has been pushed back slightly so that a majority of the committee work will occur during the Spring semester. Doederlein tried to respond to concerns that LA&S has a large number of employees on the Task Force, by reminding Council the seats were assigned proportionally and LA&S is the biggest college with the most employees.

A question was raised about whether or not the university Councils (UC, OSC, and SPS) were going to be able to receive advance copies of the committee reports for review and
input once they are ready. No one was sure, so Haliczer said she would have to find out and share with Council.

C. SPS Emeritus Proposal Committee
Haliczer reviewed the purpose of the SPS Emeritus Proposal Committee and said the group will be meeting in the future. She will provide an update during the next meeting.

D. SPS Leadership Skills Workshop – Planning Committee
Haliczer announced the SPS Leadership Skills Workshop Planning Committee met last week and worked on some plans for the Fall – which will include four leadership developing workshops which will occur over the lunch hour. She shared these sessions will be open to all university employees. Hardy will provide an update during the next meeting.

E. Provost’s Task Force on SPS Policies
Haliczer thanked Doederlein for the update in the Workplace Issues committee report. She reminded there should be more to update in August.

NEW BUSINESS
A. SPSC Annual Report
Haliczer thanked those committee Chairs who had submitted their end-of-year reports, there are still a couple which have not been submitted. Once the final ones are received, she will work on pulling the SPSC Annual Report together and will present it to Council for approval. She hopes to have the document ready in time for the August meeting.

B. Proposed Speakers for 2015 – 2016
Haliczer opened the floor to recommendations for guest speakers to come to Council for this year. Some suggestions included:
- President Doug Baker
- Vernese Edghill-Walden, Chief Diversity Officer
- Catherine Squires, University Advancement & Foundation
- Jennifer Pippen, Disability Resource Center
- Sarah Klapier, Ombudsperson
- Harlan Teller, Marketing and Communications
- Dani Rollins, Director of Admissions
- Sean Frazier, Athletic Director
- SURS/Annuitants Association representative(s)

C. Council Technology Overview
Walk gave a presentation on the SPS Vibe webpage and how members use it for Council and committee business. He asked those who had any Council technology questions or concerns to contact him or Eric Biletzky.

D. Brief Committee Organizational Meetings
Gilbert shared with current committee Chairs a list of Council members who had expressed interest in serving on their respective committees. Haliczer reminded everyone there will be time at the conclusion of the business of the Council meeting to hold a brief committee meeting today or members can decide upon another time, if necessary.

Operating Staff Council (OSC)
Nicholson was welcomed again as the new President of the Operating Staff Council and was asked to give an update on Council plans. She said the Council also has a lot of issues that it is working on addressing – hiring of Civil Service employees, requests for increased compensation for employees, and unionization plans. She said the OSC also has a subcommittee working on morale issues. She announced “StaffFest” is planned for Thursday, August 6th. She shared DoIt came and spoke to the OSC about the new “Appropriate Use Policy”.

**Faculty Senate/University Council**
Long said that he knows the university is looking at budget issues and shared some concerns about how all Councils need to have more input in the budget process – to review information and give proper feedback. He said there are some plans to also review some policies and procedures and seeks to make some Constitutional changes to improve voting. He said he looks forward to working with OSC and SPS Council this year.

**University Committee Reports**
Haliczer will post her committee reports in Vibe soon for review by Council.

**Adjournment**
Haliczer asked for a motion to adjourn the Council meeting so members could break into their committees for their first meeting and then could leave when each meeting was done. The motion to adjourn was made by Love-Moore and was seconded by Lopez. The meeting was adjourned at 11:33 a.m.

Minutes Respectfully Submitted by
*Lesley Gilbert, SPSC Secretary*