Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, July 18, 2013  
HSC Clara Sperling Skyroom  
10:00 a.m.


Excused: Steve Builta, Marti Jernberg and Anne Petty-Johnson

Absent: Dan House

Guests: Sarah Klaper, Cynthia Nelson and Jonathon Ostenburg,

Call to Order
The meeting was called to order at 10:04 a.m. by Supportive Professional Staff Council Vice President Donna Smith. D. Smith welcomed all new and returning members to Council. She announced since President Baker was able to attend the meeting, she would allow him to speak first and then continue with Council business.

Guest Speaker
Vice President D. Smith welcomed President Baker to the meeting and asked members to introduce themselves. Following introductions President Baker thanked Council for the invitation and shared his three goals for NIU:

- **Student Career Success** – NIU will provide students the skills they need to reach graduation; prepare students for the work world and for life after NIU. This will include assistance from NIU Alumni providing internships, mentors and shadow days. This will help students get work experience before they even graduate from NIU.

- **Ethically Inspired Leadership** – President Baker wants to make NIU a national model for ethical leadership in the way employees behave, hiring practices, budgeting processes and transparency.

- **Building Community** – NIU will work to engage students into DeKalb and surrounding community events and activities (i.e. community service projects).

President Baker believes focusing on these goals will help increase enrollment when students see all NIU has to offer. President Baker answered a few questions from Council and discussed how he is using Facebook and Twitter in addition to NIU Today to share campus happenings with employees. Council members shared some employee concerns and let him know he would be receiving a copy of the SPS survey results for review. Before leaving, President Baker said he would like to come back to Council again and thanked everyone for their time.

Agenda and Minutes
D. Smith continued with the business of the meeting, asking for additions to the agenda. Hearing none, she asked for a motion to approve the agenda. The motion to approve the
agenda was made by Doederlein and was seconded by Love-Moore. **The motion to approve the agenda was passed unanimously.**

D. Smith asked if there were any corrections to the June 13, 2013 regular and special meeting minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve both sets of minutes was made by Bredberg and was seconded by Funkhouser. **The motion to approve the regular and special meeting minutes of June 13, 2013 was passed unanimously.**

Attendance was taken, Alternates who were voting during the meeting were announced and a quorum was confirmed.

**Announcements**

- **SPS Council Orientation Recap**
  D. Smith provided a brief review of the SPSC Orientation which was held prior to the meeting for all new Representatives and Alternates to Council. She noted the presentations went well.

- **SPS Archive Materials**
  D. Smith announced Council Secretary, Gilbert, is working on preparing Council materials for submission to the University Archives. Gilbert is gathering the past year’s meeting agendas, minutes, proposals, resolutions or any items committees have utilized. If Chairs have any items, please send them to Gilbert by August 1st, as she hopes to have the items ready for the Archives by the end of the first week of August.

- **SPS Committee Sign-Up**
  D. Smith passed around the SPS Committee sign-up sheet and asked all Representatives and Alternates to sign-up for at least one committee. If time permits, committees will have time to meet following the meeting in order to select the Chair. She reminded Council all Chairs will be voted upon during the August meeting.

**Committees of the Council**

**Awards**
Gilbert reported for Gautcher, who was unable to attend the meeting. She shared the committee will meet soon to select the Chair and Gautcher submitted the annual report for the committee. In the first few meetings, the committee will work on a timeline for this year’s awards.

**Communications**
Xidis turned the floor over to Walk and Biletzky who presented an overview of Novell Vibe and began discussions on how Council can benefit from its use. All Council members will be given access to Vibe and committee Chairs are challenged to use it with their members. A more in-depth training will be planned for Executives and Chairs. A suggestion was made to offer a Vibe Brown Bag session for employees.

Xidis shared the SPS Council group photo will be taken before the September 12th Council meeting at 9:30 a.m. on the north stairway of the Holmes Student Center (the side facing Lucinda Avenue).

**Constitution & Elections**
Stang announced the election for Council Officers, for President (to complete the remainder of Todd Latham’s term) and to select an SPS employee to complete Latham’s remaining two years on the Athletic Board will occur.
Stang shared SPS Council members who met the requirements to run for President were identified and given the opportunity to nominate themself or be nominated for the position. Nine nominations were received and two agreed to run – Debra Boughton and Deborah Haliczer. Council voted by ballot and Haliczer was elected SPS Council President. Since Haliczer had been recently elected as 2nd Representative to University Council, as Council President she will now become the 1st Representative to University Council and Stang will review the process to fill the 2nd Representative vacancy for the August meeting.

Stang opened the floor to nominations for Vice President. Donna Smith and Anne Hardy were nominated. With no further nominations, Stang closed the nominations and asked Council to vote by ballot. After the first vote, there was a tie. Stang announced there would be a re-vote and asked both candidates to briefly explain why they were interested in the position. After comments by both, Council voted again by ballot. Hardy was elected SPS Council Vice President.

Stang opened the floor to nominations for Secretary and Lesley Gilbert was the only nomination. Stang closed the nominations. By acclamation Gilbert was elected SPS Council Secretary.

Stang opened the floor to nominations for Treasurer and Dena Funkhouser was the only nomination. Stang closed the nominations. By acclamation Funkhouser was elected SPS Council Treasurer.

Stang informed Council Todd Latham had two years remaining on his term with the Athletic Board and two SPS, Randi Napientek and Catherine Doederlein, expressed interest in the position. Council voted by ballot and Napientek was elected to complete Latham’s term on the Athletic Board. Stang thanked Council for its time with the elections.

**Events**

Burlingame announced that Tuesday, July 23rd will be the Athletic tours of the Huskie Stadium, Yordon Center and the new Chessick Practice facility. She reported the response was so great there are now tours at 11:30 a.m., Noon and 12:30 p.m.

She reminded Council the tours of the Chiller Plant will be on Thursday, August 8th. The noon tour is full, but there are still currently nine spaces left for the 4:30 p.m. tour.

She added the committee is working on plans for Fall activities, those with suggestions are encouraged to share them with the committee. She announced the committee’s annual report is completed and the committee will be meeting soon to decide upon Chair.

**Finance**

Funkhouser reported Council received the same budget of $2,480 for the year. She said there is a request to spend $3.00 for the name plaque for past Council President Todd Latham. Stang made the motion for Council to spend $3.00 for the name plaque for Latham for the past President’s plaque. The motion was seconded by Lamb. The motion for the expenditure of $3.00 for the name plaque for Latham was passed unanimously. Funkhouser asked if other committees have requests to give them to her as soon as possible.

**Legislative Issues**

Bottiglieri reported there are no updates regarding pensions.

**SPS Dependent Scholarship**

Hardy announced there is approximately $2,487 in the scholarship fund and thinks it is possible for Council to make $3,000 by the end of the summer. She reminded Council donations are still welcome as the goal for endowment is $25,000. She said there were five applications received by the application deadline and the committee will be meeting to decide upon this year’s winner.
She asked Council to vote to approve the non-Council members for the Scholarship committee. Those members are Abby Chemers and Becky Pritchard. **Council voted and approved membership for Chemers and Pritchard for the SPS Dependent Scholarship committee.** She thanked Council for all their work supporting the scholarship over the past year.

**Technology Resources**
Ostenburg reported the committee will be meeting soon to select a new Chair. He announced he has updated the Council address book and mailing list. He will be working with the new Chair to assist them in the transition.

**Workplace Issues**
Lamb shared the committee met and talked about some of the many issues reviewed by the committee over the past year. Some of those issues included: University communication with employees, 9+3 and 10 + 2 employees, morale issues, pension concerns, supervisor training and the SPS survey. The committee will meet soon to work on these and other new concerns.

**Committees of the University**

**Vice President**
D. Smith’s reminded Council she submitted the year-end report from representatives on university committees. She said the Vice President reports will begin in September when committees begin meeting.

**OLD BUSINESS**

A. **SPS Survey Update**
Haliczer reported that due to the length of the meeting, the SPS Survey presentation will be moved to the August meeting.

**NEW BUSINESS**

There was no new business for the meeting.

**University Committee Reports**
There will be a University Committee Report from President Haliczer during the September meeting when the University committees begin meeting.

**Adjournment**
Due to the length of the meeting, there was not time for the Council committees to meet. Committee Chairs were reminded to schedule the first meeting and to select the Chair as they will be approved during the August meeting.

With no further business Vice President D. Smith asked for a motion to adjourn the meeting. Love-Moore made a motion to adjourn the meeting, which was seconded by D. Miller. **The motion was passed unanimously and the meeting was adjourned at 12:05 p.m.**

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary