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

Present: Diane Alberts, Eric Biletzky, Cliff Bottiglieri, Karinne Bredberg, Melissa Burlingame, Kimberly Cecil, Alicia Czachowski, Catherine Doederlein, Dena Funkhouser, Dana Gautcher, Megan Gerken, Lesley Gilbert, Deborah Haliczer, Anne Hardy, Holly Holliday-Jones, Todd Latham, Sam Morreale, Anne Petty-Johnson, Kathy Smith, Julia Spears, Michael Stang, Chrissy Tluczek, Brian Walk and Rachel Xidis  

Excused: Pat Anderson, Marti Jernberg, Julia Lamb, Debra Miller, Kiera Miller, Donna Smith and Rita Yusko  

Absent: Steve Builta and Jonathon Ostenburg  

Guests: Sarah Klaper and Andy Small  

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. Hearing none, he asked for a motion to approve the agenda. The motion to approve the agenda was made by Doederlein and was seconded by Hardy. The motion to approve the agenda was passed unanimously.  

President Latham asked for corrections to the February 14, 2013, minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Petty-Johnson and was seconded by Holliday-Jones. The motion to approve the February 14, 2013 minutes was passed unanimously.  

Attendance was taken and a quorum was confirmed.  

Guest Speaker  
President Latham announced there were no guests for the meeting, but reminded Council Dr. Cunningham will be speaking in April and President Peters will be the guest speaker for May.  

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

B. NIU Annuitants Association (NIUAA)  
President Latham shared recent news from the NIU Annuitants Association to members regarding pension updates. He reminded Council, all employees should consider joining the NIUAA, because there are lots of changes occurring daily in Springfield and they work to keep all members updated of legislative news. He shared there are 1,800 current and retired NIU employees who are members.  

C. Presidential Search Advisory Committee (PSAC) Update  
President Latham shared the time he spent on the PSAC was a great experience. He learned a lot about NIU, the search process, and found it extremely rewarding. He
thanked Council again for allowing him to represent the organization on the search committee, as his work is now complete. He added after the PSAC round of interviews, he is confident in the candidates who will be moving on in the process and thinks the search firm (Parker Executive Search) did an excellent job. He noted he did share the SPS concerns with the candidates. He said the next step will be for the BOT to select representatives from the nine (9) campus and community stakeholder groups who will meet with the candidates later next week.

Committees of the Council

Awards
Gautcher announced the committee met yesterday to decide upon the “Certificate of Recognition” recipients. She noted the number of nominations increased this year making it easy for the committee to make its decision. This year 35 awards will be presented and she reviewed the criteria for selecting the winners. This year’s “Certificate of Recognition” winners are: Amy Alfredson (Alumni Association), Shelley Binegar (Intercollegiate Athletics), Felicia Bohanon (Office of Precollegiate Programs), Ximena Burgin (College of Education), Melissa Burlingame (Institute for the Study of the Environment, Sustainability & Energy), Amanda Carrier (College of Engineering & Engineering Technology), Bobbie Cole (Department of Housing & Dining), Stacey Deegan (Engineering Technology), Kristin Duffy (Office of Sponsored Projects), Dena Funkhouser (Finance & Facilities), Debbie Gettemy (Department of Housing & Dining), Lesley Gilbert (Employee Services & HRD – ESHRD), Dain Gotto (Student Involvement & Leadership Development - SILD), Anne Hardy (Scholarship Office), Aaron Hill (Department of Housing & Dining), Brian Johnson (Department of Housing & Dining), Julia Lamb (Center for Southeast Asian Studies), Collette Maher (Academic Advising Center), Donna Martin (Office of Sponsored Projects), Sam Morreale (Intercollegiate Athletics – Gymnastics), Margee Myles (College of Education), Randi Napientek (Office of Student Academic Success), Anne Petty-Johnson (LA&S External Programming), Denise Rode (First & Second Year Experience Programs), Greg Ross (Foreign Languages & Literatures), Sue Schwartz (Kinesiology & Physical Education), Kathy Smith (Human Resource Services), Sandy Splansky (College of Health & Human Sciences), Michele Stieren (Admissions), Jennifer Such (College of Education), Lauren Teso (Department of Housing & Dining), Richard Tom (Admissions), Jim Venskus (Office of General Counsel), Rebekah Wagner (Physical Therapy Program), and Brian Walk (Outreach Communications). Gautcher made the motion to approve the list of recipients. The motion was seconded by Haliczer. The motion to approve this year’s list of recipients for the Certificates of Recognition was passed unanimously.

Gautcher reminded Council the SPS Awards Ceremony is Tuesday, April 16, 2013 from 2 – 4:00 p.m. in the Duke Ellington Ballroom and asked everyone to attend to help celebrate and recognize SPS employees.

Communications
Xidis and Walk shared they are working on the next SPS newsletter as most of the articles have been submitted and they hope to have a draft ready for the committee to review early next week. It should be ready for employees by the end of next week.

Xidis then turned the floor over to Walk who provided a review of the Novel Vibe for Council. He reviewed many of the features which could be of benefit to Council. He noted Council will need to determine which members would have access to the different files on Vibe. He added the next steps will be to add all Council members to the Vibe Council workspace – which should be done by the end of this week. Committee folders will be established and then he is going to work to schedule training with ITS for Council members. Then procedures for handling
documents need to be determined. Committee Chairs need to decide how they will use their respective folders and then Council should determine how it will be able to best utilize Vibe.

**Constitution & Elections**
Stang reported the election process is going well. He noted 164 SPS employees were invited to serve on Council. Currently, 49 have responded to the initial request – 23 were interested in serving and 26 were not interested in serving. He added there will be one more contact for interested employees next week. Division 6 has no new employees reporting interest in joining Council.

**Events**
Burlingame and Biletzky reported on finalized dates for upcoming events for SPS employees. The “Technology Brown Bag – Part II” will be held on Thursday, April 4, 2013, in the Capitol Room from 11:30 a.m. – 1:00 p.m. Registration will be available online for those who are interested in attending. Biletzky noted as part of the registration employees will be asked what they would like to see included as part of the workshop, so those interested in attending are asked to register early.

After much consideration and discussion, the committee decided to change the date for the “Spring Tailgate” event to Saturday, April 13, 2013, because there will be the Football Spring Scrimmage game, Baseball and Softball all on the same day. During the Scrimmage game the Orange Bowl flag will be raised and there will be family fun by the Huskie Stadium. More details will be confirmed and a flyer with registration information should be ready soon.

Burlingame shared Dr. Lisa Freeman is schedule to speak with employees in May after graduation. Once those details are finalized, they will also be posted on the website.

She discussed the committee also has plans for an “Exclusive Look” series – which would provide employees the opportunity to tour different locations/events across campus and learn more about them. Some current ideas include: the Chiller plant, Greenhouse, Athletics, Engineering building, and meeting some of the Drum and Bugle Corp groups when they come to campus during the summer.

**Finance**
Funkhouser reported there is currently $376.00 in the account, which includes $100 which is currently being held for the Survey Monkey SPS survey. The Credit Union account was closed and $335.99 was moved to the Scholarship account. Council was reminded if they need to purchase any items to contact her as soon as possible.

**Legislative Issues**
Bottiglieri announced there are two bills currently being considered in Springfield. One would raise the retirement age to 67 and the other would cause a reduction in employee benefits. The Annuitants Association helps to keep employees up-to-date on the latest news from Springfield and Council were reminded, if they are not a member to consider joining now.

**Technology Resources**
There was no report from Technology Resources.

**Workplace Issues**
K. Smith announced during the March 21st Board of Trustees meeting, the committee will vote to allow Temporary SPS employees on contract to roll over their vacation time for 2 years and earn up to 48 days of vacation. Currently, Temporary SPS employees must use their vacation days by the end of the fiscal year or they lose them. Council applauded the vote as a big step forward for SPS Temporary employees.
President Latham provided an update on his discussions with Dr. Steven Cunningham and HR. He said he did receive information on the number of SPS employees who are currently maxed and losing Vacation time and he said about 14% of employees are losing days. He said he will continue to review these numbers. He noted he also looked into employees who were volunteering to work on campus and he said it was not a large number, but he will also keep tabs on that as well. He is still requesting HR post salaries for new SPS job postings on campus. He added there are more issues which HR needs to work on and one continues to be the Merit Proposal submitted by SPS last year.

**SPS Dependent Scholarship (Ad Hoc)**
Hardy announced there is now $1,478.99 in the SPS Scholarship account. She also announced the Foundation is willing to send scholarship information out without taking its’ usual split for Council. She asked Council to watch the campus mail, as information should be mailed to all SPS employees by the end of the month.

**Committees of the University**

**Vice President**
President Latham reported on behalf of D. Smith who was unable to attend the meeting. He drew Council’s attention to several items in her report. The AADR wants to find new ways of addressing diversity issues on campus. The committee will be brainstorming new ideas in the next few meetings. He announced there is still no update regarding the Tiered Parking plan. He added the Athletics is going to offer “Men’s 101”, in addition to “Women’s 101” and they addressed how well student athletes are doing academically.

**OLD BUSINESS**

**A. SPS Survey Status**
Haliczer provided a survey update. She announced there are concerns the survey might not be ready by this Spring and may need to be pushed back to the Fall. Council discussed pros and cons of keeping the survey this Spring or pushing it back. After much discussion Council decided to try to get it out this Spring, so there is time to interpret the results in advance of the Accreditation team visit early next year.

**B. 2013 Health & Wellness Fair**
President Latham reminded Council there will be an SPS table during the Wellness Fair on Wednesday, March 27th. Those who signed up to work a shift at the table were asked to arrive a little early.

**NEW BUSINESS**

**A. New Business**
There was no new business for this meeting.

**University Committee Reports**
President Latham noted he had no reports for this meeting, but will have updated reports for the April meeting.

President Latham opened the floor to any final announcements. Haliczer announced the SURS Regional CMS Seminar will be held at NIU on April 30, 2013. This is for state employees only and will provide individuals the opportunity to meet with vendors. Information will be released shortly.
K. Smith provided information to Council regarding the university Sick Bank, how it works and how employees can join the bank. She also reminded Council the university was not closed on March 5, 2013 during the snow storm, even though classes were canceled that afternoon. Anyone who was not on campus that day will need to use a Vacation day.

**Adjournment**

With no further business President Latham asked for a motion to adjourn the meeting. Morreale made a motion to adjourn the meeting, which was seconded by K. Smith. The motion was passed unanimously and the meeting was adjourned at 11:10 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary