Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, May 16, 2013
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Steve Builta, Melissa Burlingame, Alicia Czachowski, Catherine Doederlein, Dena Funkhouser, Dana Gautcher, Megan Gerken, Lesley Gilbert, Anne Hardy, Marti Jernberg, Gillian King-Cargile, Julia Lamb, Todd Latham, Bri Lauka, Janet Love-Moore, Shelia Milan, Debra Miller, Kiera Miller, Ted Moen, Sam Morreale, Jonathon Ostenburg, Anne Petty-Johnson, Nyoka Polyak, Donna Smith, Kathy Smith, Michael Stang, Christina Sutcliffe, Chrissy Tluczek, Brian Walk and Rachel Xidis

Excused: Cliff Bottiglieri, Deborah Haliczer, Holly Holliday-Jones and Rita Yusko

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. One addition was made under ‘Announcements’ adding “b. Academic Convocation”. Stang asked to add “Election Results” under the ‘Constitution & Elections’ committee report. President Latham asked for further additions. Hearing none, he asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Gautcher and was seconded by Love-Moore. The motion to approve the amended agenda was passed unanimously.

President Latham asked for corrections to the April 11, 2013 minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Jernberg and was seconded by Builta. The motion to approve the April 11, 2013 minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speaker
President Latham announced President John Peters was unable to attend the day’s meeting. President Latham will invite President Peters to the June meeting. Included on the June agenda will be a Resolution from Council to President Peters for his service to NIU and Council.

President Latham shared a copy of the letter which was sent a day earlier to all university employees from President Peters regarding the Pension update. President Latham asked all Council to review the document, if they had not already done so.

Announcements
A. CMS – Benefits Choice Period
President Latham reporting on behalf of Haliczer to reminded Council we are in the midst of the Benefits Choice period. K. Smith advised Council to continue to watch the HR webpage as changes may still occur.
B. Academic Convocation

Anderson said incoming President Dr. Douglas Baker has invited the campus community to the Academic Convocation which is planned for Friday, August 23, 2013, at 10:30 a.m. at the Convocation Center. Those who are interested in walking in the ceremony need to RSVP to Pam Roesner (753-9611 or proesner@niu.edu). To order regalia, individuals need to reserve it at www.niu.edu/convocation also by June 27, 2013.

Committees of the Council

Awards

Gautcher reported the SPS Awards Ceremony went well on April 16th. She thanked everyone who attended the event. She shared the committee has asked President Latham to post his award speech on the website because it was well received. She thanked the Awards committee for their participation during the year and at the ceremony. She shared photo orders have been placed for those winners who had their picture taken with President Peters and President Latham. For the SPS Presidential Award for Excellence winners, they will be able to choose the photos they would like to order within the next few weeks.

Communications

Xidis handed the floor to Walk to provide an update on Novell Vibe. Walk asked Council for an update on how many had logged into the Novell site established for Council. He asked everyone to log in and review the page, so Council can decide how to best utilize it in the future. He would like to have any changes made so it can be ready for the new Council in July.

Constitution & Elections

Stang provided an update for Council on the results of the Spring election:

SPS employees elected to serve two-year Representative terms are: Steve Buita, Megan Gerken, Deborah Haliczer, Dan House, Betsy Hull, Jeanne Meyer, Anne Petty-Johnson, Donna Schoenfeld, Donna Smith, Kathy Smith, Christina Sutcliffe, and Brian Walk.

SPS employees elected to serve two-year Alternate terms are: Alicia Czachowski, Dana Gautcher, Deborah Gettemy, Gail Jacky, Gillian King-Cargile, Bri Lauka, Janet Love-Moore, Kiera Miller, Holly Nicholson, Nyoka Polyak, Gail Schumacher and Nicole Stroobants.

SPS employees elected to serve one-year Alternate terms are: Abigail Dean, Emily Murray, Randi Napientek, Susan Oppenborn and Lisa Stockdale.

Stang reminded Council there is currently a Representative and Alternate vacancy in Division 4 and Council had decided to ask one of the newly elected Division 4 Alternates to fill the Alternate vacancy. Bri Lauka has agreed to fill the Division 4 Alternate vacancy. Stang made a motion to approve Lauka to fill the Alternate vacancy left in Division 4. The motion was seconded by Gautcher. The motion to approve Lauka to start early to fill the Alternate vacancy in Division 4 was passed unanimously.

Stang shared all Representatives, Alternates and those who did not win a Council seat have been notified of their status. He noted even though some did not win a seat during the elections, if individuals leave Council some of them may be able to fill in, if necessary. These individuals can also serve on university committees as SPS representatives.

President Latham shared the results of the elections will be placed in the upcoming newsletter and he asked those who will be completing their terms of office in June meeting to plan to attend the meeting, as he will be handing out certificates.
Events
Biletzky reported the Spring Tailgate event went well. Those who attended had a good time and he believes the SPS tailgates should continue in the future.

He shared he and Burlingame are working on Summer events for SPS employees. He asked Council’s interest in attending a Drum Corp event and hopes the committee might be able to host an event where SPS members can meet with one of the drum corps while they are on campus over the summer. Other upcoming plans include a possible tour of one of Athletics’ buildings (the Chessick Practice Center, Huskie Stadium or the Yordon Center), a tour of one of the campus greenhouses or a tour of the Chiller plant.

Council were reminded next Wednesday (May 22nd) at noon will be the first in the ‘Office Highlight Series’ which will begin with the Division of Research & Graduate Studies. Dr. Lisa Freeman will provide an overview of the Division and offer ways staff can get involved in research and writing grants. There are currently 34 registered for the lunch.

Finance
Funkhouser reported there is $115 remaining in the budget for the year. If any committees need to order items before the end of the year, please contact her as soon as possible so it can be included on the current budget.

Legislative Issues
Bottiglieri was unable to attend the meeting, President Latham asked Council to remain vigilant regarding pensions.

Technology Resources
Ostenburg shared the election process is complete and things appeared to have gone well. The email seeking SPS to serve on university committees will be sent next week. He added survey reminders have been sent as the SPS Survey closes tomorrow (May 17th). Ostenburg noted about 300 employees have completed the survey. He asked Council to start the process to decide who will be replacing him at the end of his term in June – so they can begin transitioning the new person.

Workplace Issues
Lamb announced during their most recent committee meeting, they reviewed many items which had been covered over the year. She asked if anyone has any concerns to be sure to forward them to Lamb or K. Smith for the committee to consider in the future. She reported the committee has started working on their annual report.

SPS Dependent Scholarship (Ad Hoc)
Hardy announced the SPS Scholarship account now has a little over $2,000 collected. The Council will be able to award the first scholarship this year and have money remaining in the account to continue gathering for another award next year. She announced the timeline for the Scholarship award:

*June 1 – Application on website(s) and announced in NIU Today and on campus
*June 5 – SPS reps go to Annuitant Annual meeting (announcement & participation request)
*July 15 – Deadline for Scholarship application
*August 1 – Scholarship Recipient Announcement

She suggested the Council recognize this year’s winner at next year’s Awards Ceremony. She added if next year’s winner is selected by the 2014 SPS Spring Awards Ceremony, then both winners can be recognized at the same time.
At the end of all of the committee reports, President Latham reminded Council all committees are required to submit an end-of-year report. He asked committees to start work on them.

Committees of the University

Vice President
President Latham asked D. Smith to provide an update on her report. She added there was a lot to report this month, so she asked Council to make sure to review the document. She highlighted from the Campus Parking report that due to construction projects and repairs across campus, blue permit holders will be able to park in any lot on campus, including student lots from May 13th – August 15th. To get an update on construction on campus, please visit www.niu.edu/parking/construction/index.shtml.

OLD BUSINESS

A. Wellness Fair Survey Results
President Latham shared with Council the results of the Wellness Fair table survey. He again thanked Gilbert for her work with the Fair and all who helped to work the table during the March event. He shared the Wellness Fair table continues to be a good way to help promote the SPS Council to the campus community.

B. SPS Survey
President Latham asked Council to remind their fellow SPS colleagues to complete the survey. He reminded Council the results of the survey are reviewed and are the focus of his meetings with the President and upper administration.

NEW BUSINESS

A. New Member Orientation
President Latham reminded Council the New Member Orientation will begin at 9 a.m. before the July 18th Council meeting. He said he will meet with the Executive Committee to discuss topics to cover during the session.

Ostenburg suggested the notification for first meeting in July of the new Council should include an invitation asking all members (Representatives and Alternates) to attend the meeting as the Council committees will be decided. Changes made to the Constitution earlier in the year, now requires Council Alternates to serve on Council committees.

University Committee Reports
President Latham reminded Council to review his report to Council.

Adjournment
With no further business President Latham asked for a motion to adjourn the meeting. Love-Moore made a motion to adjourn the meeting, which was seconded by K. Smith. The motion was passed unanimously and the meeting was adjourned at 10:35 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary