Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, May 10, 2012
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Pat Anderson, Eric Biletzky, Cliff Bottigliero, Joan Briscoe, Steve Builta, Neil Dickey, Dena Funkhouser, Dana Gautcher, Lesley Gilbert, Deborah Haliczer, Gail Hayenga, Anne Hardy, Liz Harris, Ryan Harris, Holly Holliday-Jones, Michael Kavulic, Julia Lamb, Todd Latham, Janet Love-Moore, Debra Miller, Jonathon Ostenburg, Tris Ottolino, Anne Petty-Johnson, Donna Smith, Kathy Smith, Michael Stang, Brian Walk, and Rachel Xidis

Excused: Nancy Apperson, Karinne Bredberg, Scott Peska, Phil Young and Rita Yusko

Absent: Sam Morreale

Guests: Tim Griffin and Jennifer Ridge

Call to Order
The meeting was called to order at 10:04 a.m. by Supportive Professional Staff Council President Todd Latham.

President Latham made one addition to the day’s agenda adding ‘B. Nominations for Presidential Commissions’. He asked if there were any other changes. With no further additions, he asked for a motion to approve the agenda. The motion to approve the amended agenda was made by Builta and was seconded by Bottigliero. The motion to approve the agenda was passed unanimously.

President Latham informed Council that before the day’s meeting; Gilbert had amended the minutes for the April 12, 2012 meeting which was originally sent to Council. Council received the amended set of minutes before the meeting. Amendments included revising the Benefits Choice web address and amending the Vice-President Report. President Latham asked if there were any additional changes, hearing none he asked for a motion to approve the meeting minutes. The motion to approve the minutes was made by Lamb and was seconded by Bottiglierio. The motion to approve the meeting minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speakers
There were no guest speakers for the May SPSC meeting.

Announcements
A. Benefits Choice
Haliczer reminded Council the Benefits Choice period began May 1st and employees are advised to review their current benefits. Quality Care will again be provided by CIGNA, but some of the HMO’s are still under negotiation. As soon as the HMO plans are finalized HR will notify employees again, which may result in another Benefits Choice period later this year. Council was advised to regularly check their GroupWise email for updates and to visit www.benefitschoice.il.gov. Those with questions may contact HR or the HR Swen Parson satellite office for assistance.
B. Nominations for Presidential Commissions
President Latham shared with Council nominations are now open for all four of the presidential commissions: Presidential Commission on Persons with Disabilities (Greg Long, Chair), Presidential Commission on the Status of Minorities (Roselyn Snell, Chair), Presidential Commission on Sexual Orientation and Gender Identity (Charles Schumann, Chair) and the Presidential Commission on the Status of Women (Laura Vazquez, Chair). He shared nominations need to be sent to Dori Hooker (Office of the President) by Monday, May 14, 2012.

Committees of the Council

Awards
Gautcher reported the SPS Awards Ceremony on April 17th in the Duke Ellington Ballroom was well attended and went extremely well. The four Presidential Award winners, two SPS Service Awards winners and the twenty-nine Certificate of Recognition recipients were all recognized during the event, along with Dr. Steven Cunningham who received special recognition for his work on pensions. Gautcher thanked all Council members who attended and the Awards committee members for their hard work. She also noted the photo proofs are on her desk and she will be contacting all awards recipients by the end of the week.

President Latham thanked Dana Gautcher and Molly Montgomery for their work on the Awards ceremony as well. He noted he also attended the Faculty and SPS Awards Ceremony on April 24th and there is growing support that SPS employees need to be officially recognized by the university before their 25th year of service, as currently happens now.

Communications
Xidis shared with Council a draft on the proposed updated SPSC brochure. A copy of the current Operating Staff Council brochure was shared with Council for comparison. Xidis asked those with comments or suggestions to send them to her via email.

Xidis added now the Awards ceremony and SPSC Elections are over work will begin soon on the next edition of the newsletter.

Constitution & Elections
Stang reported the SPSC Elections had been finalized. He shared there was good participation from SPS employees and in the results there are some moves between Representatives and Alternates and there will be some new faces joining the Council. He shared the results with Council.

SPS employees elected to serve two-year Representative terms are: Debra Miller, Michael Stang, Scott Peska, Catherine Doederlein, Judy Santacaterina, Mary Baker, Eric Biletzky, Rachel Xidis, Dena Funkhouser, Pat Anderson, Lesley Gilbert, Cliff Bottigliero and Todd Latham.

SPS employees elected to serve one-year Representative terms are: Jennifer Montag

SPS employees elected to serve two-year Alternate terms are: Donna Smith, Anne Hardy, Kimberly Cecil, Julia Lamb, Melissa Burlingame, Marti Jernberg, Ted Moen, Diane Alberts, Nyoka Polyak, Janet Love-Moore, Gillian King-Cargile and Sam Morreale.

SPS employees elected to serve one-year Alternate terms are: Alicia Czachowski, Shelia Milan, Julie Kaiser, Emily Murray and Sara Cliffe.

Todd Latham was re-elected as SPS Council President for another two-year term.
Stang announced he and President Latham are working on notifications to all SPSC winners and nominees and hope to have all of them sent by next week. The first meeting of the new Council will be in July and the new member orientation will be held immediately prior to the July meeting.

**Events**
Hardy announced there may be one more event held over the summer, but the project is still in the planning stages.

**Finance**
Funkhouser reported there is approximately $700 remaining in the budget for this year. Charges for the SPSC brochure are yet to be determined. President Latham stated he would like to purchase certificates and “Thank You” cards (which are used for guest speakers and other special events) from the remaining funds.

**Legislative Issues**
Peska was unable to attend the meeting, but President Latham advised Council to continue watching for news from Springfield.

**Technology Resources**
Ostenburg agreed the elections went well and there were no major issues.

**Workplace Issues**
K. Smith reported the committee is still waiting on word from HR regarding Temporary Benefits. She noted the event Hardy announced in her report is one discussed during the Executive meeting was suggested by K. Smith and Lamb, is a stress reliever for SPS employees since many are very worried about SURS, retirees and other campus concerns. Suggestions for the event included outlining for employees university procedures for employees to retire, to rehire employees and how employees can handle stress when one has additional job duties. Council recommended such an event be held before the start of the new fiscal year.

**Vice President**
D. Smith asked Council to review the reports she submitted prior to the meeting.

**OLD BUSINESS**

A. **Posting Board**
   President Latham noted Council has not made much movement in discussions regarding the posting board idea. He asked if Council wished to continue this discussion. Council unanimously voted by show-of-hand vote to end posting board discussions.

B. **Wellness Fair Survey recap**
   President Latham reminded Council he’d sent everyone a copy of the Wellness Fair table survey results. While this was a very basic survey, he hopes the results can be used by Council and committees to guide the Council in the future.

**NEW BUSINESS**

A. **Merit Proposal**
   Stang reported the Merit Proposal has been submitted to the HR Consultant for review, but there has been no response. President Latham noted the committee, with guidance from Tim Griffin, did great work on the document and thinks it will be helpful to
supervisors. A suggestion was made to invite HR to the June meeting to discuss the proposal.

B. Faculty and SPS Personnel Advisor
President Latham announced Toni Tollerud was elected the new Faculty and SPS Personnel Advisor. He advised Tollerud meet with David Wade, out-going Advisor, to review issues which have arisen over Wade’s term and how they were handled. President Latham also invited Tollerud to a future Council meeting. He added he did discuss with Tollerud concerns regarding how the Advisor was selected without a vote from SPS Council and other concerns.

University Committee Reports
President Latham asked Council to review his submitted reports and to forward any questions to him.

Following his report, President Latham recognized retiring Ombudsman, Tim Griffin, for the guidance and dedication he provided to the SPS Council. Griffin was presented with a Certificate of Appreciation and a box of chocolate covered strawberries. Griffin thanked Council for the gesture and noted he enjoyed his time with Council.

Adjournment
President Latham asked for a motion to adjourn the meeting. Bottiglier made a motion to adjourn the meeting. The motion was seconded by Love-Moore. The motion was passed unanimously and the meeting was adjourned at 10:36 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary