Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, May 15, 2014
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Steve Builta, Melissa Burlingame, Catherine Doederlein, Dena Funkhouser, Megan Gerken, Lesley Gilbert, Deborah Haliczer, Anne Hardy, Emily Hochstatter, Betsy Hull, Marti Jernberg, Julia Lamb, Janet Love-Moore, Jeanne Meyer, Debra Miller, Kiera Miller, Randi Napientek, Anne Petty Johnson, Donna Schoenfeld, Gail Schumacher, Donna Smith, Kathy Smith, Michael Stang, and Brian Walk

Excused: Dan House, Christina Sutcliffe, and Rachel Xidis

Absent: Cliff Bottiglieri

Guests: Missy Gillis, Brad Hoey, Chris Kipp, Sarah Klaper, Victoria Livingston, Cynthia Nelson, Bill Nicklas, Sharon Smaldino, and Karen Smith

Call to Order
The meeting was called to order at 10:02 a.m. by Supportive Professional Staff Council President Deborah Haliczer. She began the meeting with introductions of Council members since there were many guests present.

President Haliczer made one addition to the agenda under ‘Announcements’ adding, “G. Graduation Announcement”. President Haliczer asked for further additions. Hearing none, she asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by D. Smith and was seconded by Doederlein. The motion to approve the amended agenda was passed unanimously.

President Haliczer asked if there were corrections to the April 10, 2014 minutes. Hearing none she asked for a motion to approve the minutes. The motion to approve the minutes was made by Love-Moore and was seconded by Lamb. The motion to approve the minutes of the April 10, 2014 meeting was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speakers
President Haliczer announced there were two speakers for the meeting. First would be Bill Nicklas, to provide an update on pensions, followed by a presentation by Dr. Sharon Smaldino on SPS Sabbaticals.

Bill Nicklas, Vice President for Operations & Community Relations
Nicklas thanked Council for the opportunity to speak and began by sharing recent news regarding the injunction which currently delays the implementation of the changes to pensions. He clarified this stay will allow time for a decision on the constitutionality of the changes to the pension law. Those employees who had already completed paperwork for retirement should contact Human Resources to discuss their options, if they have questions or need clarification. For specific details regarding the injunction, employees were asked to contact SURS. Nicklas stated as soon as HR learns more it will be shared with university employees.

Brad Hoey, Director of University Marketing and Communications, was introduced by Nicklas, who asked him to attend the meeting to share how this pension information will be shared with
NIU employees. Hoey announced he is working on a letter which will be sent via mass email to all campus employees later this morning or early this afternoon. The upcoming Baker Report will also address this news. He said he will always do his best to get correct information to all NIU employees as quickly as possible.

Nicklas discussed the process for reviewing campus vacancies and how positions will be filled based upon factors determining campus need. He updated Council on some of the campus improvements planned for summer, plans to begin testing the Huskie “Puppies” (tram), and other projects. Nicklas and Hoey again thanked Council for the opportunity to meet with Council.

**Dr. Sharon Smaldino, Morgridge Endowed Chair - SPS Sabbaticals**
Hull introduced Smaldino to Council and reminded the group she will be presenting for all SPS employees next Thursday, May 22nd at Noon in the HSC Heritage Room. Council was asked to share the event with fellow colleagues. Smaldino thanked Council for the opportunity to discuss the sabbatical process and for providing the opportunity to share this information with more SPS employees next week. She provided a handout of her presentation which covered the following topics:

- Sabbatical Applicant Responsibilities
- Eligibility Requirements
- Policy Provisions
- Expectations of Employees Upon Completion of Sabbatical
- Completing the Sabbatical Application Form
- How the Sabbatical Recipients will be Selected

Smaldino concluded her presentation by encouraging everyone eligible to consider a sabbatical. President Haliczer again thanked all the speakers for their time.

Before moving on to the day’s announcements, President Haliczer congratulated Funkhouser and Lamb on their retirements at the end of the month and thanked them for their service to Council.

**Announcements**

**A. Benefits Choice Period**
President Haliczer reminded Council members it is Benefits Choice period and there are only a few weeks left before the June 2nd deadline. In addition to choices in benefits, now is the time to join the Sick Bank, if employees are not already members. Kathy Smith can assist employees with questions. Those with questions regarding the Benefits Choice were asked to contact HR for assistance. She informed members some members of HR are moving around right now, so she asked for patience as phone lines and computers are being relocated.

**B. SURS and SUAA “Motion for Injunctive Relief”**
President Haliczer highlighted information from Nicklas’ presentation which addressed the motion for injunctive relief.

**C. NIU Annuitants Association Annual Meeting – June 4th**
President Haliczer reminded Council the Annual Meeting of the NIU Annuitants Association will be on Wednesday, June 4th at 3 pm in the Carl Sandburg Auditorium. Council were reminded now is the time to join the NIUAA if not already a member.

**D. Presentation of SPS Certificates of Recognition**
President Haliczer announced some employees were unable to attend the SPS Awards Ceremony in April and the committee wanted to recognize them during the meeting.
She presented Cynthia Nelson and Anne Petty Johnson with their “Certificate of Recognition”. Celeste Latham and Joy Robackouski also received certificates, but since they were unable to attend the meeting Gilbert will deliver them.

E. Move-In and Welcome Days Planning
Stang announced changes to the “Move-In” and Welcome Days schedule for this Fall. He announced the “Move-In Day” which used to be held on Thursday, will move to Friday, August 22nd. Following the Band Run on Friday evening, “The Huskie Family Welcome” (replacing the Academic Convocation) will be held at the Convocation Center allowing family members to attend with students. Saturday afternoon will be “Rec Fest” and the “Greek Life BBQ”. Saturday evening events will include the Mentalist and “Glow In the Dark Dance Party”. Sunday afternoon will feature the “Huskie How-To” program and the “Involvement Fair” concluding with the “President’s Picnic”. He noted the College Receptions will now be featured during the first week of classes and he reminded members the first Thursday of classes is NIU’s first home football game. He suggested Council review the Move-In/Welcome Days schedule for the full list of events.

F. FOOD Initiative
Burlingame reminded Council of the recent email announcing the upcoming event on Tuesday, June 3rd. Those seeking more information we asked to contact her.

G. The Writer’s Yarn
Kathy Smith shared with Council an announcement for “The Writer’s Yarn”, a local author’s fair, which will be held on Saturday, May 31st at the DeKalb Public Library. The fair which will include face-painting, refreshments, puppet show and other activities will include her brother as one of the featured authors. She shared a flyer with more details.

H. Graduation Announcement
President Haliczer announced Schoenfeld received her Doctorate during last weekend’s Commencement ceremony. Petty Johnson was also recognized for receiving a Graduate Certificate in LGBT Studies.

Committees of the Council

Awards
Gilbert announced the Awards Ceremony in April went well and she and Gautcher wanted to thank the Awards Committee members (Gettemy, Hochstatter, House, Milan and ex-officio member Haliczer) for their work to make the event a success. Thanks were given to Stang and Missy Gillis for assisting with deliberations. The Committee especially wants to thank Council members – Hardy, D. Miller, Walk, Love-Moor, K. Smith, Xidis and Snell - who assisted the committee on Awards Ceremony day with various tasks. The committee also wants to recognize Mollie Montgomery for the behind-the-scenes details she coordinated for the event. The committee will meet again on May 27th to review the Awards Ceremony, make recommendations for next year’s committee and work on the year-end report.

Communications
Walk reported the Spring newsletter is nearly complete and a draft is almost ready for review. Those who need to submit information were asked to get it to Walk, Xidis or Smith soon.

Constitution & Elections
Stang informed Council SPS elected to serve on Council are receiving their notification of their position on Council; those who were not selected to serve are also receiving their notification as
well. He shared there were several Divisions that need to have some appointments made to complete the Council.

In Division 1, there is a need to fill a two year Alternate vacancy. Stang suggested moving Gautcher to complete this two year Alternate vacancy. Miller made the motion which was seconded by Lamb. The motion to approve Gautcher to fill the two year Alternate vacancy in Division 1 was passed unanimously.

In Division 4, there are not enough employees to fill the remaining two year Alternate vacancy. Stang made a motion to approve Jernberg to fill the two year Alternate vacancy in Division 4. The motion was seconded by Petty Johnson. The motion to approve Jernberg to fill the two year Alternate vacancy in Division 4 was passed unanimously.

In Division 6, there is a need to fill another two year Alternate vacancy. Stang made a motion to approve Eric Schultz to fill this vacancy. The motion was seconded by Jernberg. The motion to approve Schultz to fill the two year Alternate vacancy in Division 6 was passed unanimously.

In Division 5, with Funkhouser’s retirement it leaves an opening on Council for a two year Representative. As highest vote-receiving Alternate in the election, Stang recommended approving Gilbert to fill the two year Representative vacancy. The motion was made by Petty Johnson and was seconded by Lamb. The motion to approve Gilbert to fill the two year Representative vacancy in Division 5 was passed unanimously.

Stang advised with Funkhouser leaving, Council also needed to vote to fill the Treasurer position for the remainder of this fiscal year until the election of officers occurs during the July meeting. K. Smith made a motion to approve Hull to complete the remainder of Funkhouser’s term as Council Treasurer. The motion was seconded by Lamb. The motion to approve Hull to complete the remainder of Funkhouser’s term as Council Treasurer was approved unanimously.

Stang announced Council also needed to vote upon SPS representatives to serve on the University Committees which had vacancies. Council voted by paper vote and the following SPS employees were selected for the respective university committees:

**Campus Security and Environmental Quality:**
Melissa Burlingame
Arielle Kalvelage (completing term of Neil Dickey)

**Community Standards and Conduct Advisory Board:**
Kristie Crane

**Faculty Development & Instructional Design Advisory Committee:**
Amy Buhrow

**Libraries Advisory Committee:**
Shevawn Eaton

**Student Conduct Board:**
Samantha McCarron

**University Benefits Committee:**
Samantha McCarron
University Council Second Voting Representative:
Cathy Doederlein (Rep)
Donna Smith (Alt)

Grievance Panel Members:
Anne Hardy
Patricia Martinez
Eric Schultz

A motion was made by Lamb to approve all of the SPS employees selected for representation on their respective university committees. The motion was seconded by Petty Johnson. **The motion to approve all of the SPS employees selected for representation on their respective university committee was approved unanimously.** Stang thanked Council for their assistance with the day’s voting and said those employees selected to serve will be contacted by Hardy, Council Vice President and notified of their selection and reporting expectations.

Events
Burlingame announced the next “SPS Monthly Mixer” will be held on Thursday, May 22nd at Mikimoto’s. Council was reminded there is a limit of 50 attendees, so those who are interested in attending are asked to RSVP soon. She added the committee is working on events for summer.

Finance
Funkhouser shared the committee had received one request for $90 from Technology Resources for the purchase of a microphone system for Council meetings. Nicklas offered to purchase the system and will donate it to Council. Council thanked him for the donation. $291 remains in budget for this year; those with requests for this fiscal year were asked to get them to her as soon as possible.

Legislative Issues
Bottiglierio was unable to attend the meeting. President Haliczer shared information which had been shared by Nicklas was the most recent. She reminded members to continue to watch HR, NIU and the SURS websites for more updates.

SPS Dependent Scholarship
Hardy shared the SPS Dependent Scholarship fund currently has a balance of approximately $2,083. She thanked everyone who has already donated to the scholarship and asked those who had not made a donation to please consider doing so.

Technology Resources
Biletzky thanked Nicklas for the purchase of the microphone system for Council. He said he is working to plan a follow-up “Lunch & Learn: Tech Event 2” since there was such great attendance to hear Brett Coryell, CIO.

Workplace Issues
K. Smith announced the committee had met recently to continue reviewing SPS survey results. The committee believes Council needs to write a newsletter article discussing all the projects which Council has accomplished for employees. She thanked Lamb for all of her work with the committee. Lamb thanked all the members who served on the committee and thanked Council for their support.

Committees of the University
Vice President
Hardy noted her report is posted on Vibe and is ready for review by Council. Those with questions were asked to contact her.

OLD BUSINESS
A. Guest Speakers for 2014
President Haliczer asked for Council to start thinking about guests to invite for the upcoming fiscal year. Suggestions made were to invite Brett Coryell, CIO, and invite President Baker back to speak about his first year on campus. Those with other suggestions were asked to email her.

B. CIO, Provost and CFO Search Updates
President Haliczer and Doederlein shared there is a meeting planned to discuss candidates for Provost. They hope to be able to provide more information soon. Haliczer said the CFO search is being extended.

C. Recognition for SPS, Status Report
President Haliczer shared there was wonderful attendance for the SPS/Faculty Recognition event. SPS employees were excited about the opportunity to be recognized.

D. Bold Futures II – Continued Discussion
Since the meeting was running long, Council tabled further discussion regarding Bold Futures until the June meeting.

E. Policy on University Service
The ad hoc committee looking at this policy has not yet met.

F. SPS Sabbaticals Workshop
Hull reminded Council the SPS Sabbaticals workshop is planned for May 22nd.

NEW BUSINESS
A. SPS New Member Orientation
President Haliczer shared the SPS New Member Orientation will be held on Thursday, July 10th from 8:30 – 9:45 a.m. prior to the regular SPS Council meeting. During the Executive meeting the agenda will be finalized.

B. Recognition of SPS Council Members with Terms Ending
President Haliczer recognized Council members who have terms that will be ending in June. She presented “Certificates of Appreciation” to Bottiglierio, Cecil, Funkhouser, Jernberg (even though she is now returning), Lamb, Milan, Moen, Morreale, Pluhm, Snell (who is also returning to Council) and Stocksdale.

C. Report on SPS Survey on SPS Contribution to Bold Futures
Hardy and Biletzky prepared a survey via Google to see how SPS are contributing to student career success on campus. Hardy said there was a wonderful response to the survey request, with 57 responses. Council were reminded today is the final day to respond to the survey. She said the responses include information which should be included in this year’s annual reporting.

D. Organizing for SPS Annual Report
President Haliczer reminded all Committee Chairs it is time to start work on reports for the SPS Annual Report. Once reports are ready, they should be sent to President Haliczer and Gilbert.
Operating Staff Council
Karen Smith shared the Operating Staff Council is still working on compiling their employee survey responses so they can include the information in reports for their Council and to share with administration.

University Committee Reports
President Haliczer posted her reports in Vibe and has asked those with comments to contact her.

Adjournment
With no further business, President Haliczer asked for a motion to adjourn the meeting. The motion to adjourn was made by Builta and was seconded by Lamb. The meeting was adjourned at 11:52 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary