Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, November 15, 2012
HSC Diversions Lounge
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Cliff Bottiglieri, Melissa Burlingame, Mark Canaday, Kimberly Cecil, Sara Cliffe, Alicia Czachowski, Catherine Doederlein, Dena Funkhouser, Dana Gautcher, Lesley Gilbert, Deborah Haliczer, Gail Hayenga, Anne Hardy, Holly Holliday-Jones, Marti Jernberg, Julia Lamb, Todd Latham, Janet Love-Moore, Shelia Milan, Debra Miller, Emily Murray, Jonathon Ostenburg, Anne Petty-Johnson, Donna Smith, Christina Sutcliffe, Brian Walk, Rachel Xidis and Rita Yusko

Excused: Steve Builta, Kathy Smith and Michael Stang

Absent: Kiera Miller

Guests: Sarah Klaper, Nancy Prance and Toni Tollerud

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 agenda, adding “e. Faculty and SPS Personnel Advisor website”. He asked for other corrections or additions to the agenda. Hearing none, he asked for a motion to approve the agenda. The motion to approve the amended agenda was made by Bottiglieri and was seconded by Hayenga. The motion to approve the amended agenda was passed unanimously.

President Latham asked for corrections to the October 13, 2012 or November 1, 2012 (Special Meeting) minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Lamb and was seconded by Love-Moore. The motion to approve the October 13, 2012 and November 1, 2012 (Special Meeting) minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speakers
There were no guest speakers for the November meeting.

Announcements
A. Presidential Search Advisory Committee Update
President Latham again thanked Council for appointing him to the committee. He shared Parker Executive Search, from Atlanta, have been selected to work with NIU on the search. He reported that during the first meeting, he shared verbatim the list of characteristics Council would like to see in the new president. It is his goal to keep Council apprised of the process – as much as legally possible. He added the committee will meet again on December 6th and it remains the Board of Trustees goal to have the next president selected by July 1, 2013.

B. SPS Holiday Event – Save The Date
President Latham shared during the Executive meeting there had been discussion regarding whether it was appropriate for Council to continue with plans for the Holiday
Open House. He shared he believes it is a good event and provides the opportunity for SPS networking. He stated he and the Events committee have consulted for advice and a time or date change may be necessary. But, the event will continue in some form.

C. Ethics Training/Mandated Reporter
Haliczer reported most of the campus did complete Ethics Training by the November 14th deadline. There were some who did not complete the training and HR will contact them to find out why they did not.

She reminded Council that Mandated Reporter Acknowledgment forms are due to HR today. She reported about half of the campus has submitted forms. She asked Council’s assistance in making sure colleagues turn in their forms to HR. Those with questions can contact Haliczer, but she clarified forms are being collected in HR.

She hopes to have more benefits updates by the December meeting. As HR receives news, it will be shared with the university community.

D. W-2 Changes
President Latham reported for K. Smith regarding a change to this year’s W-2 forms. “The Affordable Care Act requires employers to report the cost of coverage under an employer sponsored group health plan. Reporting the cost of health coverage on the Form W-2 does not mean that the coverage is taxable. The value of the employer's excludable contribution to health coverage continues to be excludable from an employee's income, and it is not taxable. This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage. The value of the health care coverage will be reported in Box 12 of the Form W-2, with Code DD to identify the amount. In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee. Reporting of Dental or vision plans is optional and therefore will not be included.” He added if anyone has questions, they can email K. Smith.

E. Faculty and SPS Personnel Advisor Website
Tollerud announced to Council the Faculty and SPS Personnel Advisor website has been updated. She asked Council to review the website and to email her if anyone has questions.

Committees of the Council

Awards
Gautcher reminded Council the deadline for Presidential SPS Award for Excellence nominations is Monday, December 3, 2012, at 4:30 p.m. She asked all Council to consider nominating or supporting the nomination of fellow SPS colleagues. The Awards ceremony will be Tuesday, April 16, 2013 beginning at 2:00 p.m. in the Duke Ellington Ballroom. She added in January or February, the committee will work on Certificates of Recognition and the SPS Service Award nominations. President Latham asked all members to participate in the nomination process, as it is important for Council to recognize fellow SPS employees.

Communications
Xidis reported the Fall SPS newsletter was sent to all SPS employees. She noted there were some technical issues, but they will be corrected by the time the Spring edition is ready. She asked for feedback on the document from Council and learned some SPS did not receive the newsletter. Xidis shared D. Smith already has topics for the Spring newsletter. One thing the
committee would like to do is profile Council Representative and Alternates for each issue and she asked for volunteers for the upcoming edition.

Xidis asked Haliczer if a question could be added to the upcoming newsletter which asks if employees read the newsletter and if they find it useful. Haliczer said she would include the question.

**Constitution & Elections**

Love-Moore reported for Stang, who was unable to attend the meeting, and announced there were vacancies which need to be filled on Council.

In Division 6, there is a current Alternate vacancy for Kiera Miller. Christina Sutcliffe has agreed to serve as Alternate for Miller.

In Division 4, Mary Baker, Representative, is leaving Council. It is recommended to move Marti Jernberg to Representative to complete Baker’s term; move Karinne Bredberg to serve the remainder of Jernberg’s 1 ½ year term and then appoint Megan Gerken to serve as Alternate for the remainder of Bredberg’s term for the remainder of this year.

In Division 2, Scott Peska has left NIU and needs to be replaced. The committee recommends moving Anne Hardy to Representative to complete the 1 ½ years remaining on Peska’s term; move Sheila Milan to Alternate complete the 1 ½ years remaining on Hardy’s term and then appoint Chrissy Tluczek to serve as Alternate for the remainder of Milan’s term for the remainder of this year.

Love-Moore made a motion to approve all the proposed changes in Division 6, Division 4 and Division 2 for Council. The motion was seconded by Hayenga. **The motion was approved unanimously to approve the changes in Division 6, Division 4 and Division 2 respectively.**

**Events**

Hayenga thanked the committee and Biletzky for work on the November 13th Technology Brown Bag. She reported 33 employees registered and about 26 employees attended the session. She said there have been requests about hosting another session in the Spring. She shared there was discussion about possibly needing to change the day or time of the holiday Open House, but is waiting on information before a final decision is made.

**Finance**

Funkhouser reported the committee received a request to order donor ‘Thank You’ cards for the scholarship committee which can be used throughout the year. She also noted the committee had approved a $100 request from the Survey committee for Survey Monkey. She asked Haliczer if the final cost is more than $100 to let her know as the committee would need to vote upon a higher amount. She added to accommodate for more Council members and SPS employees attending meetings, she was asked to increase tables, chairs and refreshments for the meetings which will change the budget slightly.

**Legislative Issues**

President Latham announced that Bottiglieri replaced Peska as Chair of the Legislative committee. Bottiglieri asked to receive a list of those who are currently serving on the committee so he can schedule a meeting. He will provide a report during the next meeting.

**Technology Resources**

Ostenburg reported HR is reviewing the request from Council for a current SPS employee list, but and hopes to receive a final decision soon. He added many new SPS may not have received the SPS newsletter mailing because Council doesn’t have an updated contact list.
Ostenburg also reminded Council to make sure when blocking junk mail, to make sure not to accidentally block mail from NIU. Some employees do this inadvertently and that blockage affects the announcements received from NIU and could have an effect on Spring elections.

**Workplace Issues**
Lamb reported the committee reviewed the last copy of the SPS survey for content. She reminded Council to make sure the job description on file in HR is accurate and up-to-date. HR does know Council is asking employees to request this information.

**Vice President**
D. Smith asked Council to review the reports she submitted prior to the meeting. She directed Council to the Computing Facilities Advisory Report and reminded Council that printing limits have been implemented in labs and faculty are asked not to require unnecessary printing for students.

**SPS Dependent Scholarship (Ad Hoc)**
Hardy reported the committee is still waiting on the creation of the actual SPS Dependent Scholarship account, but the committee can accept donations. Once the account is created, the committee will begin publicity, with hopes of having information ready in time for the SPS Open House event. She reminded Council the goal is to collect at least $1,000 by August 1, 2013.

**OLD BUSINESS**

A. **Personnel Policies and Procedures for SPS**

President Latham and Haliczer noted there is a lot of information in the document and many proposed changes. Those reviewing want to ensure the proposed final document is accurate and references are correct. He asked for a motion to table the discussion and vote until December when the document should be ready. The motion was made by Haliczer and was seconded by Petty-Johnson. **The motion to table the discussion and vote of the Personnel Policies and Procedures for SPS document until December was passed unanimously.**

**NEW BUSINESS**

A. **Morale Issues on Campus**

President Latham asked if Council had read the recent letter from President Peters which addressed some campus concerns which may be affecting employee morale. He noted leaders across campus had been invited to speak with President Peters to address their concerns – the letter being the end result. President Latham noted the letter was to help bring the campus together, to encourage supporting each other and the university mission as a whole.

He opened the floor to other morale issues. Haliczer was asked to share with all Council why employees are placed on paid administrative leave while being investigated, in hopes Council can share with others both on and off-campus that have questions. She reminded Council all employees have right to due process and to be presumed innocent until proven otherwise. Employees are placed on leave so investigations can occur without employees being able to alter or remove evidence. By Civil Service law, employees must be placed on paid leave, so that if found not guilty they are able to return to work without any interruption. She reminded Council all employee reviews are confidential and not shared with others. She added SPS have a similar process and noted NIU will always work in the best interest of the employee. She asked Council members to continue to be ethical and compassionate with fellow employees.
B. Tiered Parking
President Latham reminded Council he’d sent a copy of the Tiered Parking proposal from Operating Staff Council (OSC) and the Administrative Professionals Advisory Committee (APAC) before the meeting to seek comments. Comments and questions addressed were:

- Do the proposed figures take into account that not all employees have parking permits on campus?
- How were increment levels decided as the different levels are not equal increases?
- Were reserved and Handicap permit spaces included in figures?
- Are employees not on campus (Naperville, Hoffman Estates, etc…) included in these totals?
- More permits are sold than are actual parking spaces. If employees have to pay more to park and still not be able to find a space, what will be the ramifications? ($200 is not reasonable for a “hunting” permit.)
- After hearing that another state university has students pay more for parking permits than employees, Council asked for research with other parking plans across the state regarding employee vs. student rates.
- What will happen with the extra income the proposal predicts will go to Parking Services?

President Latham told Council he will share SPS comments with the OSC and APAC groups.

University Committee Reports
President Latham reminded Council he submitted his reports prior to the meeting and asked Council to review the information and send him any questions.

Adjournment
President Latham asked for a motion to adjourn the meeting. Ostenburg made a motion to adjourn the meeting, which was seconded by Lamb. The motion was passed unanimously and the meeting was adjourned at 11:17 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary