Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, October 8, 2015  
HSC Clara Sperling Skyroom  
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Paul Baker, Eric Biletzky, Steve Builta, Melissa Burlingame, Catherine Doederlein, Lesley Gilbert, Deborah Haliczer, Sabrina Hammond, Anne Hardy, Emily Hochstatter, Nicole Holland, Betsy Hull, Gail Jacky, Christine Kipp, Dave Lochbaum, Sandy Lopez, Kiera Miller, Janet Love-Moore, Linda Manning, Margaret Myles, Randi Napientek, Jonathon Ostenburg, Matthew Parks, Nick Piazza, Mark Pietrowski, Jennifer Salmon, Donna Schoenfeld, Gail Schumacher, Michael Stang, Christina Sutcliffe, Brian Walk, Shannon Wapole, Linda Watson, and Rachel Xidis

Excused: Debra Boughton, Patricia Martinez, and Kathy Smith

Absent: None

Guests: Sarah Klaper, Greg Long, and Holly Nicholson

Call to Order
The meeting was called to order at 10:06 a.m. by Supportive Professional Staff Council President Deborah Haliczer.

Haliczer made two additions to the agenda, under ‘Announcements’ she added, “G. PCSW Conference – October 16th”. Under ‘New Business’ Haliczer added “E. Request from University Benefits Committee”. She asked for further additions to the agenda. Hearing none, she asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Love-Moore and was seconded by Doederlein. The motion to approve the amended agenda was passed.

Haliczer asked for corrections to the September 10, 2015 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve the minutes was made by Lopez and was seconded by Jacky. The motion to approve the minutes of the September 10, 2015 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speakers – None
Haliczer announced there was no guest speaker for the meeting since there was much business for Council to discuss.

Announcements
A. NIU Flu Shots –October 20th
Haliczer reminded Council the final flu shot day on campus for employees is Tuesday, October 20th from 10 a.m. to 2 p.m. in the Duke Ellington Ballroom of the Holmes Student Center. Those employees who still want the flu shot, but are unable to attend the final clinic, can go to the DeKalb County Health Department from 9 a.m. to Noon or 1 p.m. to 4 p.m., Monday through Friday. Employees going to the Health Department will need to bring their university ID card and insurance card.
B. Ethics Training – October 15th – November 13th  
Haliczer reminded Council the Annual Ethics training will begin on Thursday, October 15th and run until November 13th at 5 p.m. Employees will receive information about this year’s training on October 15th. Those who have questions or need assistance are asked to contact the Ethics Training Office at 753-6039.

C. Honorary Doctorates  
Haliczer announced nominations for honorary doctoral degrees from NIU are now being accepted. She shared the information which was posted in NIU Today with Council and reminded everyone the deadline for nominations is Monday, November 2nd.

D. Housing and Dining – Faculty and Staff Meal Plan  
Haliczer reminded Council members there was also information in NIU Today regarding the Housing and Dining meal plan which is available to faculty and staff members at campus residential dining centers. Plans start at $165 for 30 meals and she asked those needing more information to call 753-1525 or email housingdining@niu.edu.

E. “Applaud a Colleague”  
Haliczer shared information was recently on the NIU webpage urging employees to recognize a colleague. Nicholson shared the “Applaud a Colleague” program will be officially launched by the President soon. The program will allow individuals to recognize colleagues who go above and beyond and will be a part of NIU Today. Haliczer congratulated Walk and Piazza for being amongst the first employees to be “applauded”.

F. Customer Service Kick-off Event – October 13th  
Haliczer reported the Customer Service Planning Committee will officially launch the customer service program – “Positively NIU: Making Every Interaction Count” to the campus on Tuesday, October 13th in the Duke Ellington Ballroom at 9 a.m. She explained reasons the program was created and some of the material which will be covered during the training. She said her office will be scheduling the “Train-the-Trainer” sessions soon after the Kick-off event. She reminded Council the customer service training is not mandatory, but is something everyone should consider for a gentle reminder about how we offer customer service.

G. PSCW Conference – “Creating a Safer Campus: Supporting Survivors and Removing Barriers – Part I”  
Haliczer announced the Presidential Commission on the Status of Women (PSCW) is planning a conference for Friday, October 16th – “Creating a Safer Campus: Supporting Survivors and Removing Barriers – Part I”. Schoenfeld, one of the speakers, added the session runs from 2 p.m. – 4 p.m. in the Chandelier room of Adams Hall. Those interested in attending were reminded the R.S.V.P. deadline is Monday, October 12th by contacting pscw@niu.edu.

H. Celebrations  
Haliczer presented Salmon with a card from Council to celebrate her recent marriage. Council also recognized Stang who recently received his Doctorate’s Degree and was appointed to Acting Assistant Vice President for Student Affairs.

Committees of the Council

Awards  
Hochstatter announced Thursday, April 14, 2016, is the date selected for next year’s Awards Ceremony to be held in the Duke Ellington Ballroom of the Holmes student Center. Approval for
the ‘SPS Presidential Award for Excellence’ has been given, so the nomination information will be available to Council shortly and the campus wide announcement will be made in NIU Today and via email to campus administrators. Council members were asked to consider nominating fellow SPS employees during this nominating season.

**Communications**
Xidis reported the committee has been working on compiling information for the SPS Fall newsletter, which should be ready by the end of this month or early November. She added the Council group photo will be added to the Council webpage soon. She shared the committee continues to make Council webpage updates and sending out email announcements for the Events committee.

**Constitution & Elections**
Jacky shared the committee is still waiting for SPS data so they can continue researching reapportioning SPS employees. She shared the committee will be meeting next week to discuss this and other plans.

She announced there was one bit of business, filling the SPS vacancy on the Parking Appeals Committee. She said Katie Little has agreed to complete the two-year appointment. She asked for a motion to approve the appointment of Little to the Parking Appeals Committee. Hardy made a motion to approve Little to fill the SPS vacancy on the Parking Appeals Committee. The motion was seconded by Love-Moore. **Council voted and Katie Little was approved to serve the two-year appointment on the Parking Appeals Committee.**

**Events**
Burlingame began by providing an update on the recent committee events. She said many employees enjoyed a relaxing afternoon canoeing or kayaking on the East Lagoon on September 24th after work. She shared the ‘Ice Cream Social with STEM Outreach’ was well attended with many students taking part in the fun. The ‘Downtown DeKalb Mural and “Establishment” Walk’ received a small, but festive crowd. She reminded Council the next event is with the Technology Resources Committee, the “Lunch and Learn Tech Event: Sync or Swim?” on Thursday, October 15th in the Holmes Student Center. She said the next event is scheduled for November.

**Finance**
Hull reported the committee approved $25 for the Events Committee to purchase toppings for the “Ice Cream Social with STEM Outreach” and in the end only $24.70 was spent. She said the committee also approved $200 for AV for the Leadership workshops and Council refreshments have been cut down to $30 for each monthly Council meeting. She will discuss with the Awards committee projected costs for this year’s Awards Ceremony.

**Legislative Issues**
Kipp said the committee will continue to work closely with Michael Mann to be more proactive in reaching legislators and find ways to help employees do the same. She again encouraged membership in the NIU Annuitants Association.

**SPS Dependent Scholarship**
Hardy announced there is $3,993 in the SPS Dependent Scholarship Fund. She shared she met with the Foundation office and the committee is moving ahead with plans for a November campaign launch, which will highlight the three student scholarship recipients and inform employees know how they can donate.
Technology Resources
Biletzky shared they will be sending out information soon for employees to register for the October 15th “Lunch & Learn session”. Hammond shared that in an effort to provide a single point of contact for help with campus IT problems, all requests for assistance will go through 753-8100 – which can assist with concerns 24 hours a day, 7 days a week. They believe this move will help to improve their customer service presence.

Workplace Issues
Builta announced the committee continues work on preparing a survey for SPS employees. Past surveys were reviewed to determine if questions need to be added or deleted. The committee will share a draft of a proposed survey with Council before moving forward. He added as they hear issues from departments who are need assistance due to funding and staff cuts, they will share them with Long, who was instrumental in helping Jacky and the University Writing Center.

Committees of the University

Vice President
A. Committee Summary Report
Builta reported he has a large report from campus committee contacts this month in Vibe. He shared members might want to particularly review reports from the Athletics Board, Computing Facilities Advisory Committee, and Campus Parking as they had a lot of information to share.

OLD BUSINESS
A. Program Prioritization Update
Stang shared workshops for assistance in writing Program Prioritization narratives is ongoing for program authors. He added next week a panel of professionals who have all gone through Program Prioritization will be on campus to provide their insights to the process. He shared the institutional data is available to authors for their reports and added a data dictionary was added to the webpage yesterday to assist authors. There were concerns addressed that some of the institutional data might not be correct and questions were raised as to what steps authors/departments need to do to correct any inaccuracies.

B. SPS Leadership Initiative – Planning Committee Report
Hardy reported the first of the SPS Leadership Workshops was held on September 22nd and 92 employees (faculty, SPS, Operating Staff, Graduate Assistants, and even a community member) attended. She shared this was a great response. Attendees have received a follow-up survey and their certificates of completion. She announced the next session is Tuesday, October 20th and will be held in the HSC Regency Room. She said the committee is already thinking about plans for the spring sessions.

C. State Budget: Options for Response and Action
Council had an extended discussion about the stalemate over the state budget and the affects that it has and will continue to have upon our campus students, faculty, and staff. Of serious concern is the number of students who receive MAP Grants and what will happen to them if there is not a budget resolution soon. Members were reminded the Student Association is hosting a rally on Thursday, October 29th in the Martin Luther King, Jr. Commons to express their concerns. Members were reminded this is not the opportunity to attack the Governor or legislators, but rather to focus how the budget impasse is affecting students and staff. As the other Councils have done, at Council request, Haliczer is going to draft a letter to the Governor and legislators to voice Council concerns. She discussed other options for employees, including sending their own
letters, but she reminded everyone of the ethics policies regarding sending individual letters. She will prepare a draft for Council and place it on Vibe. Discussion ended with members discussing how all of us and our constituent groups, including alumni, need to be sharing our concerns with Springfield.

D. Request from Campus Security and Environmental Quality Committee
Burlingame announced the committee is seeking input from employees to determine if there are issues regarding campus security, safety, or environmental quality. They know there are concerns, but they don’t believe think employees know they can share their concerns with this committee. Those with concerns were asked to share them with Burlingame.

NEW BUSINESS
A. SPSC Annual Report (Approval)
Haliczer announced the final revised copy of the SPSC Annual Report has been posted in Vibe for review by members. She thanked all committee Chairs for their reports and those who have reviewed it for sending their comments and suggestions. She asked for a motion to approve the SPSC Annual Report for 2014-2015. The motion to approve the SPSC Annual Report was made by Love-Moore and was seconded by Lopez. **The motion to approve the SPSC Annual Report for 2014-2015 was approved.** Haliczer said she will send a final copy to the Communications Committee so it can be posted on the Council webpage.

B. Proposed Speakers for 2015 – 2016
Haliczer shared Mike Mann had been on the list as a potential guest speaker to Council this year to discuss matters in Springfield, but is not at this time going to individuals Councils or to public forums to discuss concerns downstate. She said the next person on the list as a speaker is Dr. Vernese Edghill-Walden, NIU Chief Diversity Officer, so she will contact her and see if she is available to speak at the November meeting.

C. Discussion: Council Priorities for 2015 – 2016
Haliczer thanked everyone for their participation last month in the discussion to generate Council priorities for the year. She asked Gilbert to post the list on Vibe and asked those with additional suggestions to send them to any of the Executive members.

D. Request from University Benefits Committee
Terry Borg, Chair of the University Benefits Committee, has contacted all of the Councils seeking input about staff morale which they will be discussing during their next meeting. Those with comments were asked to share them with Haliczer, who will pass them along to Borg.

Operating Staff Council (OSC)
Nicholson was asked to provide an update about the union which will now be representing about 600 NIU Civil Service employees. She provided a timeline for when the union should be certified and what the next steps will be for employees included in the union contract on campus.

Faculty Senate/University Council
Long asked everyone to again consider coming out to support NIU students during the rally on October 29th. He said those departments which are facing concerns with regards to staffing or budget concerns in providing services to students were asked to contact him or Haliczer. He can’t make guarantees he can get funding or assistance, but he can help be a voice to share those concerns with administration.
University Committee Reports
Haliczer will post her committee reports in Vibe for review by Council.

Final Announcements
Schoenfeld asked those members who work with freshmen and incoming transfer students to make sure they have all completed the mandatory sexual assault and alcohol education programs. All freshmen and incoming transfer students are required to complete ‘AlcoholEdu: For College’ and ‘Haven: Understanding Sexual Assault’ by October 23rd. She reported about 74% of students completed the training and those who have not completed the training by the deadline will have a hold placed on their NIU accounts, which will prevent them from registering for Spring classes. Once the students who still need to complete this training do so, it will take about 24 to 48 hours to have the hold lifted from their account.

Adjournment
Haliczer asked for a motion to adjourn the Council meeting. The motion to adjourn was made by Piazza and was seconded by Anderson. The meeting was adjourned at 11:53 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary