Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, September 12, 2013  
HSC Clara Sperling Skyroom  
10:00 a.m.


Excused: Pat Anderson, Dan House, Dena Funkhouser, Anne Petty-Johnson, and Christina Sutcliffe

Absent: None

Guests: Sarah Klaper, Andy Small, and Toni Tollerud

Call to Order
The meeting was called to order at 10:00 a.m. by Supportive Professional Staff Council President Deborah Haliczer.

President Haliczer made several additions to the agenda under ‘Announcements’ adding, “G. Responding to Troubled Students/Staff”, “H. CHANCE 45th Anniversary Events”, “I. Guiding Expectations”, “J. VIP Arrival of Thai Princess” and “K. LGBT and Women’s Center Merge”. 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 K. Smith and was seconded by Lamb. The motion to approve the amended agenda was passed unanimously.

President Haliczer asked if there were corrections to the August 15, 2013 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 Gerken. The motion to approve the August 15, 2013 minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speaker
President Haliczer introduced Gautcher, Director of the Office of Student Academic Success, as the day’s guest speaker. Gautcher thanked Council for the opportunity to come and discuss some of the projects and goals of the office. She shared the history of the office, talked about the staff and discussed the main goal of the office:

- To help NIU students even before the first day they arrive on campus, providing them the skills they need to progress and help them stay on the path to graduation.

She shared the office works to achieve this goal by utilizing many different tools:

- **Map-Works** – a first year success program for new freshmen and transfer students that helps students understand their personal strengths and challenges and assists
them in developing positive habits. Gautcher noted there is a 10% higher rate of retention in students who utilize Map-Works versus students who do not.

- **Financial Cents** – a financial literacy program that helps students understand the importance of their financial decisions through workshops, presentations and online resources.

- **Four Year Degree Paths** – degree paths show students the proper timing and pacing of major and general education requirements and assists students in taking ownership of their education.

- **Enrollment Calls** – Student Success Specialists call students who are eligible to enroll but have not yet enrolled in classes. These specialists assist students in reducing non-enrollment due to minor holds, conflicts and red tape.

- **Early Alert and Referral System (E.A.R.S.)** – is a collaborative effort between faculty and the Office of Student Academic Success (OSAS) to identify students who are experiencing academic challenges. Faculty refer students to the OSAS, and a Student Success Specialist intervenes to provide resources, guidance and support to the student.

- **Absence Tracking** – this tracking catches attendance problems not only early on, but throughout the course of the semester.

- **Transcript Requests** – the OSAS monitors students who request transcripts to be sent to other institutions. Student Success Specialists reach out to the student to determine if the student is in need of exploratory or transitional support.

- **REACH** – trained upper-division students call first-time NIU students who have characteristics that would potentially put them at risk for leaving the university before their second year. Callers provide resources, information, and advice to aid in the student’s adjustment and transition to the university.

- **Workshops** – The OSAS also hosts many workshops aimed at student success. Workshops include: “Edible Education” (workshops typically held around the lunch hour), “MidSemester Check” (which will occur in early October) and “Destination Graduation” (which is typically focused on Junior and Senior students and helps them start thinking about life after graduation – with topics such as how to maintain relations with NIU, how to negotiate for a job salary, etc.)

Gautcher and Napientek, Assistant Director of OSAS, shared handouts with Council. Those who have questions or students who they feel need the assistance of OSAS, were asked to refer them to the office. Haliczer thanked Gautcher for the presentation and thanked all who work to assist NIU students.

**Announcements**

A. **NIU Police Chief Appointment**

President Haliczer announced Tom Phillips has been hired as NIU’s new Police Chief and begins on Monday, September 16th. Once he gets settled on campus, she will contact him to see if he will be able to come to Council as a Guest Speaker.

B. **Concealed Carry (Firearms Act)**

President Haliczer shared the NIU Today article regarding the Concealed Carry policy for NIU. She reported the university is still working on how to best inform the campus community of NIU’s policy prohibiting guns on campus and clarify exceptions to the policy (i.e. NIU police). Signage will be posted on all buildings announcing the ban. Council were reminded, if anyone sees someone with a gun on campus to contact NIU Police immediately.

C. **State of the University/ President Baker’s Inauguration**

President Haliczer informed Council that in place of the annual “State of the University” address, the campus is invited to President Baker’s Inauguration on Wednesday,
November 13th, where he will also discuss his plans for the coming year. She shared there will be many events on campus leading up to the inauguration, which should be shared with the campus soon.

D. SIRS Campus Visit
President Haliczer passed around a handout and announced anyone within four years of retirement is invited to schedule an appointment on campus with SIRS on either Tuesday, October 29th or Wednesday, October 30th. She said those interested should act fast, as the appointments fill quickly. She noted Retirement Seminars are also being offered at the Naperville SIRS office on Thursday, October 3rd and Thursday, November 21st.

E. Flu Shots
President Haliczer announced the dates for flu shots this fall for employees. The first session will be hosted Tuesday, September 17th from 10 a.m. to 2 p.m. and the second will be Wednesday, October 23rd from 11 a.m. to 1 p.m., both sessions will be held in the Holmes Student Center Regency Room. A handout was shared with more details for Council.

F. Higher Learning Commission Feedback
President Haliczer announced everyone on campus should have seen the announcement asking for feedback on the Higher Learning Commissions report. She asked Council to review the information and invited everyone to provide feedback to the committee.

G. Responding to Troubled Students or Staff
President Haliczer advised everyone should have also received a letter from Provost Alden, Dr. Cunningham and Dr. Weldy addressing dealing with troubled students or staff on campus. Individuals with immediate concerns were asked to contact the NIU PD by calling 911. In non-emergency situations with a student, contact the Office of the Vice President for Student Affairs & Enrollment Management or the Counseling & Student Development Center. For concerns regarding faculty or staff, contact President Haliczer’s office of Employee Wellness.

H. CHANCE 45th Anniversary Events
President Haliczer reminded Council the CHANCE Program will be celebrating their 45th Anniversary with special events planned on campus. The “CHANCE Awards & Recognition Reception” is scheduled for Friday, October 4th starting at 1 p.m. in the Holmes Student Center Regency Room. The following evening on Saturday, October 5th will be the “Anniversary Gala” from 7 p.m. to midnight at the Barsema Alumni and Visitor’s Center (BAVC).

I. Guiding Expectations
President Haliczer shared she has posted on Vibe a copy of the “Guiding Expectations expressed by Presidential Task Forces” for review. The document contains expectations as presented by the six Task Forces which were appointed by President Baker. Council was asked to review this document if they have not already done so.

J. VIP Arrival of Thai Princess
Lamb invited Council to a ceremony on Wednesday, September 18th as Her Royal Highness Princess Maha Chakri Sirindhorn of Thailand will be awarded an honorary Doctor of Letters degree by NIU. The ceremony will begin promptly at 9:30 a.m. and will be held in the Altgeld Hall Auditorium. The ceremony is open to the campus community and public, but she asked those interested in attending let her know so the planning committee can have an approximate count of how many to expect.
K. LGBT and Women’s Center Merge
President Haliczer announced the Women’s Center and LGBT Resource Center have merged and Molly Holmes will be the Director of the combined Center.

Committees of the Council

Awards
Gautcher reported the committee is working on final preparations for the SPS Presidential Excellence Award nomination documents for October, when the nominations will be open. She shared nominations will be due December 2nd and asked all Council members to consider nominating a fellow SPS employee for this prestigious award.

Communications
Xidis announced she has posted upcoming SPS events on the web. She said the committee is also working on the Fall edition of the SPS newsletter and they hope to have it to employees in early October. She thanked everyone for their participation with the SPS group photo.

Constitution & Elections
Stang shared there were three SPS employees who were interested in filling the Faculty Development and Instructional Design Advisory Committee, Council voted by ballot and Craig Williams was elected to fill the vacancy.

Events
Burlingame reported the Events committee has been working on numerous events for the Fall semester. On September 25th will be the Brown Bag presentation by Toni Tollerud (Faculty & SPS Advisor) and Sarah Klaper (Ombudsperson). On September 26th will be the tours of Gilbert Hall at 11 a.m. and 11:30 a.m., groups will be limited to 20 employees each. October 26th will be the SPS Fall Football Tailgate. For $15 employees will be able to enjoy food and tailgating with fellow university members. For $30 employees get to tailgate, eat and receive a ticket to the football game. Council needs to have 50 employees attend to break even, so Council members were asked to share the event with others across campus, as the event is open to all university employees. There are also plans for a Technology Brown Bag on November 6th discussing “The Cloud”. The committee is also looking into plans for additional tours and events and as they are finalized they will be shared with Council and posted on the web. 

She announced the committee would like to change the name of the “Brown Bag” presentations. Council offered some suggestions for new names: “Lunch & Learn”, “Meet & Eat” and “Carpe Luncheon”. Council decided to send suggestions to Biletzky and he will make a Vibe survey for Council members to vote upon a new name.

Finance
There was no report from Finance Committee.

Legislative Issues
There was no report from the Legislative Issues Committee.

SPS Dependent Scholarship
Hardy announced the committee is still looking at ways to help promote the scholarship on campus. She said the committee has discussed working on possible fundraising events with businesses in DeKalb and Sycamore. Council talked and decided to consider all groups and how their funds are spent before going into a fundraising partnership with them. The committee will research and report back.
She reported as of July there was $2,068 in the scholarship fund, but she knows there have been donations since the last report. She reminded Council the committee is still a long way from reaching the goal of endowment. She asked all Council to remind employees, the Scholarship Committee is still accepting donations for the scholarship fund and to remind them payroll deduction is available.

**Technology Resources**
Biletzky reminded Council that next month meeting information will not be emailed, but available in Vibe. Council members were asked to make sure if they have any questions regarding Vibe to contact him soon. He asked members to also let him know if they do not receive Council email, so the committee can make sure the email list is current. He added he has set up the website for the Tailgating reservations.

**Workplace Issues**
K. Smith reported the committee will meet on September 26th at 3 p.m. at the Barsema Alumni and Visitor’s Center and everyone is welcome to attend. She reminded Council if employees have concerns to have them contact K. Smith or Lamb.

**Committees of the University**

**Vice President**
Hardy announced her report is in Vibe and she asked everyone to review it. If they have any questions, she asked Council to contact her.

**OLD BUSINESS**

**A. Guest Speakers for 2013 - 2014**
President Haliczer announced she has more Guest speakers tentatively finalized for the Fall. She reported Dr. Eric Weldy, Vice President of Student Affairs and Enrollment Management, will be speaking in October. He has requested questions in advance and President Haliczer will collect questions from Council and send them to him. She has tentatively scheduled Dr. Steven Cunningham and Celeste Latham, from HR, to speak to Council in November about the Civil Service Audit and to provide a brief update on pensions. New Athletic Director, Sean Frazier, is scheduled for December. She is working on plans to invite new University Police Chief, Tom Phillips, to Council early in the Spring.

**B. HR Supervisor Training Plans**
President Haliczer shared Human Resource Services is still working on plans for Supervisor training, which will begin in the Spring semester.

**C. Confirm Legislative and Scholarship Chairs**
President Haliczer reminded Council that during the August meeting, Legislative Issues and the Scholarship Committee did not have Chairs, so they were not approved during the meeting with the other committees. She asked for a motion to approve Bottigliero as the Chair of the Legislative Issues committee. Meyer made the motion to approve Bottigliero as Chair and the motion was seconded by D. Smith. The motion to approve Bottigliero as the Legislative Issues Chair was passed unanimously. President Haliczer next asked for a motion to approve Hardy as the Chair of the Scholarship Committee. Meyer made the motion to approve Hardy as the Chair of the Scholarship Committee and the motion was seconded by Lamb. The motion to approve Hardy as the Scholarship Committee Chair was passed unanimously. President Haliczer thanked all the Chairs for their time and commitment to Council.
NEW BUSINESS

A. December 23rd
President Haliczer reported that Monday, December 23, 2013 is not a NIU Closure Day and there are discussions of how to handle the day with employees. A discussion began asking if the campus should remain open or if employees would be willing to have the university closed, but have to use a mandatory vacation day. President Haliczer opened the floor to comments and discussions. After much discussion Council decided if December 23rd is to be taken as a mandatory vacation day, the university needs to let all employees know as soon as possible, so those who will need to save time or accumulate the hours will have ample time to do so.

University Committee Reports
President Haliczer reported all of her reports have been placed in Vibe and asked Council to review the documents. If there are any questions or concerns, she asked members to contact her.

Council Representatives were reminded if they are not going to be able to attend the meeting, to make sure they contact their Alternate, Haliczer and Gilbert.

Adjournment
With no further business, President Haliczer asked for a motion to adjourn the meeting. Jernberg made a motion to adjourn the meeting, which was seconded by Builta. The motion to adjourn was passed unanimously and the meeting was adjourned at 11:36 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary