Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, July 12, 2007
Holmes Student Center - Skyroom, 10:00 A.M.

Present
Susan Armbrust, Steve Builta, Bobbie Cesarek, Kay Chapman, Abby Chemers, Megan Chiavini, Frankie Benson, Dana Gautcher, Deborah Haliczer, Sabrina Hammond, Andrew Haring, Todd Latham, Elizabeth Leake, Steve Lux, Joseph Matty, Mark McGowan, Al Mueller, Grant Olson, Jon Ostenburg, Lyndon Perkins, Michelle Pickett, Donna Prain, Donna Smith, Michael Stang, Rachel Turner, Connie Uhlken

Absent
Dan House, Lynn Richards

Guest
Tim Griffin, Keith Jackson

I. Call to Order. Cesarek, Council President, called the meeting to order at 10:05 AM.

Guest speakers, Al Mueller and Keith Jackson, were introduced. Mueller and Jackson spoke to the Council regarding Procurement Cards. The cards are offered through Bank of America. A pilot program began in fall, 2006, with about 25 cards, and includes insuring that audits, procedures, and policy controls are in place. When fully implemented, there will be about $300,000 in purchasing through 1,000 transactions. There are 10,000 transactions done each year and about 60-80% of those transactions will be done with the Procurement Cards. The real benefit to the cards is the impact on paper flow and the more that the cards are used the more effective departments will be.

a. The agenda was approved.
b. Minutes of the June meeting were approved with several changes.

Attendance was taken and a quorum was confirmed.

II. Announcements

a. Information Technology Services Move. Hammond reported that ITS will move to the Sycamore Road facility (the former Monsanto building). There will continue to be a walk-up location on campus in the Telecommunications Building, Room 114.
b. August Convocation – SPS Participation. SPS members are encouraged to participate in the August 24 Convocation and other activities that take place the first couple of weeks of the fall semester. Discussion followed regarding establishing an organized effort for the week when students are moving out. Often students and/or parents are receiving parking violations during move-out. Some solutions were offered and an ad-hoc committee was established to investigate ways of making move-out easier for students and their families. Committee members are: Chemer, Gautcher, Griffin, Hammond, Prain, Smith (Donna), and Stang.
c. Haliczer reported on the new personnel on campus: Byron Anderson, Libraries acting dean; Lindsay Choinard, softball coach; Jill Dunlap, Women’s Resource Center; Charles Howell, Leadership, Educational Psychology and Foundations chair; John Jones, Student Affairs associate vice president; Paul Kelter, Teaching and Learning chair; Christopher McCord, Liberal Arts and Sciences
She also noted the strong participation of SPS in the various searches.

III. Committees of the Council

a. Awards: Haliczer reported that her committee will begin looking at SPS grants in October. SPS members are encouraged to think about conferences or workshops they can attend and to apply for the grant.

b. Communications: Lux reported that the committee continues to work on the website.

c. Constitution and Elections: Gilbert reported that the committee will take a look at the constitution to evaluate how to handle the transfer of an SPSC member who moves from one division to another.

d. Finance: Chemers reported that the committee did not meet but the budget has been submitted.

e. Legislative: No report.

f. Technology Resources: Ostenburg reported that new SPSC members will be receiving e-mail invites to accept various Groupwise groups.

g. Workplace Issues: Haliczer reported that the committee is working on several issues:
   i. Feedback regarding the university’s bereavement policy.
   ii. Policy on job descriptions.
   iii. Policy on religious observances.
   iv. Statement regarding university service.

h. Vice President: No report.

IV. Old Business

a. SPS Survey: Cesarek reported that the Public Opinion Lab continues to work on compiling the results.

b. SPSC Secretary: Cesarek reported that she has talked to Steve Cunningham regarding a couple of scenarios that could provide a recording secretary for the Council. The secretary of the Council would still review minutes, upload approved minutes to the website, attend Executive Committee meetings, etc.

V. New Business

a. Council Elections: Elections for officers were held with the following results: vice-president, Todd Latham; secretary, Donna Smith; and treasurer, Abby Chemers.

b. SPS Ethics Statement: A copy of the current ethics statement, dated May 2, 2002, was presented to the Council. This will be posted to the SPSC website.

c. NIU’s Strategic Plan/SPS Involvement: Haliczer reported that the Task Force held their final meeting to draft a report as compiled from the four working groups. Task Force members are now waiting to review the final report before it is posted to the Task Force website. Haliczer added that she was pleased with the process. It was asked how the results will be implemented and Haliczer responded that there will be a special provost advisory committee. Cesarek will explore the possibility of SPS representation on the committee.

d. Labor certification process. It was reported that the process to certify foreign nationals to work is cost intensive. In the past the cost has been passed on to the employee, but new Department of Labor regulations are requiring employers to pay the cost for this process. The Council of Deans have already discussed
this issue. It was suggested that the SPSC invite Murali Krishnamurthi of Faculty Development and Deb Pierce of International programs to a future meeting to further discuss the issue.

VI. University Committee Reports

See e-reports online from Board of Trustees Legislative, Audit and External Affairs Committee.

VII. Adjournment

The meeting was adjourned at 11:50 a.m.

Minutes respectfully prepared by Donna Smith, SPSC Secretary.