Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, May 14, 2009  
Sky Room, 10:00 A.M.  

Present  
Pat Anderson, Nancy Apperson, Sam Baker, Monique Bernoudy, Terry Borg, Steve Builta,  
Bobbie Cesarek, Kay Chapman, Abby Chemers, Jen Clark, Neil Dickey, Dana Gautcher,  
Norden Gilbert, Deborah Haliczer, Julia Lamb, Grant Olson, Lyndon Perkins, Scott Peska,  
Donna Smith, Roselyn Snell, Michael Stang, Phil Young, Rachel Xidis  

Guests  
Jay Monteiro  

Absent  
Dan House, Steve Lux, Al Mueller  

I. Call to Order  
SPS Council President Bobbie Cesarek called the meeting to order at 10:05 a.m.  

A. A motion was made and seconded to approve the agenda. Motion passed unanimously.  

B. A motion was made and seconded to approve the minutes of the April 9, 2009,  
meeting as amended. Motion passed unanimously.  

Attendance was taken and a quorum was confirmed.  

II. Announcements  

A. New SPSC photo. Cesarek thanked Young and Xidis for the suggestion that a new  
SPSC photo be taken. This will be done at 10:00, right before the July 16, 2009,  
Council meeting, in the stairwell in the northeast corner of the HSC (off of the  
Regency Room).  

B. Archive materials. Smith announced that she is beginning to gather 2008-09 Council  
materials to send to Archives and asked for any suggestions on what to send in  
addition to the minutes.  

C. Benefits Choice Period. Haliczer reported on the ongoing Benefits Choice Period.  
She noted one new benefit for adult dependents. She also reported that if there are  
any changes to employee contributions for healthcare, the Benefits Choice Period  
will be reopened.  

III. Committees of the Council  

A. Awards  
Gautcher reported that the SPS awards ceremony went well and was fairly well  
attended despite the weather. Cesarek noted the Operating Staff Council (OSC) will  
be looking at a similar ceremony and that SPS will be asked to make nominations for  
certificates of appreciation for operating staff.
B. Communications
   No report.

C. Constitution and Elections
   Gilbert distributed ballots for committee vacancies and the second voting member to
   the University Council with the following results: Xidis to Affirmative Action and
   Diversity Resources, Lux to Campus Parking, Dickey to Campus Security and
   Environmental Quality, Jacky to Parking Appeals, and Latham to the University
   Council. He added that everyone who submitted their names for the hearing board
   and/or grievance committee will be included on that list. Gilbert also reported that
   the committee looked at a revision to the constitution that will allow the Council
   president to make appointments to the Council in the event of vacancies. It was
   determined that this provision is already in the constitution so no change is needed.
   Cesarek added that she will use that authority and appoint someone to fill the empty
   slot in Division 6: Athletics.

D. Events
   Chapman reported on the last lunch of the 2008-09 year. The lunch was at the
   Chandelier Room with Judy Burgess, operating staff representative to the SURS
   MAC, as the guest speaker. She also reported that the committee will meet after the
   Council meeting to discuss orientation for new members. Cesarek reminded Council
   members to complete the survey about this year’s events and return to Chapman.
   She added that the Council could consider combining with the OSC if the topic
   relates to both employment classes. Xidis noted that the survey is available on the
   Council’s web site.

E. Finance
   Chemers reported that there should be enough funds available to hold a retreat (see
   also discussion under New Business).

F. Legislative
   Peska reported that Council members should have received the e-mail from Steve
   Cunningham with a budget update, including the possible increase for the Quality
   Care health plan. Also still being considered is a two-tiered pension plan, with new
   employees contributing more for their pensions, and a capital budget. Cesarek
   noted that the shared governance presidents have been meeting regularly with Kathy
   Buettner to receive updates on the budget. Buettner suggested that employees can
   contact their legislators and state leaders, just not with university resources.
   Cesarek asked Council members to give her feedback on how increases in health
   care premiums would affect them. Responses included that many employees will
   have to switch health care plans and others reported the dissatisfaction with the
   managed care plan, which is the least expensive of the two plans. There are
   currently 1850 employees enrolled in the Quality Care plan and 1490 enrolled in one
   of the Managed Care plans. The Council also discussed the impact of a two-tiered
   plan and how this would have a negative impact on recruiting quality employees.
   Cesarek talked about the upcoming elections for the SURS Board of Directors and
   explained that Cunningham has submitted his nomination packet. Haliczer added
   that he has received endorsement from all the share governance bodies on campus
   as well as the NIU Annuitants Association (NIUAA). Cesarek noted that SURS
   members will have the opportunity to vote on a series of candidates. Haliczer
   suggested that an e-mail be sent out alerting employees to be on the look-out for the
   ballot.

G. Technology Resources
No report.

H. Workplace Issues
Clark reported that the committee has completed its policies and procedures.

I. Vice President
In Latham’s absence, Cesarek reported that the vice president’s report was e-mailed and she asked Council members to review.

IV. Old Business

A. Sabbaticals.
Haliczer reported that the ad-hoc committee has not met, but Jack King has volunteered to work on a sabbatical workshop. Olson was congratulated for receiving an SPS sabbatical for the next academic year.

B. Grievance Procedures
Haliczer reported that she hopes to have something prepared for the Council to review before the Faculty Senate and University Council start meeting again in the fall.

C. Update on Workplace Issues
1. Temporary SPS. Cesarek reported that about one-third of SPS are temporary appointments and about 81% of those employees are on nonappropriated funds (e.g., grants, foundation money, and/or local accounts). In FY2002, 26% SPS were temporary, 30% in FY 2005, and 33% in FY 2009. Vacation benefits were discussed. It was reported that a temporary SPS employee may borrow vacation if they would like to use vacation benefits but have not accrued enough time. However, this needs to be better communicated to temporary SPS. Haliczer added that if time is borrowed, it needs to be paid back, or a deduction may be taken from the salary. Cesarek will work with Haliczer/HRS on a memo targeting temporary SPS and their supervisors that will explain vacation policies.

2. Mandatory Supervisory Training. Haliczer reported that a final draft is complete and will go to the cabinet and upper-division administrators for beta testing. Then the training will be rolled out to supervisors. Cesarek reported that 25% of the training should focus on soft skills.

V. New Business

A. Retreat. Cesarek asked Council members if they would be interested in another retreat since there is still money left in the Council account. Lamb stated that as a new member, she found last year’s retreat very useful. Cesarek noted that she would appreciate having a retreat. A lot of progress was made on the issues that were identified last year as being important to work on. One suggestion for a topic to discuss is the difference in contracts for some areas (e.g., athletics, foundation, president’s office, etc.). When to hold the retreat was discussed. One suggestion was the first Friday of the summer hours, but there was some opposition to that date. So the Council decided to have the retreat in lieu of the June meeting (June 11, 2009). It was also decided to have new member orientation prior to the retreat, inviting the new members to then join current members for the retreat. Gilbert made a motion, seconded by Bernoudy, to officially cancel the June 11, 2009, SPSC meeting, to hold new member orientation from 9:00 – 10:00, then to hold an SPSC
retreat following new member orientation. **Motion passed unanimously.** Other topics for discussion were suggested such as temporary employees, SPS service and strategies for encouraging supervisory support, and FSRs. Cesarek suggested that additional suggestions be forwarded to the Events Committee.

VI. **University Committee Reports**
   A. The following reports from Cesarek were distributed prior to the meeting: Faculty Senate, 4/22/09, and University Council, 4/29/09. Items of note are that the new Faculty Senate president is Alan Rosenbaum and the new Faculty and SPS Personnel Advisor is David Wade. Cesarek noted that Rosenbaum is already engaged in the process and has met with the other shared governance presidents.

VII. **Adjournment**
   The meeting was adjourned at 11:35 a.m.

Minutes respectfully submitted by Donna Smith, SPSC secretary