Supportive Professional Staff Council
MINUTES
Thursday, August 13, 2009
Clara Sperling Sky Room, HSC
10:00 AM

Present

Absent
Dan House, Al Mueller

Guests
Tim Griffin, Jay Monteiro

Call to Order

Approval of agenda
Motion by Fransen, second by Czerniak to approve the agenda – Unanimous approval

Approval of meeting minutes – July 16, 2009
Motion by Bernoudy, second by Lamb to approve the July 09 minutes - Unanimous approval

Announcements
a. Archives- Cesarek reported that the archival of SPS documents is complete.

b. Insurance Claims- Haliczer reported that complaints have been received regarding the backlog of dental and medical claims and those providers are requiring prepayments. She reminded all that employees are required to pay the employee portion for service.

c. Orientation for New SPS Employees – Haliczer informed council to make sure that new SPS employees attend orientations so they know SPS related information and benefits. Schaid asked about renaming the orientation. Ostenburg stated that we only know the classification of approved staff where the department hires faculty and staff. Haliczer added that the time of benefit eligibility and effective date is crucial for employees to know. Czerniak noted that Human Resources determine when the employee account access is granted and technology training at orientation is very helpful to all employees. Cesarek reminded council that we discussed supporting of HR in writing offer letters but that it was not fully supported. A brochure on what you need to know about your SPS position with concise information is needed. Haliczer said that HR ceased to publish the FAC/SPS brochure. Schaid commented that it would need regular updates. Haliczer responded that a handout is given but it is not routine based on the hire date. Cesarek added that the council could distribute it.

d. Meeting of the Presidents -Council Presidents Rosenbaum, Cesarek, and Monteiro will meet to discuss a tiered parking cost schedule proposed by the Administrative Professionals
Advisory Committee (APAC) committee. The APAC, along with HR, reviewed the numbers and how that would affect a prorated parking fee structure for employees. Ostenburg asked on how this changed the structure and Monteiro stated the result would be $100 to $175. Additional discussion continued on parking operations, fees, and access to campus. The council further discussed the stalemate of the campus parking committee and its lack of progress. The council took the position to get involved in assisting SPS members on the committee in regard to access of information and addressing employee parking concerns. Cesarek reported the request for a recording secretary was not supported.

e. Academic Advising Center has moved to the building north of the parking garage.

f. Retirement Seminar Date: October 21 as an all day seminar
   SURS visit on October 21, 22 and 23 for benefit concerns

g. Haliczer will forward University Benefits Committee summary to Cesarek and then council for review.

**Committees of the Council**

Awards- Haliczer reported the Awards committee met and appointed Haliczer and Gillis as co-chairs. Dates for the Presidential Awards were announced as opening on October 19 and closing on December 1, 2009.

Communications- Fransen reported that the committee had not met. Cesarek requested they meet before the next council meeting in September.

Constitution & Elections- Gilbert reported that the committee had not met.

Events- Cesarek stated that the next event is the After Hours event scheduled for September 24 from 4:30 to 6:30 pm and encouraged all SPS with 0 to 3 years of NIU service to attend at the Thurgood Marshall Gallery at Swen Parson Hall. Upcoming fall/spring luncheons are being considered. President Cesarek will work on dates which will be sent out by postcards and e-mails.

Finance- Stang reported that Chemers is the chair as SPSC treasurer and that a 1.5% budget rescission was applied to the SPS Council budget in the amount of $38.00.

Legislative- Peska reported the he and Bottiglier were elected co-chairs and will have their first committee meeting in September.

Technology Resources- Ostenburg reported that the committee had not met but will begin looking at SPS classification for election purposes, working with HR. Ostenburg will set up a procedure to collect data for a September council meeting.

Workplace Issues- Clark reported that she will serve as co-chair with Bottiglier. Upcoming committee work will focus on compensation, temporary SPS, work load, title changes, and SPS as an appropriate name for the employment category.
Vice President- Latham will provide an updated committee list to President Cesarek before the September meeting.

**Old Business**

a. Grievance Procedure – Haliczer and Griffin led the council on the proposed changes and university documents/procedures. Committee issues include: dismissal for cause, appeal for dismissal of cause, and multiple areas of reference. Haliczer stated that the APPM and Faculty/Staff grievance procedures exist asking if SPS should create a new appeals process. Griffin indicated that the process varies by classification. Haliczer stated that this provides one document but will require approval from University Council and presidential cabinet. Czerniak suggested a reduction of documents and procedures. An exchange of dialogue continued on how the process was updated and where information was located in different documents. The council agreed that once completed, a flow chart or visual guide should be created and provided to assist SPS employees. It was requested by Dickey on the types of grievances that were filed. Haliczer indicated the following: notice of non-renewal, failure to promote, terms and conditions of employment, work place issues, inaction of complaints, favoritism in promotion, and salary/compensation. More discussion continued regarding the documented changes including the presumption of evidence. Cesarek called for the council to move in a direction and a motion was made by Czerniak, second by Ostenburg to incorporate APPM and SPS Policy and Procedures Manual into a single document on grievance procedures for SPS employees. Motion passed unanimously. Czerniak volunteered to work with the committee in preparation of presentation to the UC. A final document is to be provided at the October SPS Council meeting.

b. Sabbaticals – Haliczer reported that Steve Lux will be sending out a survey by electronic means to SPS on sabbatical use. King, Stang, Lux, and Haliczer will move forward on their proposals. Cesarek noted that these proposals would be attractive to all faculties but are designed to accommodate SPS. Czerniak reminded council that the sabbatical must be defensible before the BOT regarding the accomplishment. Further discussion continued on who is eligible and now SPS can apply for and complete sabbaticals.

**New Business**

None

**University Committee Reports**

None

**Adjournment**

Stang moved to adjourn, second by Haliczer.

Respectively summitted,
Todd Latham