Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, November 18, 2010  
Heritage Room, HSC, 10:00 A.M.  

Present  
Nancy Apperson, Frankie Benson, Karinne Bredberg, Joan Briscoe, Kay Chapman, Abby Chemers, Wally Czerniak, Cindy Ditzler, Samantha Fisher, Dana Gautcher, Deborah Haliczer, Liz Harris, Ryan Harris, Gail Hayenga, Julia Lamb, Todd Latham, Laura Lundelius, Jenifer Montag, Salvatore Morreale, Jonathon Ostenburg, Lyndon Perkins, Dawn Roznowski, Kathy Smith, Connie Uhlken, Rachel Xidis, Phil Young, Rita Yusko,  

Guests  
Steve Cunningham, Celeste Latham Jay Monteiro, John Peters  

Absent  
Pat Anderson, Bradley Badgley, Mike Stang  

I. Call to Order  
The meeting was called to order by Supportive Professional Staff Council President Todd Latham.  

Julia Lamb made a motion, seconded by Abby Chemers, to approve the agenda. **Motion passed unanimously.**  

Wally Czerniak made a motion, seconded by Rita Yusko, to approve the SPSC minutes of the October 14, 2010, meeting. **Motion passed unanimously.**  

Attendance was taken and a quorum was confirmed  

II. Guest Speakers  
Dr. Steve Cunningham, Vice President of Human Resource Services and Compliance and Celeste Latham, Assistant Vice President of Human Resource Operations presented to Council the State Officials and Employees Ethics Act Work Time Report Procedures. C. Latham provided council a demonstration of the system and how to use it. Apperson asked if this system could be used to obtain other data. C. Latham responded that at this time the system is used to comply with the time reporting mandate. Ostenburg questioned if the system could be used in the future to collect data similar to the council currently collects through surveys. C. Latham replied that the system has the potential, but again this is not the systems purpose. T. Latham asked if faculty would be required to use this system and file a work time report. S. Cunningham responded that the faculty currently use FSRs and FARs and that they would in the future once it was determined it these two reports could be included in a faculty reporting system.  

President Peters presented to Council Vision 2020. He prefaced his presentation with an overview of the financial status of the State of Illinois and Northern Illinois University. Peters
included how the plan came about, the scope and purpose of Vision 2020. This plan is not a strategic management exercise but an opportunity to identify benchmarks for NIU.

Vision 2020 has a 38-member steering committee that will be charged to meet three to four times using seven work groups to bring recommendations to the steering committee. The steering committee will validate the working groups, review university documents, review NIU data and rankings, receive updates from working groups and review their final reports, and create and adopt a final plan to be presented to the Board of Trustees. The following work groups were identified.

1. Student Recruitment, Retention and Success
2. Academic Programming
3. Faculty Work, Excellence and Rewards
4. Student Experience
5. Facilities and Environment
6. Sustainability
7. Regional Impact, Outreach, Engagement and Graduate Education

President Peters noted that the timeline to complete Vision 2020 is the formation of the Steering Committee (December 2010), working groups and final reports (March 2011), and development of strategies (May 2011). The plan presented to the BOT will “embrace key indicators to drive NIU for the next ten years.” Latham asked President Peters how SPS can help in the development and finalization of vision 2020. President Peters indicated that SPS will be identified to serve on working groups that will have direct input on value, improvement, and prioritization for Vision 2020 and NIU.

III. Announcements

A. Ethics Training compliance deadline of Thursday, November 18, at 7 pm, was announced.

IV. Committees of the Council

A. Awards
   Nominations for the SPS Presidential Award are due by 4:30 pm on December 1, 2010. The awards ceremony is scheduled for April 19, 2011, 2:00 - 4:30 pm.

B. Communications
   No report.

C. Constitution and Elections
   No report.

D. Events
   Hardy reported that 32 people attended the SPS Tailgate event. Chemers and Hayenga commented on the electronic "cash" handling system that was used to RSVP. It was recommended that we list the catering in the announcement for next year’s event. The committee asked Council for recommendations of a guest speaker for the spring luncheon.

E. Finance
   No report.
F. Legislative
   No report.

G. Technology Resources
   No report.

H. Workplace Issues
   F. Benson and K. Smith met with the Office of Sponsored Projects to discuss
      Temporary SPS employment issues.

I. Vice President
   E-Report

V. Old Business

A. SPS Survey
   Final survey results will be presented at the December Council meeting.

B. Grievance Procedure Update
   Latham reported the Rules and Governance Committee of the University Council has
   not moved our proposal out of committee since it was assigned on September 8, 2010.
   He feels the committee is dragging its feet with the additional two amendments to our
   proposal. * Note the amendments were a proposed title change by Alan Rosenbaum
   and administrative recommendations made by Steve Cunningham at the October 13,
   2010, Rules and Governance Committee meeting.

VI. New Business

A. Mandatory Vacation Usage.
   Latham reported that the University Council passed the administration’s proposal to
   closing the university December 20, 21, and 22. He reminded employees this would
   require the use of vacation benefits or the option to take those days without pay. It was
   requested that Council members inform fellow SPS of the closure notice.

B. FY 2011 Salary Stabilization Authorization and Allocation Guidelines
   Latham informed Council that a three-tiered plan was approved.

VII. University Committee Reports

   The following reports were provided to the Council: Board of Trustee Committee Reports
   from November 11, 2010, Faculty Senate from October 27, 2010, University Council from

   At President Latham’s request, Dana Gautcher spoke to Council about the Office of Student
   and Academic Success and the initiatives being implemented to improve student success
   at NIU with the early warning system. This system identifies at-risk students, referrals,
   interventions, four-year degree maps, milestones, and advising summits.

   Haliczer relayed to Council that University Benefits Committee is conducting a survey
   soliciting input from employees and will be establishing a website.
Lyndon Perkins asked about taxation on benefits specifically tuition waivers. Council members were unaware of changes.

Latham commented that faculty were concerned about workload and would have representation on a Blue Ribbon Panel chaired by Provost Alden on the subject.

VIII. **Adjournment**
A motion was made Lamb and seconded by Ostenburg to adjourn at 12:43 pm. **Motion passed by acclamation.**

Minutes respectfully submitted by SPSC President, Todd Latham.