Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Thursday, March 11, 2010  
Sky Room, 10:00 A.M.  

Present  

Guests  
Tim Griffin, Jay Monteiro  

Absent  
Pat Anderson, Monique Bernoudy, Jen Clark, Dan House, Al Mueller  

I. Call to Order  
SPS Council President Cesarek called the meeting to order at 10:07 a.m.  

A motion and second was made to approve the agenda with the following additions:  
A. Announcements: c) Annuitants, SURS, and Retirements  
B. New Business: b) COE Dean’s Search  
Motion passed unanimously.  

Fransen made a motion, seconded by Peska, to approve the SPSC minutes of the February 11, 2010, meeting. Motion passed unanimously.  

Attendance was taken and a quorum was confirmed.  

II. Announcements  
A. Benefits  
1.) Haliczer reported that the University Benefits Committee received approval from President Peters to conduct a survey in April to collect information from employees and present it to President Peters and the Annuitants Association. 2.) The Benefits Choice Fair will be held on May 6 from 10:30 to 2:00 p.m. at the Regency Room.  

B. SPS Awards Ceremony will be held on May 4 from 2-4 pm at the HSC Ballroom.  

C. The State University Annuitants Association will hold meetings on “Surviving the Illinois Fiscal Crisis” on April 8 at Moraine Valley Community College or April 9 at Harper College from 10 am to 3 pm. The registration fee is $12.  

NIU Human Resources announced that SURS retirement specialist will be at NIU on May 18, 19, and 20 to meet with employees at the HSC. A flier was sent out to employees on Feb. 18 informing employees on how to schedule an appointment and
the requirements for completing an estimate request form. The deadline to schedule an appointment with SURS is March 16, 2010.

A retirement workshop has been scheduled on April 6 and 13 from 12-1 pm at HSC Blackhawk West.

III. Committees of the Council

A. Awards
SPS Awards Ceremony is scheduled for May 4, 2-4 pm, in the HSC Ballroom. Missy Gillis presented ballot to the Council to select the recipient of the 2010 SPS Council Service Award. The council selected Donna Smith and Rachel Xidis. The Awards committee will be meeting on April 1 to review nominations for certificates of recognition. President Cesarek thanked the committee for its dedication and service.

B. Communications - No Report

C. Constitution and Elections
Michael Stang reported on behalf of the committee that Al Mueller had met with Jonathon Ostenburg regarding reapportionment of division representation. After review, it was determined that to balance divisions one representative from division two will be moved to division one. The committee can now prepare for upcoming elections.

D. Events
Cesarek reported the March 2 luncheon at Ellington’s successfully attracting 50 attendees. Discussion continued over the menu selection, service time, and money collection. The speaker for the April 13 luncheon is Ken Zehnder and the meal will consist of a Mexican cuisine. Cesarek will coordinate registration for this event.

E. Finance
Funding is still available for the fiscal year to support Council initiatives.

F. Legislative
Chair Scott Peska reported that the governor’s FY11 budget recommendation to the General Assembly reduces NIU’s FY11 appropriation by $6.7 million (6.2%). An NIU leadership delegation met with state government officials regarding a possible negative balance by May at the institution. Scott provided an update to SB 642 permitting institutions to borrow up to 75% of their GRF, HB 4706-Higher Ed Rep Tuition Waivers, and HBR 918 Higher Ed Mandates Committee.

G. Technology Resources - No Report

H. Workplace Issues - No report

I. Vice President - Report was provided by e-mail.

IV. Old Business

A. Sabbaticals
The survey sent to SPS secured 77 responses. The committee will code the data and process the results. Haliczer stated that of the 77 responses only 2 had previously received a sabbatical.
B. Grievance Procedures
Haliczer presented to Council proposed changes to Article 11: *Grievance Procedures for Faculty and Staff* including a summary of proposed changes. Haliczer met with David Wade last week to review the document. Haliczer commented on the summary and Nelson asked if there was a need to vote on the proposal. President Cesarek replied that members would be permitted more time to review the document and asked the secretary to place the item on the April agenda for consideration. Haliczer asked Council members to review new language to the document and reference any cited sources such as the APPM before the April meeting. She requested feedback be sent to her on behalf of the Ad-Hoc Grievance Committee.

C. SPS Survey Update
Nelson reported to Council that the Ad-Hoc Survey Committee will follow Workplace Issues Committee proposal. An expenditure was approved by the Finance Committee to purchase the software needed to complete the survey. Haliczer moved and Stang seconded a motion to expend Council funds. Motion passed unanimously. The time line to get the survey out is April 1 and will include an on-line and print option. It was suggested by Griffin to utilize *Northern Today* to announce the release. The communications committee will also send out a survey letter to SPS from President Cesarek.

D. Wellness Fair
Haliczer reminded Council of our representation at the March 31 Wellness Fair themed “Maintaining a Work/Life Balance.” President Cesarek referenced several ways the Council could assess wellness working with Badgley and Lux to identify information and activities. A sign-up sheet was circulated by Latham to coordinate staffing. Cesarek will coordinate the information board and items. A “Got Issues” and “Suggestion” box will be provided for SPS comments.

V. New Business

A. President Peters is scheduled as the April guest speaker to Council. President Cesarek solicited questions from the Council for his response.

B. Builta placed before Council the question of search committee make-up using the College of Education’s on-going dean search as an example. He asked for input on representation and if SPS/Operating Staff are typically included. Haliczer responded that dean search committees are always selected by the Provost Office. Haliczer suggested a review of the university guidelines on the process would familiarize Council members on how the committees are formed.

VI. University Committee Reports

Cesarek encouraged Council members to review the reports sent electronically.

VII. Adjournment

The meeting was adjourned at 11:39 a.m.

Minutes respectfully submitted by Todd Latham, SPSC Vice President