Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, July 15, 2010
Sky Room, 10:00 A.M.

Present
Bradley Badgley, Frankie Benson, Karinne Bredberg, Abby Chemers, Jen Clark, Walter Czerniak, Neil Dickey, Cindy Ditzler, Bev Espe, Dena Funkhouser, Deborah Haliczer, Anne Hardy, Ryan Harris, Gail Hayenga, Julia Lamb, Todd Latham, Laura Lundelius, Jenifer Montag, Salvatore Morreale, Jonathon Ostenburg, Lyndon Perkins, Scott Peska, Dawn Roznowski, Donna Smith, Kathy Smith, Michael Stang, Connie Uhlken, Rachel Xidis, Phil Young, Rita Yusko

Guests
Jay Monteiro, Cynthia Nelson

Absent
Pat Anderson

I. Call to Order
The meeting was called to order at 10:00 a.m.

Stang made a motion, seconded by Clark, to approve the agenda. Motion passed unanimously.

Czerniak made a motion, seconded by Benson, to approve the SPSC minutes of the June 10, 2010, meeting. Motion passed unanimously.

Attendance was taken and a quorum was confirmed.

II. Announcements

A. Latham reported that the retreat held prior to this meeting was successful with some good feedback generated. Latham will compile the information to present to the Council in August.

B. Human Resource Services Orientation. Haliczer asked Council members to encourage any new SPS employees to attend orientation. This is especially important so that employees can sign up for the proper benefits. If they miss deadlines, they have to wait until the next benefits choice period to make changes.

C. SPS Council Constitution. Latham encouraged new members to review the SPSC Constitution, available on the Council’s website.

D. Latham noted that Council members received the year-end report, which he prepared as part of his duties as vice-president. It lists the activities of the Council and University committees. He’ll send to the Council secretary for the archives.

III. Committees of the Council
A committee sign-up sheet was routed. Representatives were reminded that they are required to sit on at least one committee and alternates were encouraged to sign-up for a committee as it is a good way to become more familiar with the council and the university.

A. Awards
Haliczer asked Council members to be thinking of nominations for the SPS Presidential Award for Excellence.

B. Communications
There was no report, but Xidis noted that once the new membership is finalized, she'll post it to the website.

C. Constitution and Elections
Elections will be covered under New Business.

D. Events
It was clarified that Cesarek is no longer chair of this committee. Latham added that once members have all had the opportunity to sign up for Council committees, he will send out e-mails asking the committees to meet and establish chairs.

E. Finance
Chemers reported there was a 3% budget cut, but since the Council's budget is relatively small, the cut was only about $25.

F. Legislative
Peska reported that on July 1, 2010, due to the governor's budget cuts, $100 million was cut from the higher education budget. However, how this affects NIU has yet to be determined. At the time of this meeting, the state still owed NIU over $26 million for FY10.

G. Technology Resources
Ostenburg reported that once the membership is finalized, he will send out new Groupwise groups for address books and appointments to the meetings to the representatives, copying alternates. He added that if anyone needs assistance with this, please let him know. He is also working on a suggestion from Lamb to make it easier for representatives to contact only constituents in their respective divisions. To be included in an initial e-mail will be a list of each division's representatives. He asked the Communications Committee for help with the wording.

H. Workplace Issues
Clark stated that there is no report but she is looking forward to the new year and working on some recurring and new issues.

I. Vice President
Latham noted that the vice-president's report was distributed as the year-end report (see announcements above).

IV. Old Business

A. Sabbaticals.
Stang reported that he and Haliczer are ready to finalize the report and will be able to present it to the Council in August for approval and to other bodies in the fall.
B. SPS Survey Update
Nelson provided the Council with a hand-out of the initial results. She noted committee members who have worked on the survey to date with her: Haliczer, Steve Lux, and Roznowski. The survey was essentially a repeat of the one done in 2007, mostly dealing with job satisfaction. The seven topics covered were professional development, departmental leadership and communication, performance expectations and evaluation, work conditions and resources, compensation and advancement, professional autonomy, and job satisfaction. Nelson went through the results. There were 229 respondents, which is down from 2007. One reason may be that there was no incentive (e.g., gift card to bookstore) with this year's survey; another reason may be that people are "surveyed out." Peska noted that most people who do surveys would accept this response rate (about 25%). Ostenburg added that when he encouraged colleagues to complete the survey the general response was that it wasn't going to make a difference during times of budget crisis, which may be another reason for the lower response rate. It was confirmed that the gender distribution of the respondents reflects the gender distribution of SPS employees. She summarized responses to the areas surveyed, with the areas of highest positive responses being job satisfaction and professional development and the weakest being compensation and advancement. Overall there is a pretty high level of job satisfaction among the respondents. The areas that correlate to job satisfaction are challenged in job, decision making authority within job parameters, consistent understanding with supervisor of job responsibilities, mutually supportive colleagues, positive interpersonal environment, department leadership (treats employees with respect and equitably). However, when compared with the 2007 results, responses are less positive in every area. Nelson noted that this is really no surprise in a time when there haven't been increases, support for travel, etc.

Perkins noted that sometimes you can get a better feel on the results with the comments and asked Nelson if she saw any trends. Nelson responded that she will compile the results of the qualitative analysis and provide those to the survey committee. Haliczer added that the committee has to be careful when evaluating and publishing the comments to be sure to eliminate anything that could identify a respondent.

There was additional discussion about the low response rate and it was suggested that maybe more folks would have been willing to complete the survey if it was shorter. Ostenburg noted that the Council had discussed posting quick one-question polls on the website and suggested that this idea be pursued further. However, at this time, there isn't the technology to prevent someone from "stuffing the ballot box."

C. Latham reported SPS Orientation for new members was held prior to this meeting at 8 a.m.

D. Latham announced the SPS Retreat was held prior to this meeting, see notes under announcements above.

V. New Business

A. Membership Appointments (resignation of Shad Hanselman from Division 5, replace vacated seats in Divisions 4 and 5). Latham explained the vacancies, one of which was his seat that he had to vacate with his election as Council president. He added that according to the Council's constitution, he may appoint people to this position, and he
chose to do that by referring to the recent Council election results. Czerniak made a motion, seconded by Chemers, to accept the resignation of Hanselman. **Motion passed unanimously.** Latham proposed Perkins to fill his vacated seat in Division 4, Ditzler and Harris as new alternates in Division 4, Angela Johanson to replace Hanselman in Division 5, Kay Chapman as the alternate in Division 5, and Amanda Benzine as the final alternate in Division 6. Chemers made a motion to approve Latham’s proposal, seconded by Ostenburg. **Motion passed unanimously.**

**B. Elections to SPS Council Executive Board and Second University Council representative.** The results of the election are: vice-president, Scott Peska; secretary, Donna Smith; treasurer, Abby Chemers; and second University Council representative, Deborah Haliczer.

**C. Elections to Committees of the University**

Elections were held with the following results:

- **Affirmative Action & Diversity Resources Committee** - 1 year
  Dee Abrahamson

- **APPM Advisory Committee** - 3 year term
  Kathy Smith

- **Campus Parking Committee** - 3 year term
  Three year term: Gail Jacky
  Three year term: John Gordon
  Two year term: Randi Napientek (fills the 2 year term of Steve Lux due to retirement)

- **Campus Security & Environmental Quality Committee** - 2 year term
  Donna Schoenfeld

- **Computing Facilities Advisory Committee** - 3 year term
  Jan Gerenstein

- **Faculty Development & Instructional Design Advisory Committee** - 3 year term
  David Stone

- **Libraries Advisory Committee** - 3 year term
  Michael Spires

- **Committee on Multicultural Curriculum Transformation** - 3 year term
  Judy Santacaterina

- **Parking Appeals Committee** – 3 year (staggered terms listed)
  Two year term: Amy Flewelling
  Three year term: Phil Young

- **University Benefits Committee** - 3 year term
  Terry Borg

- **University Class II Judicial Board** – 3 year term (terms staggered)
  Two year term: Neil Dickey
  Three year term: Jonathon Ostenburg

- **University in Diversity Steering Committee** - 2 year term
  Megan Gerken

- **SPS Hearing Board Pool** - 2 year term
  Gail Jacky, Sandi Splansky, Phil Young, Scott Peska, Jonathon Ostenburg, Rachel Xidis, Jen Clark, Lyndon Perkins, Mike Stang, Brad Badgley, Monique Bernoudy, Terry Borg, Steve Builta, Dana Gautcher, and Abby Chemers.
VI. University Committee Reports

No reports.

VII. Adjournment

Adjournment of the meeting was moved by Dickey, seconded by Benson and passed unanimously at 11:30 a.m.

Minutes respectfully submitted by SPSC Secretary, Donna Smith.