Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
DRAFT
Thursday, September 9, 2010
Sky Room, 10:00 A.M.

Present
Pat Anderson, Nancy Apperson, Bradley Badgley, Frankie Benson, Karinne Bredberg, Kay Chapman, Walter Czerniak, Neil Dickey, Samantha Fisher, Dena Funkhouser, Deborah Haliczer, Anne Hardy, Liz Harris, Ryan Harris, 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
Tim Griffin, Jay Monteiro

Absent
Jen Clark, Dana Gautcher

I. Call to Order

The meeting was called to order at 9:50 a.m. by Supportive Professional Staff Council President Todd Latham, following a group photo of the Council at 9:30

Lamb made a motion, seconded by Hardy, to approve the agenda with the following changes. Under Committees of the Council, Communications and Vice-president will have a report. Under Old Business, add SPS Survey. Motion passed unanimously.

Haliczer made a motion, seconded by Roznowski, to approve the SPSC minutes of the August 12, 2010, meeting. Motion passed unanimously.

Attendance was taken and a quorum was confirmed

II. Guest Speaker. NIU Emergency Notification Systems and Webpage. In the absence of the speaker, Latham reported that several departments are working to streamline the process. Czerniak noted that he’s been on the team since before February 14, 2008. The system will soon be undergoing a full-scale test of the alert system. The police chief has been asking for public address systems be utilized in the event of an emergency that could better communicate the exact nature of the emergency (tornado, crime in progress, etc.) and direct people as to what actions they need to take for their safety. From the Media Relations side, they are working on an emergency webpage, which will be accessed from the NIU webpage through an emergency button. Then there will be two levels of emergency, a text alert and an information alert. The difference is that the text alert will deal with eminent danger and the information alert will be just that, information about something that is occurring or has occurred in the area, such as a shooting off-campus. Dickey asked how will the system handle it if there is something happening where there is an overload of people accessing the system. Czerniak responded that a parallel system is being worked on to handle any overload.
III. Announcements

A. STEMFest, October 23. Convocation Center. Chapman reported that, as part of Outreach Services, STEMFest will, in part, address how science, technology, engineering, and math affect our daily lives. It is a free event, and Outreach Services is looking for volunteers. All the STEM areas on campus are involved.

B. SPS Tailgate/NIU Football Game, October 23. Hardy reported that the Special Events Committee is working on this event. Tailgating is from 12:00 – 2:00, with kick-off at 2:30. This is also the faculty/staff appreciation game, and staff will receive two complimentary tickets for the game. Additional tickets may be purchased. When reserving their tickets, SPS should request seating in the SPS section. The committee is working on getting prices for catering with food and soft drinks. Those attending may bring their own alcohol if they so choose. Further details will be provided when the rest of the event is finalized. Stang suggested a save-the-date e-mail be sent out and Xidis will work with Ostenburg on that notice. It was discussed that any mention of complimentary tickets should be put on hold until Athletics has made the official announcement.

C. Flu Shots, September 21, 10:00 – 2:00, and October 13 11:00 – 1:00; Capitol Room. Apperson reminded Council members that each year one gets a flu shots the immunity builds on previous years’ immunizations. Also, the H1N1 vaccination is part of this year’s flu shots.

IV. Committees of the Council

A. Awards
Haliczer reported for Gautcher and Gillis. Solicitations for nominations for the SPS Presidential Award will go out in mid October and includes an e-mail to the deans/directors/chairs list. The awards ceremony is scheduled for April 19, 2011, 2:00 – 4:30. Haliczer asked Council members to begin thinking about who they can nominate for this award as well as for the certificates of recognition, which are also presented at the awards ceremony. Latham also encouraged Council members to make nominations and to be sure the awards ceremony is on their calendars.

B. Communications
Xidis reported that committee members discussed how to streamline the webpage to make it easier to find one’s representative. It was also suggested that photos of each representative be posted to the webpage, so she routed a sign-up sheet. Council members were asked to mark that they either have a photo with Media Services that can be used, they need one taken, they have one they can provide to Xidis, or they prefer not to have a photo posted. She also reported that committee members signed up for times to monitor the SPSC e-mail inbox and to serve as back-up to Xidis for webpage support.

C. Constitution and Elections
No report.

D. Events
Hardy reported that the committee, along with the SPS tailgating/football game, is working on a luncheon, with the probable speaker being Matthew Streb, the new associate to President Peters. The lunch will be in the Chandelier Room, probably the first or second week in October.

E. Finance
No report.

F. Legislative
Peska reported on several state legislative items. House Bill 5154, a measure to prohibit disclosure of personnel performance evaluation records was amended by veto to only apply to law enforcement officers. Senate Bill 3012 provides for early voter’s registration on campus. Zehnder’s office, in conjunction with DeKalb County Clerk Sharon Holmes, will be hosting a polling place in the Student Center, October 18-21. This will be available to faculty, staff, students, and the community. A Senate Joint Resolution established Higher Education Finance Committee to review the way universities and colleges are funded. President Peters and State Representative Bob Pritchard are both serving as members.

G. Technology Resources
Ostenburg reported that he has been updating SPSC Groupwise address books and calendars. He has also been updating lists with new department names and transfer of departments from one division to another. He has looked at entries in the NIU directory for the different governing bodies on campus. The SPSC has no entry and he suggested that the Council be included with the webpage and e-mail addresses.

H. Workplace Issues
It was reported that the committee will be looking into the temporary SPS issue in more depth this year. Among other issues, they will be looking at grant versus non-grant temporary SPS and how such employees are treated at other similar universities. Czerniak asked if they might look into the summer hours and what the savings is. He is seeing more and more employees who are working on Fridays and has heard from a lot of people who aren’t satisfied with the long days. K. Smith noted that she has not seen evidence in Payroll of employees working on the Friday during the four-day work week. Stang noted that he would like the length of the summer hours be looked at since it usually ends the week before move-in, making it difficult for housing staff to prepare the residence halls. Perkins added that he is hearing complaints from students that they cannot get a hold of anyone on Fridays. Latham said that he will check with Eddie Williams regarding the question of the cost benefit. Griffin cautioned the Council to proceed carefully as he is aware that many employees see the summer hours as a benefit.

I. Vice President
Peska noted that a lot of the committees are just starting to meet. His report mostly includes end-of-the-year reports.

V. Old Business

A. SPS Survey.
Haliczer reminded the Council that the committee consisted of herself, Dan House, Steve Lux, and Cynthia Nelson. She added that Nelson is working with the analysis and compilation and will send the initial draft to her and Griffin so they can ensure that
there is nothing identifiable in the comments. After that, the committee will reconvene to further work on the analysis and then they will provide the entire results to the Council.

VI. New Business

A. Grievance Procedure to the University Council. Latham reported that the University Council did receive the Council’s proposed changes to the University Grievance Procedure, including the current version with changes tracked, a clean revised version, and the rationale. The University Council sent it to the Rules and Governance Committee for review. The chair of that committee is Sue Willis and committee members are Terry Bishop, Jana Brubaker, Cory Cummings, Richard Holly, Barbara Jaffe (on sabbatical 2010-2011), Jeff Kowalski, Jennifer Rosato, and Brad Sagarin.

VII. University Committee Reports

Latham encouraged Council members to read the Board of Trustees committees reports and the reports on the Faculty Senate and University Council. He also reported on President Peters’s State of the University address and some initiatives that were presented. As part of his Vision 2020 presentation, Peters included a proposal to address the need for maintaining competitive salaries as his top priority. This plan will include faculty and staff and focus on those in the lower pay ranges. Drs. Alden and Williams have been charged with the responsibility to form a task force to develop a plan to be presented to Peters. Latham added that SPS need to make their voices heard regarding how they have been affected by the last few years of no raises and hiring freezes.

VIII. Adjournment

Dickey made a motion, seconded by K. Smith, to adjourn at 10:45. Motion passed by acclamation.

Minutes respectfully submitted by SPSC Secretary, Donna Smith.