Northern Illinois University  
Supportive Professional Staff Council Meeting  
MINUTES  
Approved  
Thursday, March 10, 2011  
Sky Room, HSC, 10:00 A.M.

Present  
Frankie Benson, Abby Chemers, Neil Dickey, Cindy Ditzler, Dena Funkhouser, Missy Gillis, Deborah Haliczer, Anne Hardy, Liz Harris, Ryan Harris, Holly Holliday-Jones, Julia Lamb, Todd Latham Jenifer Montag, Salvatore Morreale, Jonathon Ostenburg, Lyndon Perkins, Scott Peska, Dawn Roznowski, Kathy Smith, Donna Smith, Michael Stang, Rachel Xidis, Rita Yusko

Guests  
Tim Griffin, Jay Monteiro

Absent  
Walter Czerniak, Deborah Fransen, Dana Gautcher, Connie Uhlken

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

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

Lamb made a motion, seconded by Morreale, to approve the SPSC minutes of the February 10, 2011. **Motion passed unanimously.**

Attendance was taken and a quorum was confirmed.

II. Guest Speaker.  
None.

III. Announcements

A. SPS Brown Bag Lunches. Latham passed around the flyer announcing the following Brown Bag Lunches hosted by SPSC and Operating Staff Council (OSC): 1) March 14, 11:30 – 12:30, with Ken Zehnder, legislative update; 2) March 16, 11:00 – 12:00, with Steve Cunningham, pension update. Latham is working on a couple more, including one with Representative Pritchard. Chemers reported that the appropriations hearings took place March 9.

B. SURS Individual Counseling. This is scheduled for April 19-21 at the Holmes Student Center. An e-mail was sent to all employees.

C. 403(b) Deferred Compensation Retirement Plan Notification. This notification was mailed to all employees and a copy was routed among Council members.
IV. Committees of the Council

A. Awards. Gillis reported that the recipients of the SPS Presidential Award have been notified. They are Kate Braser, program coordinator for the Honors Program; Abby Chemers, associate director of Budget and Planning in the Division of Finances and Facilities; Dan Nichols, head of recording services in the School of Music; and Patricia Sievert, coordinator of NIU STEM Outreach in the Center for P-20 Engagement. The committee has received 12 nominations to date for the Certificates of Recognition; the deadline is March 11, 2011. Latham encouraged Council members to think of someone they can nominate and get those to Gillis, Gautcher, or the Council e-mail box.

B. Communications. No report.

C. Constitution and Elections. Stang reported that the vacancies in Division 2 have been filled by Mark Canady and Holly Holliday-Jones. Holliday-Jones was in attendance and was introduced to the Council. Stang made a motion, seconded by Peska, to APPROVE THE APPOINTMENTS OF CANADY AND HOLLIDAY-JONES AS ALTERNATES FOR DIVISION 2. Motion passed unanimously. Stang then reported that the nomination process is complete for this year’s elections and there were 125 unique nominations. He has heard back from about 10% of the nominees to date who have either accepted or declined the nomination. He is also working on updating the procedure manual for this committee. Stang thanked Ostenburg for all of his assistance behind the scenes to make sure the nominations process was seamless.

D. Events. Hardy reported for the March 11, luncheon, Dr. Williams has had to cancel and Dr. Brian Hemphill will speak on his behalf. The fact that the publicized speaker will not be at the luncheon was discussed and Latham noted that this should not be an issue since Dr. Hemphill is able to speak on the same topic—the importance of enrollments and retention from a financial perspective. Hardy added that she will work with any individual who may request a refund on a case-by-case basis. The next luncheon will be on April 20, with Peters as the guest speaker. He will be discussing the Vision 2020 Plan. This will not be prepay; attendees will pay at the door.

E. Finance. No report.

F. Legislative. No report.

G. Technology Resources. Ostenburg noted that everyone should have received a spreadsheet with names and departments only listed for SPS in their respective divisions. He also reported that he has met with Pat Erickson in the University Council office about the SPSC election process.

H. Workplace Issues. Benson noted the draft copy of the Proposal for change in Status and Benefits for Temporary Supportive Professional Staff. She admitted that there are places that need additional information, notably the actual numbers and data from Human Resources. Latham reported that he has been told this is being worked on. He added that Workplace Issues has yet to see the survey results and there may be information there that they can use for the proposal. Benson stated that the goal at this point is to get Council input and encourage Council members to e-mail her with their suggestions. The proposal was discussed further in detail. Benson noted that they changed the number of years for being vested from five to three. Smith said that by calling temporary employees with three or more years of experience “vested temporary” rather than “regular” might help get the proposal through. Increments and grants were
discussed and the point was made that many grants build into their budgets increments for employees. When the document is finalized, the Workplace Issues Committee will ask for Council’s approval.

I. Vice President. Peska elaborated on the report e-mail to Council members. Campus Parking has approved the addition of a purple parking permit for faculty and staff, which will allow them to park in the Convocation Center lot. Employees then can use the Huskie Bus Line to get to work. The purple permit will cost less than the blue permit. Rate increases are being discussed. Dickey asked if the purchase of a purple permit would include bus fare and Peska responded that it would. The Libraries Advisory Committee reported that the information desk at the entrance to Founder Memorial Library is being removed. Questions that used to be addressed at the information desk are now the responsibility of the librarians and staff at the reference desk. It was also reported that library patrons may check out notepads for use in the library.

V. Old Business

A. SPS Survey. Latham reported that he received the results and will send out pertinent items to the respective committees of the Council.

B. Grievance Procedure Update. Latham reported that the recent agenda for the University Council (U.C.) does not include the Grievance Procedure revisions. University Council Executive Secretary Alan Rosenbaum has assured Latham that it will be on the agenda in April. Latham encourage Council members to attend the April U.C. meeting in support of this issue.

C. Ad Hoc Public Relations Committee. Smith presented the Council with a list of things to accomplish, which was approved by acclamation by the Council. She also passed around designs created by Xidis for placards and magnet for Council members to vote on. She will work with Chemers on the budget for these items.

VI. New Business

A. Divisional Communication. Dickey made a motion, seconded by Morreale, to RECESS FOR COUNCIL MEMBERS TO MEET WITHIN THEIR DIVISIONS FOR DISCUSSION. Motion passed unanimously. After Council members had a chance to discuss among themselves within each division, Benson made a motion, seconded by Dickey, to RECONVENE THE REGULAR SPSC MEETING. Motion passed unanimously.

B. SPS Reward and Recognition System. It was noted that Funkhouser and Celeste Latham are representatives on the Sustainability Workgroup of the Vision 2020 Task Force. Latham reported that reward and recognition has been assigned to this workgroup, but they have to discuss the issue. He asked that Council members obtain feedback from colleagues on what they’d like to see with regards to rewards and/or recognition of service. Discussion followed regarding rewards systems across campus and ideas for SPS. Operating Staff begin receiving recognition at five years of service, but SPS and faculty do not receive anything until 25 years of service. Faculty are able to receive merit recognition before the 25-year marker through faculty service reports. Some ideas were certificates of recognition and creating a merit pool. It was decided that Council members should send their suggestions to Smith and the Ad Hoc PR
committee for compilation before the next Council meeting. Latham asked that folks consider what might be meaningful to receive.

VII. University Committee Reports
Latham reported that among the items of business for the Board of Trustees (BOT) was approval of sabbaticals. The BOT questioned why SPS received sabbaticals, so Latham would like to write a report to the BOT highlighting the work of former SPS sabbatical recipients. He also asked Council members for feedback on what else should be emphasized to the BOT with regards to SPS sabbaticals. Stang suggested that there is a focus on how sabbatical benefit students. Haliczer added that the Ad Hoc Sabbaticals Committee did a lot of research on this issue and she made a motion, seconded by Montag, to REINSTATE THE AD HOC SABBATICALS COMMITTEE. Motion passed unanimously. Haliczer, Lamb, Peska, and Stang volunteered to serve on this committee. Haliczer added that they need to move on getting an SPS sabbaticals workshop planned. She also noted that she and Stang have a draft of a proposal for changing SPS sabbaticals, but would prefer to postpone that in light of the recent questioning of the BOT. She would prefer to first educate them on how SPS sabbaticals are beneficial to students and the university. Stang suggested that part of the education process should include having a past SPS sabbatical recipient speak to the BOT about his or her experience. Haliczer stated that Virginia Cassidy, vice provost for academic planning, schedules this so Haliczer will speak to Cassidy. Latham noted that the following reports will be distributed to Council members: Board of Trustees (BOT), Faculty Senate, and University Council. Please contact Latham with any questions about the reports.

VIII. Adjournment
Chemers made a motion, seconded by Lamb, to adjourn the meeting. Motion passed by acclamation. Meeting adjourned at 11:30 a.m.

Minutes respectfully submitted by SPSC secretary, Donna Smith.