Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Approved
Thursday, July 14, 2011
Sky Room, HSC, 10:00 A. M.

Present
Pat Anderson, Elliott Charles, Lametra Curry, Neil Dickey, Samantha Fisher, Dena Funkhouser, Leslie Gilbert, Deborah Haliczer, Anne Hardy, Ryan Harris, Holly Holliday-Jones, Michael Kavulic, Julia Lamb, Todd Latham, Janet Love-Moore, Laura Lundelius, Debra Miller, Jonathon Ostenburg, Tris Ottolino, Mark Pietrowski, Donna Smith, Kathy Smith, Roslyn Snell, Mike Stang, Brian Walk, Rachel Xidis

Guests
Cindy Ditzler, Andy Small

Absent
Salvatore Morreale, Scott Peska

I. Call to Order
The meeting was called to order by Supportive Professional Staff Council President Todd Latham. Several new representatives and alternates were in attendance; introductions were made.

Fisher made a motion, seconded by Lamb, to approve the agenda. Motion passed unanimously.

Smith thanked Roznowski for taking the minutes in June. Gilbert made the motion, seconded by Anderson to approve the SPSC minutes from the June 9, 2011 meeting. Motion passed unanimously.

Attendance was taken and a quorum was confirmed.

II. Announcements:
A. Benefits Choice Status. Haliczer reminded Council members of the 90-day extension for a number of providers and to be alert to any e-mails. Human Resources will notify employees as soon as they learn more about the status of those providers.

B. Latham passed around a sign-up sheet for Council committees and asked the 2010-11 committee chairs to convene the next meetings to establish chairs and, if possible, goals for the coming year. Roles of each committee were explained to new representatives and alternates at a training session held prior to the July meeting.

III. Guest Speaker: No guest speaker this month.
IV. Committees of the Council

A. Awards. No report.

B. Communication. No report.

C. Constitution & Elections.
   1. Elections were held for Council officers, with the exception of the president. The results are as follows: Vice-president, Smith; Secretary, Gilbert; Treasurer, Funkhouser; Second Representative to the University Council, Haliczer; and alternate for the Second Representative to the University Council, Lamb.
   2. Council members were also asked to select individuals for openings on a variety of university committees. Stang noted that there were no nominees for the Committee on Multicultural Curriculum Transformation. The main qualifications for that are extensive teaching experience and knowledge of the curricular process. Also, volunteers are needed for the Grievance Procedure Hearing Board. Stang asked Council members to send him names of persons who are looking to get involved; this is a good start. Stang will forward the other results to Latham who will then notify the individuals selected.

D. Events. No report.

E. Finance. No report.

F. Legislative. No report.

G. Technology Resources. No report.

H. Vice President. Latham reported that this was carried over into the president’s end-of-the-year report.

I. Workplace Issues. Latham reported that he is working with Frankie Benson to finalize/refine the proposals for temporary SPS and it will next go to the University Benefits Committee on September 1, 2011, for their feedback.

V. Old Business

A. Cash Handling Proposal. Latham reported that the treasury process (use of credit cards) has an initial cost of $495 and a 3.5% fee for every transaction, so this option isn’t the most cost efficient. He will continue to explore other options for paying for events.

B. Ad Hoc PR. Smith reported that the committee discussed the newsletter. They decided to make it a web-based publication and it should be done at least once a year in conjunction with elections and end-of-the-year reports. They are also looking at acknowledging employee service milestones (e.g., 5 year anniversaries, 10 year,
The committee also discussed how to acknowledge employee service in addition to the newsletter. Since a proposal on this issue was sent to the Sustainability Committee of the Vision 2020 Task Force, the Ad Hoc committee will wait for that report before proceeding.

VI. New Business

A. SPSC Retreat. A retreat was held immediately prior to the July Council meeting. Latham will compile the discussion items and ask Council members to prioritize the issues to be worked on.

B. SPSC President’s Report. Latham noted that this is a compilation of all the Council’s committee reports in addition to his own comments.

C. Vision 2020. Latham encouraged Council members to review the reports that are online and provide any feedback as soon as possible. Snell noted that the deadline for feedback is July 15. Latham also asked Council members to let him know if they saw any issue that needed to be brought back to the Council. It was clarified that the Sustainability Committee was waiting on input from the other Task Force committees before presenting their own report.

VI. University Committee Reports. To be posted by e-mail.

VII. Adjournment. Ottolino made a motion, seconded by Fisher, to adjourn the meeting. Motion passed by acclamation. Meeting adjourned at 11:00 a.m.

Minutes respectfully submitted by Donna Smith, SPSC Secretary.