Present: Pat Anderson, Nancy Apperson, Karinne Bredberg, Steve Builta, Neil Dickey, Bev Espe, Samantha Fisher, Dena Funkhouser, Lesley Gilbert, Missy Gillis, Deborah Haliczer, Liz Harris, Ryan Harris, Holly Holliday-Jones, Michael Kavulic, Todd Latham, Janet Love-Moore, Laura Lundelius, Debra Miller, Salvatore Morreale, Jonathon Ostenburg, Tris Ottolino, Scott Peska, Dawn Roznowski, Kathy Smith, Brian Walk, Rachel Xidis, Phil Young and Rita Yusko

Excused: Dana Gautcher, Anne Hardy, Gail Hayenga, Julia Lamb, Donna Smith and Michael Stang

Absent: None

Guests: Tim Griffin

Call to Order
The meeting was called to order at 10:01 a.m. by Supportive Professional Staff Council President Todd Latham.

President Latham asked for additions to the agenda, hearing none, he asked for a motion to approve the agenda. Motion to approve the agenda was made by Ostenburg and was seconded by Builta. The motion to approve the amended agenda was passed unanimously.

President Latham asked for corrections to the September 22, 2011, meeting minutes. Two corrections were made. Under the Vice President’s report, D. Smith asked to add to the report on the Multicultural Curriculum Transformation Institute the following: “The next Institute will be held in 2013.” Also in the Vice President’s report, in the discussion of SPS Temporary Employee Benefits, it was suggested to replace “full-time employment” with “regular employment” in the final sentence. With no additional changes, Latham asked for a motion to approve the amended minutes. The motion to approve was made by Ostenburg and seconded by Morreale. The motion to approve the amended meeting minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

President Latham distributed new NIU logo pins to all SPSC members in attendance and thanked Xidis for her assistance in providing pins for the members. He said he would mail pins to the representatives and alternates who were not present at the meeting.

Guest Speaker
President Latham announced to Council that he had invited Celeste Latham and Dr. Steven Cunningham to speak during the meeting, but both were unable to attend due to prior commitments. Both have said they will be in attendance for the November meeting. Latham reported Peska sent C. Latham an email with concerns regarding the SOEEA time reporting issues generated during the last meeting. Latham asked Council if they had questions for C. Latham or Cunningham to send them to T. Latham by November 1st, so C. Latham and Cunningham have time to research and prepare a response before the meeting.
Announcements

A. November Meeting – Heritage Room
President Latham reminded Council that due to the Board of Trustees meeting the second Thursday in November, the SPSC meeting is pushed back a week to November 17, 2011, and will be held in the Holmes Student Center Heritage Room.

B. Pre-Retirement Planning Seminar
Haliczer announced the Pre-Retirement Planning Seminar with SURS will be held Wednesday, October 19, 2011, from 8:00 a.m. to 4:30 p.m. in the Holmes Student Center Regency Room. She added Social Security is now able to attend the seminar, so a representative will be in attendance. There are still some spots available for employees, but she recommends interested parties register today. She added employees are able to use University Release Time to attend the event.

C. Ethics Training
Haliczer reminded Council the annual Ethics Training is scheduled to begin on October 18th and will end on November 16th at 5 p.m. She said Karen Smith will be sending a list to all departments with employees who are expected to complete the training and includes new hires up to September 20, 2011. Employees hired after that date are expected to complete a paper version as part of their new employee packet within 30 days of being hired. If employees are in doubt about whether they need to complete the Ethics Training, please contact Karen Smith. She added there are some individuals in ITS who will be able to assist employees, in addition to Karen Smith and herself, with resetting employee passwords if necessary.

D. Health Insurance Special Enrollment
Haliczer informed Council NIU is currently in the special Health Insurance Enrollment period, which runs from October 10 – 28, 2011. During this time, employees can only change their health plan and changes made will become effective December 1, 2011.

E. Nominations for Honorary Degrees
President Latham shared with Council the SPSC had received an invitation to nominate individuals for an NIU honorary degree – of which two will be awarded during the Spring Commencement ceremonies. Nominations, along with the required supporting documentation, should be submitted to Dean Bradley Bond by Friday, December 16, 2011.

Committees of the Council

Awards
Roznowski announced the SPS Presidential Award for Excellence information is now posted on the SPS web page, has been submitted to NIU Today and will be emailed to SPS employees soon. She reminded Council the deadline for submissions is December 1, 2011, and the four winners will be recognized during the SPS Spring Awards Ceremony on Tuesday, April 17, 2012. She asked Council to encourage fellow SPS employees to submit nominations. If anyone has any questions regarding the awards, please direct them to Gautcher or Roznowski.

Communications
Xidis shared with Council the group photo taken before the September meeting is now posted on the SPSC web page. She asked Council members to review the photo information to make sure the identity of members is correct. She added work has begun to move the current SPSC web page information to the new system, so the SPSC web page should soon be current with the new NIU web format.
Constitution & Elections
Fisher reported the committee is reviewing the Constitution and Elections process along with the Bylaws. The committee is also trying to determine if electronic records (such as the process for the Merchant Account duties) need to be included in the Constitution.

Events
Fisher announced the Events committee is working to finalize plans for the October 20, 2011, Brown Bag Luncheon presentation by SURT Representative, Jim Lockard, from 11:30 a.m. to 1:00 p.m. in Campus Life Building Room 100. Employees can bring their lunch and menus will be available for those who wish to have a meal delivered.

She stated the committee is also still working on plans for a football event and once the plans are finalized, will be shared via email.

Finance
Funkhouser informed Council she is still working on the Merchant Account, at this point she is waiting to receive the ID number which should be coming any day now.

She also gave an update on the SPSC account balances. She noted that as of October 11, 2011, the SPSC has $2,017 in the General Revenue account, $541 in the Clearing account and $217 in the Credit Union account. She informed Council a $495 expenditure has been approved by the Council for the Merchant Account. $90 is pending for a banner and $100 for a November 15, 2011, down payment/reservation for Pizza Pros Banquet Room.

President Latham clarified for Council the $100 reservation for Pizza Pros Banquet Room for November 15, 2011, is a down payment for the Events committee’s “After Hours/Tailgating” football event. SPS employees will be able to come over after work before the game or can stay and mingle during the game with other SPS employees. Fisher added the $100 not only reserves the Banquet Room, but also is applied towards the cost of food.

The banner being purchased is 2’ x 6’ bearing the NIU logo with SPSC super-imposed on it and will be able to be used during various SPSC events. The Finance committee did approve the banner. President Latham asked for a motion for the purchase of the SPSC banner for a cost of up to $90. The motion was made by Fisher and seconded by Love-Moore. The motion was passed unanimously.

Legislative Issues
Peska shared with Council that the committee has submitted information to the Communications committee to be placed on the SPSC web page by November 1st. The documents will include contact information for legislators, web resources to stay informed of legislative issues, a sample letter for writing to legislators and a list of “Do’s and Don’ts” for employees to remember when contacting their legislators.

Technology Resources
Ostenburg reported he worked with Events to set-up the non-payment registration site for the October 20th Brown Bag event and is waiting on the Merchant Account ID, so he can finish setting up the account. He also noted the SPSC newsletter is completed at he will send the link the Ad hoc committee for review.

Workplace Issues
K. Smith shared the committee had met and discussed the following topics:
* Temporary SPS vacation benefits
* Resolution regarding retiree re-hiring
* 360 Degree Performance Evaluation
* Communication of available Student Support resources to SPS employees
* Propose to Council that SPSC acclaim Supportive Professional Staff functions and accomplishments to wider NIU and beyond communities.

**Vice President**
President Latham informed Council that D. Smith submitted her report before the meeting and opened the floor to any questions or comments regarding the reports. With none, he asked if anyone had any questions to send them to him or D. Smith.

**OLD BUSINESS**

**A. OSC Tiered Parking Proposal**
President Latham announced to Council he attended the OSC meeting with John Gordon and provided an update. He reported the purpose of the meeting was to clear up some misconceptions and discuss ways to promote the Purple parking (which many employees don’t know about) located by the Convocation Center. Latham said it was clarified there currently is no exemption on parking fees for financial hardship, it had been considered and discussed but not made an official policy. There was much discussion amongst Council about supporting the OSC Tiered-Parking plan, whether there is a need for an exemption for some employees and whether SPSC should also consider a plan. In the end President Latham, upon request of the Council, is going to request a copy of the OSC Tiered Parking Proposal to share with Council for further discussion.

**B. Campus Parking/Safety**
President Latham recounted his meeting with Chief Grady following last month’s SPSC meeting, in response to Council’s request for answers to the increased car break-ins on campus. Following his meeting with Grady, Latham sent to Council a review of the meeting, along with 7 tips on how Council can assist NIU Police in keeping cars safe on campus. Latham asked Council if there is satisfaction from the meeting or if more should be done. A suggestion was made to meet with NIU Police again in a few months, just for a follow-up progress report.

**C. One Card**
Love-Moore apprised Council of her meeting with the One Card officials and shared the following points:

- Every NIU employee is entitled to and should receive one free NIU One Card, with the exception of temporary status (Extra Help) employees.
- When some employees have needed to have an ID card replaced, some employing departments have paid from $5 to $20 to replace the ID card. But, whether the department or employee has paid the replacement fee is based upon the employing department.
- As of April 2008, if a NIU employees has the old blue ID card, which is split or falling apart, it will be replaced for free. Love-Moore noted there was a push to have all employees who had the old blue ID card replace it with the newest ID card.
- There is a difference in cost if the ID card is damaged versus lost. A damaged card is $5 to replace, because the employee information should be on file and the card does not need to be deactivated, just replaced. If the card is lost, then the employee’s missing card will need to be deactivated, a new number assigned and a new card made for a fee of $20. The lost charge fee is hoped to be a deterrent to employees and students.
- If an employee loses their ID card, pays for the replacement card and then finds the lost card – the old card cannot be used again because once reported lost it is deactivated and is no longer valid.
- The ID card is more often used by students for the library, meal plans, entrance to residence halls and other items, but employees do use frequently as well.

Addressed again was the true purpose of the ID card for employees – is it for identification, to monitor services employees are utilizing on campus and if it is mandatory for employment. Love-Moore stated it is not mandatory for employees to carry an ID by any current university policy.

Another question was in regards to what happens to the ID card if an employee retires or is terminated. It was clarified since the card (as explained on the back of the card) is property of NIU, it should be turned in to one’s supervisor upon termination/retirement, but this does not happen often. If an employee retires from the university, they can turn in their card for a retirement ID for free, but if the employee terminates first and then retires they are not entitled to a free Retiree ID card.

Love-Moore was thanked for her meeting with One Card officials. Members still expressed concern over the card fees and how and when they are applied. Council questions if there should be a policy explaining the need for the ID cards and clarifying why if an employee must pay to replace a lost or damaged card, why the card remains the property of the university. More discussion will be held in the future.

D. SOEEA
State Officials and Employees Ethics Act (SOEEA) Work Time Reporting will be discussed again during the November meeting when Dr. Cunningham and Celeste Latham are present.

NEW BUSINESS

A. Resolution on Re-Hiring of Retired NIU Employees
K. Smith reminded Council the Work Place Issues committee was bringing a resolution regarding rehiring retired employees to the SPSC for approval. The resolution is to address complaints by employees objecting to retired employees returning to the same job, with the exact same duties and making the same salary. Of major concern is when employees are working at NIU, they are contributing money to SURS, but when an employee retires and returns to work after waiting the 60 days, they are no longer contributing to SURS – thus, not contributing funds for future SURS retirees. (It was pointed out that those returning employees do not receive benefits.) This rehiring also prevents employees from being promoted to the position. President Latham asked for a motion to bring the Resolution to the floor for discussion. Motion was made by K. Smith and was seconded by Love-Moore. The floor was open to discussion on the proposed resolution.

Minor corrections were offered to the resolution. Council members addressed concerns with the proposed resolution:
- Not sure the SPSC should be questioning the benefits one may’ve been promised as a part of their retirement.
- Need to confirm the resolution would not violate other current university policies.
- Don’t want the resolution language to be too limiting.
- Much discussion regarding whether or not this resolution should be limited to SPS employees or should it possibly be applied to the whole university. There was
discussion that Faculty should be exempt from the policy, since it is a longer process
to hire faculty and having someone in the position as an interim is a little different.
• There is concern the resolution could be seen as a negative signal from the SPSC
and don’t want Council to be viewed as problematic.
• Suggestion was made to see if other state universities have a policy on re-hired
employees to perhaps offer some guidance to the SPSC.

Many Council members want to know reporting facts regarding the numbers of
employees who are expected to possibly retire in the next few months from NIU and how
these retirements will affect campus. President Latham said he would try to get a report
for Council.

Council want to make sure the resolution addresses the problem mass retirements may
have on internal job promotion for current SPS employees. Council also recognizes it
can address hiring/job concerns at NIU, but cannot address SURS policies.

K. Smith made a motion to table the Resolution, take it back to the Work Place Issues
committee, search other universities for any rehiring policies, amend the document with
new recommended language and draft a revised resolution. The motion was seconded
by Young. The motion was approved.

University Committee Reports

President Latham asked Council to review the University Committee Reports for Faculty
Senate, University Council and Operating Staff which were submitted via email before the
meeting.

Open Discussion

No items for Open Discussion

Adjournment

President Latham asked for a motion to adjourn the meeting. The motion to adjourn was made
by Builta and was seconded by Fisher. The motion was approved and the meeting was
adjourned at 11:55 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary