Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, February 9, 2012
HSC Clara Sperling Skyroom
10:00 a.m.

Present:  Pat Anderson, Nancy Apperson, Eric Biletzky, Karinne Bredberg, Steve Builta, Samantha Fisher, Dena Funkhouser, Dana Gautcher, Lesley Gilbert, Deborah Haliczer, Anne Hardy, Liz Harris, Gail Hayenga, Holly Holliday-Jones, Anne Petty-Johnson, Michael Kavulic, Julia Lamb, Todd Latham, Janet Love-Moore, Debra Miller, Jonathon Ostenburg, Scott Peska, Donna Smith, Kathy Smith, Michael Stang, Brian Walk, Rachel Xidis, Phil Young and Rita Yusko

Excused:  Tris Ottolino

Absent:  Ryan Harris and Salvatore Morreale

Guests:  Tim Griffin, John Jones III, Greg Long, Randi Napientek, Andy Small, Melanie Thompson, Katy Whitelaw and Jill Zambito

Call to Order
The meeting was called to order at 10:03 a.m. by Supportive Professional Staff Council President Todd Latham.

President Latham offered one amendment to the day’s agenda adding “Campus Parking Committee” under ‘Guest Speakers’. With no additional amendments, he asked for a motion to approve the amended agenda. The motion was made by Builta and was seconded by Love-Moore. The motion to approve the amended agenda was passed unanimously.

President Latham asked for corrections to the January 12, 2012, meeting minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Anderson and was seconded by Bredberg. The motion to approve the meeting minutes was passed unanimously.

Attendance was taken and a quorum was confirmed.

Guest Speakers

Presidential Commission on Persons with Disabilities (PCPD) – Dr. Greg Long
President Latham welcomed Dr. Greg Long, Chair of the Presidential Commission on the Persons with Disabilities. Long introduced himself and fellow Commission members and thanked Council for its continued support of the PCPD and for allowing him the time to speak. Long introduced Melanie Thompson, CAAR Director and Commission member, and both presented on “Principles of Universal Design (UD)” – the design of products and the environment to be usable by all people to the greatest extent possible without the need for adaption or specialization – and how the concept can be implemented at NIU, to the benefit of all students, faculty and staff.

Following the presentation, Long shared handouts with Council and opened the floor to questions and comments. A member asked where funding would come from to implement the presented UD ideas on campus – since redesigning current facilities would be expensive.
Thompson explained considerations for UD are included in the Vision 2020 Plan; however funds will mostly be focused on new projects on campus.

Long again thanked Council for the opportunity to speak.

Campus Parking Committee – Randi Napientek and Jill Zambito
President Latham next introduced Randi Napientek and Jill Zambito, both members of the Campus Parking Committee. Napientek and Zambito explained they were attending the meeting to follow-up with questions raised when John Gordon and Gail Jacky attended the November meeting.

Napientek shared the Parking Committee discussed adding speed bumps to the parking garage, but because of height regulations, this is not feasible. She added more security cameras are being installed, along with flashing lights for stopping and more exit signage.

Napientek said the blind spot by McDonald’s and the Stevens building has one road which belongs to NIU and the other to the City of DeKalb. The committee will be meeting with the city to discuss solutions to resolve this concern.

Zambito explained NIU Legal Counsel is reviewing Parking Services’ the American’s with Disabilities Act (ADA). They will report the findings in a future meeting.

Zambito told Council the Committee is reviewing the current traffic pattern in the bus turnaround next to the Holmes Student Center. There have been many complaints about individuals abusing parking in the turnaround. Hotel parking, handicap parking, HSC loading dock parking and the busses would be allowed access to the turnaround, but the committee is considering closing the area to all other traffic. Council members worry closing the turnaround would affect presenters at events such as Open Houses, workshops, Fairs or other events, the option to load and unload close to the building. Zambito advised Council the plan is still under review and not final. Council asked for a draft of any plan for the turnaround for input and additional suggestions.

The Anderson parking lot was also discussed as an area of concern. Cars regularly idle while waiting for spots to open for parking and others will pass precariously on the left, often narrowly avoiding accidents. Suggestions offered were to have police or Parking attendants patrol the lot more frequently, add “No Passing” signage and stop allowing individuals to idle.

Council recommended Parking attendants patrol all the lots more frequently and be more reasonable when ticketing vendors. Zambito suggested in the case of departments bringing vendors to campus, the department should call Parking Services in advance to inform them of the visit and to purchase a parking pass for the vendor.

Zambito also reminded Council NIU employees need to remember parking rules and not to park illegally on campus, even during snowy conditions. This is also being shared with some of the departments who have vehicles parking and driving on sidewalks and grassy areas on campus.

Napientek and Zambito reported Tiered Parking was addressed with the Parking committee and stated their biggest concern was determining the cut-off salary to declare someone eligible for parking at a reduced rate. The committee worries if faculty and staff are allowed a tiered parking rate, then students will request it as well. Zambito reminded Council the Parking fees are required to help Campus Parking Services operate and reminded members of the Purple (Economy) parking permit currently available to employees for $40. This permit allows faculty and staff to park at the Convocation Center and take the Huskie bus to campus. Council
suggested making sure the Purple permit is on the website, included in parking renewal notice mailings and included in information for new hires to campus.

The final concern raised by Council involved Call boxes not working in the parking garage. During a recent emergency someone tried to use one and discovered it was not working. Zambito said Parking Services knows there are a lot of Call boxes not in working condition and they have been reported for repair. Repairing them is a high priority, as is providing continued education on how properly utilize the boxes.

With no additional questions, Napientek and Zambito thanked Council for allowing them to speak and for providing more feedback for Campus Parking Committee members.

Announcements

A. Presidential Commission on the Status of Women (PCSW)
President Latham shared with Council information for the 2012 Faculty and Staff awards by the Presidential Commission on the Status of Women and noted the deadline for nomination is Friday, February 17, 2012.

B. February 14th Remembrance Ceremony
Peska invited Council to participate in this year’s “NIU Remembers: A Day of Reflection” ceremony on Tuesday, February 14, 2012. The presentation of the memorial wreaths and a moment of reflection will be led by President Peters at the Memorial Garden, located next to Cole Hall at 3 p.m. He added memos will be sent to employees soon.

Some Council members expressed concern at rumors the remembrance ceremony will not be held after this year. While a majority of the students who were on campus during that time have graduated, many feel the university needs to remember that students were not the only ones affected by the events of that day. Peska shared he’s not heard of the event being cancelled in the future.

Another issue raised was why aren’t all students being remembered equally – as there was no university-wide remembrance of Toni Keller last fall.

C. Outstanding Service Award
Andy Small, Operating Staff Council President, informed Council nominations are now being accepted for this year’s ‘Outstanding Service Award’. The nomination deadline is Friday, February 24, 2012, and he asked Council members to consider nominating deserving Civil Services employees.

Committees of the Council

Awards
Gautcher announced the committee is notifying winners and non-winners of this year’s ‘SPS Presidential Awards for Excellence’. She reminded Council those who did not win will be presented with a ‘Certificate of Recognition’ during the SPS Awards Ceremony in April. She said nominations are open for other SPS employee nominations for the “Certificates of Recognition” and the deadline is March 1, 2012. She hopes to have the names of those winners by the next meeting.

Gautcher reminded Council she’d sent a request for the ‘SPSC Service Award’, which recognizes a current SPS Council member for their service. She announced there were four names submitted. Nominees were asked to leave the room while Council members discussed and voted. Nominees were called back in to place their votes. Ballots were collected and tallied by Haliczer and Young. Hardy and Gautcher were selected as this year’s winners. Haliczer
made a motion formally recognizing Gautcher and Hardy as ‘SPS Service Award’ winners. The motion was seconded by Fisher. The motion was passed unanimously.

Communications
Xidis reported three members of Council, Builta, Gilbert and President Latham, attended Cascade Server training led by Jessica Schlueter on February 7th. Latham thanked her for setting up the training for Council.

Constitution & Elections
Stang announced that due to some Council members leaving, the Committee needs to have Council vote on a few changes so Representative and Alternate positions can be filled.

When Dawn Roznowski left Council, Bredberg moved up to fill the Representative position. To fill the Alternate vacancy left by Bredberg, Connie Uhlken has agreed complete the remainder of Bredberg’s term which ends in June. Stang made a motion to approve Uhlken’s appointment as Alternate to Division 4. The motion was seconded by Builta. The motion passed unanimously.

Stang noted Kay Chapman has left Council, leaving an Alternate vacancy through 2013. Stang said Gilbert has agreed to complete Chapman’s term and Craig Williams has agreed to complete Gilbert’s term which expires in June. Stang made a motion, which was seconded by Anderson, to move Gilbert to Alternate for Haliczer and appoint Williams to the remainder of Gilbert’s term as Apperson’s Alternate in Division 5. The motion passed unanimously.

Stang reported the day’s meeting was the last for Fisher, who will also be leaving Council. Fisher told Council she was honored to have served. Stang recommended moving Petty-Johnson from Fisher’s Alternate to Representative and move Dickey from Alternate to Lamb, to Petty-Johnson’s Alternate. He added Susan Oppenborn has agreed to complete the term of Dickey which ends in June. Stang made a motion to move Petty-Johnson from Alternate to Representative replacing Fisher, move Dickey from Alternate to Lamb to Alternate for Petty-Johnson and appoint Oppenborn as Alternate to Lamb in Division 3. The motion was seconded by Gautcher. The motion passed unanimously.

Stang shared he is also working on the Election process and gave Council a timeline. On February 20, 2012, an email will be sent to all SPS employees seeking nominations. Nominations will be accepted from February 20th – March 2, 2012. Elections will take place from April 9 – April 13, 2012. Notification of winners will occur May 1, 2012.

Events
Hardy announced registration is now open, including the pre-pay option, for the motivational luncheon with Dennis Barsema for Thursday, February 23rd. The luncheon is open to all university employees. She thanked Walk for his assistance in getting the payment option ready.

She informed Council that Wednesday, April 4, 2012, will be the Brown bag panel discussion with NIU experts on ‘Vision 2020 Student Engagement and Student Experience Initiatives’. Registration for that event is not open yet.

Hardy passed a sign-up sheet for Council to determine how many would be able to assist if Council reserved a table for the Wellness Fair scheduled for Wednesday, March 28th.

Finance
Funkhouser reported approximately $1,200 remains in the three accounts. President Latham suggested Council consider printing new SPSC brochures since information in the old ones is dated. This could become a new project for the Communication subcommittee which is Chaired
by D. Smith. Latham asked other committees with financial requests to submit them to Funkhouser soon.

**Legislative Issues**
Peska reported his committee will be meeting with the Alumni Relations Advocacy group. Council was reminded a new Faculty and SPS Personnel Advisor is to be voted on by Faculty Senate at its April meeting. Please send names of full-time, tenured faculty who should be considered as a replacement to Peska as soon as possible, so Council may have some input in the decision.

Peska shared there has been no real movement in Springfield, but with March elections, expects news to start picking up.

**Technology Resources**
Ostenburg thanked Council for the well-wishes on the addition to his family and Walk for helping to assist with projects while he has been away from campus. He noted while reviewing the SPS employee/representative percentages for each division, noted many departments have changed their names.

**Workplace Issues**
K. Smith reported the committee is still awaiting a response regarding the Temporary SPS benefits proposal.

President Latham provided Council an update on the committee’s ‘Resolution of Suggested Course of Action Regarding the Rehiring of Northern Illinois Retirees’ document. He reported the resolution was sent to President Peters, Vice President Cunningham, Operating Staff Council and University Council. He is waiting on a response from the respective groups.

K. Smith said the committee is still researching and looking for information to help them develop an evaluation process for SPS employees.

She also raised a question to Council. She and other Council would like to be able to share information with constituents within their own Division. She asked if Council can receive a list of names of SPS employees within each Division which can be shared with the respective Council representatives. After much discussion about why Council has not been able to get this list in the past, it was decided the SPSC needs to meet with Human Resources again to discuss how Council can receive this information while following HR policies. President Latham said he will contact HR to arrange this meeting.

**Vice President**
D. Smith reminded Council to review her report which was submitted before the meeting.

**OLD BUSINESS**

A. **Wellness Fair**
   Information regarding the Wellness Fair was covered under Events.

B. **Resolution Update**
   President Latham provided the update on the Resolution as part of the Workplace Issues report.
C. Merit Committee
President Latham asked Council to send Stang any ideas regarding what should be considered criteria on which to base merit. He added he would like for the committee to move quickly on suggestions of merit so it can be shared with Administration soon.

NEW BUSINESS

A. Faculty and Staff Appreciation Day/Events
President Latham asked Council to reflect upon the most recent Faculty and Staff Appreciation Days hosted by Athletics and of suggestions to improve the event to be beneficial to employees. Council will discuss suggestions during the next meeting.

B. Posting Board
Peska asked Council to share with him thoughts about having a university online site where employees could post information about items for sale, presentations or other non-personal details. He knows that APAC has something similar and other universities do as well, but not NIU as a whole. Council will discuss this again during the March meeting.

University Committee Reports
President Latham asked Council to review the University Committee Reports for Faculty Senate, Board of Trustees, University Council and Operating Staff Council which were submitted via email before the meeting. He also advised Council to review information about ‘Dependent Tuition’ and how it affects employees before the next meeting. If anyone has questions, he asked to please email him.

Adjournment
President Latham made a motion to adjourn the meeting. The motion was seconded by Ostenburg. The motion was approved and the meeting was adjourned at 12:11 p.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary