Northern Illinois University
Supportive Professional Staff Council Meeting
MINUTES
Thursday, April 14, 2016
HSC Clara Sperling Skyroom
10:00 a.m.


Excused: Karinne Bredberg, Margaret Myles, Missy Gillis, Nicole Holland, Gail Schumacher, and Matt Parks.

Absent: Betsy Hull

Guests: Samantha McCarron, Matt Streb, and Michelle Pickett.

Call to Order
The meeting was called to order at 10:06 a.m. by Supportive Profession Staff Council President, Builta. Builta added announcements to the agenda: D. Program Prioritization Town Hall Meeting; E. Summer Flex Time; and F. Statehouse Rally to Save Higher Education. Builta asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Hardy and was seconded by Trottier. The motion to approve the amended agenda was passed.

Builta asked for corrections to the March 10, 2016 minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve was made by Doederlein and was seconded by Jacky. The motion to approve the minutes of March 10, 2016 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker
The Program Prioritization Task Force (Matt Streb and Michelle Pickett) provided an overview of the program prioritization process. This is a resource reallocation exercise, not a budget cutting measure. The task force was not asked to achieve any economic goal during the categorization process. Streb highlighted that the programs are being evaluated, not the departments. The categories are: candidate for enhanced resources; no change; reduced; requires transformation; and subject to additional review or candidate for phase-out. Transformation means that it needs to function better. The task force was charged with placing roughly 20% of programs in each category. They are not exactly at 20% because they did not want to have to arbitrarily decide where to place programs. The criteria were different for academic programs
and administrative programs, and were a result of the survey sent in 2015 asking what is important to measure for programs.

The process has included meetings every Friday. The average task force member is spending between 15-30 hours per week on program prioritization. The academic task force read all narratives and 17 votes were needed to agree on categorization. The administrative task force chose to have 11 members read each narrative so that could dig deep into everything that was written; and 9 of 11 readers were needed to reach consensus on categorization. If there was no consensus, then all members read the narrative and 18 people needed to support the categorization. Streb wanted to emphasize that this will be a strong statement from the task forces. Streb said that they have been charged to be trustees of the university and not representative of individual units. Built asked what SPS Council could do to help at this point. Streb said to go back to units and share the information to help with feelings of angst.

The reports will be released on May 2 and the administration will accept feedback in some way. The task force reports are only advisory, not binding. Senior leadership is developing a process for integrating feedback from all sources. The next steps will be how to implement the program prioritization process.

Pickett and Streb were initial skeptics about the program prioritization process. They acknowledge that it has not been perfect, and they would recommend some changes for doing this again in the future. They also stress that it is really important to look at the two reports and respond to the two reports. It is important to take program prioritization seriously and provide feedback. Academic programs will take longer to change than administrative programs. Talk to your approver to get thoughts and feedback on how to respond to the report.

Hardy asked if there is any “heads up” to report writers. Streb said that Baker, Douglas, and Freeman have not seen the reports yet. Doederlein commented on the timing of the town hall meeting, and Streb responded that the meeting is only going to focus on the process moving forward and what it could mean for programs placed in different categories. Pickett said executive budget committee and shared governance will have until July 15th to provide feedback.

Burlingame asked how to best prepare responses to the reports. Streb responded that the reports have an added section that groups areas on commonalities based on how the university runs. He suggested that the SPS Council possibly form committees to review each of the categories and the additional section. Pickett said that responses are due May 23 and divisional leadership has until July 15 to come up with action plans.

Announcements

A. NIU Cares Day

The event is April 16, 2016, and this year marks the 10th anniversary for NIU Cares Day.
B. **Money Smart Week**  
The events are held April 23-30, 2016. Napientek announced that there are 148 sessions and the number of events is still growing.

C. **SPS Scholarship and Awards**  
The annual SPS Scholarship and Awards ceremony is April 14th at 2p in the Duke Ellington Ballrom.

D. **Program Prioritization Town Hall**  
The town hall meeting will be April 27, 2016 and will be streamed. Builta will send a note from SPS Council to the President’s office if there are any additional questions that the SPS Council would like to see addressed.

E. **Summer Flex Time**  
Flex time this summer will work the same way that it has for the past two years. The dates are June 6 to August 12, except for week of July 4th.

F. **Statehouse Rally to Save Higher Education**  
There will be a rally on April 20 in Springfield at 12:30p. The event is sponsored by the State University Annuitants Association, and attendees must use vacation time to take off work to attend.

**Committees of the Council**

**Awards**  
Hochstatter reported that the ceremony is April 14th.

**Communications**  
Walk reported that Anne Hardy submitted an article for the newsletter. There is room for more articles and the newsletter will be distributed before the end of April.

**Constitution & Elections**  
Stang reported the election results. Participation was very good (218, roughly 25%).  
- President: Catherine Doederlein  
- Division 1 Representative: Randi Napientek  
- Division 1 Alternate: Dana Gautcher  
- Division 2 Representative: Jeanne Meyer  
- Division 2 Alternate: Sandi Carlisle  
- Division 3 Representatives: Erin Reid and Mark Pietrowski  
- Division 3 Alternates: Sandy Lopez and Ryan Pumroy  
- Division 4 Representative: Russ Devereaux  
- Division 4 Alternate: David Dosier  
- Division 5 Representatives: Melissa Burlingame, Deborah Pixton, and Judith Dymond  
- Division 5 Alternates: April Arnold and Nicholas Piazza  
- Division 6 Representative: Rachel Xidis  
- Division 6 Alternate: Tom Viel  
- Division 7 Representative: Debra Boughton
The motion to approve the election results and appointments of SPS President, representatives, and alternates was made by Stang and was seconded by Piazza. **The motion to approve the election results was passed.**

Jacky reported that newly elected representatives, Russ Devereaux (Division 4) and Debbie Pixton (Division 5) agreed to serve as alternates prior to July 1, 2016. Jacky moved to approve both to serve as alternates, seconded by Smith. **The motion to approve alternates was passed.**

**Events**
Love-Moore passed around a sign-up sheet for people to volunteer at the student appreciation event from 10:30a-1:30p on April 19 and 20. She also reported that visit to the rare books collection and the social at Tapa La Luna were both good fun. Participating in the Wellness Fair was a good time and it helped that the table was right next to Money Smart Week table for better visibility. Love-Moore passed around a hand-out for the events that are planned for the rest of the semester. The events committee is looking forward to the summer months with some of the following tentative events: June lunch at Flamingo’s and an evening at HyVee; July dinner at Pho Vietnamese Grill and a trip to the Geography 3-d map; and, August Nestle tour and evening social at Pub 64. Plans are also getting started for the Fall semester.

**Finance**
Builta reported that $313.04 remains in the budget.

**Legislative Issues**
Smith reported that IL SB 2046 AMENDMENT 001 passed the senate and house to support several budgetary needs. Smith also reported that the State University Annuitants Association is launching an awareness campaign for people to join. WIU announced that 110 non-instructional staff are facing removal and have suspended purchases. Highland Community College has also made cuts.

**SPS Dependent Scholarship Fund**
The current balance is $5,403 and recipient to be announced and recognized at ceremony is Daphne Voorhees.

**Technology Resources**
There is a campus-wide movement to phase out of VIBE. Sabrina announced that the cellular stipend is not auto-renewal. Student email will be moving to Microsoft this summer. The IT Planning Council met and reported that it seems like all issues with network core modernization have settled down. Builta said that email attachment limit size increased to 150mb in early April.

O365 tip of the day: there is a tie-in between outlook mail and notebook for each group. Members can ship the email and attachment to OneNote where it will be stored and you will not have to dig through old emails. There is a definite desire to move away from attachments because they clog the server. IT is aware that this will be a large behavioral shift for everyone and would encourage everyone to find a way to use O365 tools in order to get familiar.
Workplace Issues
Builta reported that the committee did meet and now has a subcommittee to work on the employee survey to go out at beginning of fall semester.

Ad Hoc Committees:
A. SPS Leadership Initiative
   Hardy reported that the events have been well attended and continue through the spring.

B. SPS Emeritus Proposal
   Builta reported that he met with Greg Long to discuss how to get the proposal to the Board of Trustees. One of Long’s concerns is that there might be some push back from the University Council about people other than faculty being granted emeritus status.

Vice President’s Report
A. Committees Summary Report
   Napientek sent the report around and gave an overview of some highlights from the reports. There will be a search for a library dean in the fall; the University Writing Center will be moving to the Library in fall 2016; SURS had retirement counseling the week of April 11; and the University Benefits Committee has seen the policies on SPS emeritus status and on employee compensation.

Old Business
A. Policy on University Service
   Builta reported that the policy went back to the Operating Staff Council and was approved. From there, the policy went to University Benefits Committee and they had concerns about procedural points about language used for shared governance and its connection to the academic process. They were supportive of service. President Baker is very supportive and surprised that there is any pushback at all. Greg Long feels that it relates to all the committees.

B. Employee Compensation/Degree/Certificate Completion Policy
   Builta brought the policy proposal to the Operating Staff Council and the University Benefits Committee. There was a lengthy conversation during the Benefits Committee about procedures to make the policy equitable across professions. The Benefits Committee also expressed concern about the number of certifications a person can earn in one year for which they would be eligible to receive additional compensation. They do see the benefit in this, and asked Celeste Latham to investigate policies at similar institutions.

C. Program Prioritization Update
   The next Executive Committee meeting is May 3rd and will focus on the report and subsequent response from the SPS Council. Builta asked members to read the report and to encourage others to do so as well. There is a possibility that a
special meeting may need to be called to draft a response to the Program Prioritization reports that can be voted on prior to the May 23 deadline.

**New Business**
There was no new business.

**Adjournment**
Lopez made a motion to adjourn the council meeting. The motion was seconded by Stoker. The meeting was adjourned at 11:31 a.m.

Respectfully Submitted by Melissa Burlingame