Northern Illinois University
Supportive Professional Staff Council Meeting
APPROVED MINUTES
Thursday, February 11, 2016
HSC Clara Sperling Skyroom
10:00 a.m.

Present: Diane Alberts, Pat Anderson, Paul Baker, Eric Biletzky, Debra Boughton, Karinne Bredberg, Steve Builta, Melissa Burlingame, Edith Cowan, Missy Gillis, Sabrina Hammond, Anne Hardy, Emily Hochstatter, Betsy Hull, Gail Jacky, Dave Lochbaum, Sandy Lopez, Janet Love-Moore, Linda Manning, Patricia Martinez, Margaret Myles, Randi Napientek, Jonathon Ostenburg, Matthew Parks, Nick Piazza, Mark Pietrowski, Jeff Salmon, Donna Schoenfeld, Gail Schumacher, Kathy Smith, Michael Stang, Shannon Stoker, Christina Sutcliffe, Tim Trottier, Erica Wade, Brian Walk, Linda Watson, and Rachel Xidis

Excused: Nicole Holland and Catherine Doederlein

Absent: None

Guests: Sarah Klaper and Vernese Edghill-Walden

Call to Order
The meeting was called to order at 10:03 a.m. by Supportive Profession Staff Council President, Builta.

Builta made two additions to the agenda, under ‘Announcements’ he added, “E. President’s Town Hall” and “F. Unity Rally for a State Budget” and under ‘Old Business’ added, “C. Campus Security”. Builta asked for further additions to the agenda. Hearing none, he asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Love-Moore and was seconded by Stang. The motion to approve the amended agenda was passed.

Builta asked for corrections to the January 14, 2016 minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve was made by Cowan and was seconded by Sutcliffe. The motion to approve the minutes of the January 14, 2016 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker – Vernese Edghill-Walden (Chief Diversity Officer)
Builta welcomes Edghill-Walden to Council. Edghill-Walden thanks Council for the opportunity to speak and provide her observations and action items from the last six months. She stated that she is in the process of completing her action plan, and once it is finalized, she would gladly come back and do a formal presentation.

She shared that she will be changing the makeup of the Multi-Cultural Committee Institute and will change the name to the Committee on Academic Equity and Inclusive Excellence. Members would be appointed by college. She encouraged members to contact her about what we would like to see this committee look like. Builta suggested having a permanent SPS representative on the Committee.
Edghill-Walden states that she is planning on building relationships across campus by working with each of the colleges and large departments to develop strategic plans, by removing silos and work together to for trainings for all groups, not just one.

She also stated that a new presidential commission has just been approved, the Presidential Commission on Interfaith Initiatives.

She shared that she has seven topics for events and trainings that she will be concentrating on: 1) Gender equity 2) First amendment and lawful assembly 3) Interfaith 4) First generation 5) Students and what does inclusion look like 6) Unconscious bias and 7) structural oppression/racism. She views these as being lecture/panel and then breakout sessions for smaller group discussions. She is also looking into the opportunity to have these be an online chat program. She would really like to provide professional development opportunities for faculty, staff, and students. Edghill-Walden then asked for feedback from council members about their ideas on training topics. Ideas that were provided include: Perceptions – how faculty and staff have different perceptions than students.

Edghill also spoke about the importance of assessing these programs. She plans to use a campus climate survey, a longitudinal study on the workshops and will be developing a structure for these assessments.

**Announcements**

A. **Black History Month Events**
   Builta reminder members that the University will be hoisting a variety of events throughout the month. He encouraged members to view the schedule and attend events.

B. **February 14th Reflection – Moment of Reflection**
   Builta informed members of the council that the events have been scaled back. There will be nothing formal, but on Sunday, February 14th at 3:06pm the bells will ring and some people will be gathering by the memorial at Cole Hall for reflection.

C. **#noshamecampaign**
   Builta let members know of a Student Association promotion. The initiative is to ignite conversations about mental health and assault and to get people talking about the topic and understanding that they are not alone. Builta said that the Student Association is looking for individuals to share their stories. You can see some of the stories that have been shared on social media.

D. **Faculty and SPS Personnel Advisor Annual Evaluation**
   Builta reminded members that the annual Faculty and SPS Personnel Advisor Evaluation was sent out. He encouraged members to complete it and informed the group that the evaluation will close on March 1, 2016.

E. **President’s Town Hall (Tuesday, February 16, 2016 at 2:00)**
   Builta reminded members that the town hall will take place on Tuesday, February 16, 2016 in the Regency Room of the Holmes Student Center. Builta solicited requests for topics to be addressed via note cards that were passed around. Builta informed members that the session would be able to be viewed on Adobe Connect and viewers would be able to submit questions
online as well. Builta let members know that the format would be similar to other town halls with presentation portions and then a think format.

F. Unity Rally for a State Budget
Builta informed the members that there was a Unity Rally that was going to be taking place at the Barsema Alumni and Visitors Center at 11:00 on Thursday, February 11, 2016. Builta let members know that this Rally was going to be around 30 minutes long and stress the need for a state budget and how the lack of one has been impacting the community. Builta told members that at this rally members across the community would each be speaking. Builta then spoke about the impact at other institutions around the state: Eastern Illinois has laid staff as well as Kishwaukee, and Chicago State has claimed financial exigency.

Committees of the Council

Awards
Gillis informed members that they have started to notify the recipients of the Presidential SPS Award for Excellence. The awards committee is also working on the details for the awards event in April and will be sending out the call for certificates soon.

Gillis asked for nominations for SPS Council’s award for Service to the Council. Nominations included Builta, Napientek, and Smith. Cards were passed around to vote. Congratulations to Kathy Smith for winning the SPS Council Service Award.

Communications
Walk stated that communications were released about upcoming events, workshops, and evaluations. The committee also anticipates the spring newsletter to be distributed after the awards ceremony. Walk encouraged council members to think about topics for the newsletter and let them know of information we would like to see included.

Constitution & Elections
Stang stated to the members that there elections will being during the week of 2/29. This is a presidential election year and to able to be eligible, you must have been an active member for a year. Stang informed the members that the College of Education SPS Members are hosting a social on Thursday, February 18 at 3:30 to help bring awareness to the council and what we do. He encouraged members to bring a colleague to the event. Stang also informed members that there is a document on VIBE of talking points about the council and encouraged us to bring this up at our staff meetings and pass it around to being awareness. Stang said that in the past we have received nominations, but we struggle in getting those individuals to accept the nominations.

Events
Burlingame reminded members that there is a library rare collection visit on March 24 and the committee is looking into a social at Tapa La Luna in March. Burlingame also mentioned that there will be four Money Smart Week Events being held by the committee in April on the following topics: 1. Retirement 2. Identity Theft 3. How to Donate to Make a Difference and 4. Investing/budgeting. Burlingame reminded members that there will be a tailgate/social at an NIU Softball Game (5/6 – rain date 5/7) and NIU Baseball Game (5/20). Burlingame also informed the council that there will be a student centered event on 4/19 and 4/20 to piggy back off of the Undergraduate Research and Artistry
Day and the traffic it generates around the Holmes Student Center. The committee is still trying to finalize how that event will look. Burlingame also thanks Kiera Miller for her great work on the SPS Potluck during the Women’s basketball game. Planning of summer events is also starting and details will come when they are finalized.

**Finance**

Hull informed members that there is $871 remaining for the year. This is after accounting for the $30 for water and coffee for each meeting as well as the audio and visual for the leadership programs that will take place this spring. Some of these funds will go to the award ceremony, but we need to spend the rest and the student centered event this spring is a great place to do that.

**Legislative Issues**

Schoenfeld informed the members that there is still no budget in the state and that there have been layoffs and furloughs throughout the state at other institutions. Schoenfeld also let the council know that the president of the HLC has contacted the leaders in Springfield to let them know of the implications and sanctions that could happen if institutions need to close. Schoenfeld also let individuals know that there is a bill in the Senate requesting MAP Grant funding for community colleges and there is word that the governor will be vetoing the bill.

Smith highlighted the importance of joining the annuitants’ association. Smith also comments that President Obama visited Springfield to try to encourage leaders to compromise and pass a budget.

Builta informed the council that there is a request from faculty senate about lobbying and what we can do as university employees and passed around a handout on the issue. Builta told members that there has been discussion by the student association on a post pare campaign to send to leaders.

**SPS Dependent Scholarship Fund**

Hardy informed the group that there is currently $5,208 in the scholarship account and that there were a few more donors. Hardy stated that the committee should have the winner decided soon and is hoping that the winner can be recognized at the SPS Awards.

**Technology Resources**

Biletzky informed members that he will be doing a walk through in the next few months about the move from 365 to SharePoint. Parks added that members should know that SharePoint is coming out and that they will let us know how it is going. Biletzky said they are in the initial stages of positives and negatives and what the program is capable of and they are interested to see how groups like SPS would implement it. Biletzky stated that right now council uses Vibe to file share and vote and posed the question of which program will work best for us, SharePoint or office 365. The committee will be conducting the analysis now. He reminded the council that Vibe is not going away anytime soon, and that council will be one of the first groups to switch to a new program and that we will be an example for other groups moving down the road. Builta reminded council members that this will be important for all of us when things switch.

Biletzky informed the group that there have been issues with the OneDrive and its synching feature. There will be a link provided in the new release and it will solve much of this. Biletzky instructed individuals to speak with their land admin to get set up or if you are having troubles.
Hammond told the council that her area is helping areas becoming the office of the future. They are planning on doing presentation to come in and demonstrate, provide tips, demonstrate, and discuss features and ways to collaborate in small 15 minutes time chunks. This is to allow people the opportunity to adopt and absorb the information better. There are few requests coming in 15 minutes in coming time to demon

Workplace Issues
Builta reported that there has been a document circulating around campus about extra compensation for upper administrative staff. This was a document that was pulled from the IBHE. Builta encouraged members to make sure they get the entire story about things before rushing to judgement and sharing information. Builta encouraged individuals to bring questions forward to the workplace issues committee and they will do their best to help find answers. Once individuals have answers, they can make their own judgements, but make sure you have all the information when doing so. Klapper also encouraged the council to ask why when looking at these situations and also offered up her assistance in looking for more information. Builta also encouraged members to think about how rumors can impact campus morale.

Ad Hoc Committees:

SPS Leadership Initiative
Hardy said that an email went out this morning with dates and topics for the leadership events and Xidis stated that it was also put on NIU Today.

SPS Emeritus Proposal
Builta said that this will be addressed at the next meeting and encouraged all council members to review the document on vibe.

Policy on University Service
Builta tabled this discussion until the next meeting.

Vice President’s Report
A. Committees Summary Report
   Napientek reported that her report is posted in Vibe. She circulated the report around the room and provided a brief summary on some key topics including a possible new fine structure for campus parking, discussion on community outreach efforts being done by the Department of Police and Public Safety, and the addition of a counselor on staff for the athletic department to help with mental health. Napientek encouraged all members to view that document as well as the Committee Report.

Old Business
A. Program Prioritization
   Builta tabled this discussion until the March meeting.

B. Employee Compensation/Degree/Certificate Completion Policy
   Biletzky said that there has been no feedback on this policy that was posted on vibe so the document is ready for a vote. Builta stated that if the policy passes it will then go to operating
staff and we might get it back for edits. Hammond asked if individuals who obtain a degree or certificate now, while the policy is waiting for approval, would be eligible under this policy. Hull stated that individuals could put in the request to get funding from that point forward, but there would be no retroactive pay. Smith added that a range of funds was provided to give more flexibility. The motion to approve the policy and move it to Operating Staff Council was made by Lopez and was seconded by Jacky. The motion to approve the policy and move it to Operating Staff Council was passed.

C. Campus Security
Burlingame provided an update on the concerns that council brought forward during the fall semester. Burlingame stated that the policy for smoking in cars has been posted on the websites and encouraged individuals to reference this policy with questions that they might have. She also informed the group that ADA information is located on the interactive map on the website. Burlingame asked that members let her know where they felt there was poor lighting on campus so she can bring that forward to the safety committee. Burlingame also encouraged individuals to let her know of any other concerns that they might be having so that she could address them.

New Business
A. Election for SPS Council Secretary
Builta informed the members that Leslie Gilbert would be stepping down council. Because of this, an election must be held to replace her as SPS Council Secretary. Pietrowski nominated Jacky and she declined the nomination. Pizza nominated Burlingame and she accepted the nomination. Builta asked for additional nominations. Jacky motioned for Burlingame to be named Secretary and Martinez seconded the motion. The motion to appoint Burlingame as Secretary of Supportive Professional Staff Council passed.

Builta informed members that in addition to Gilbert’s departure on the executive board, we would need to fill her voting role on council. Jacky motioned for Parks to move from the alternate role in division five to the voting role and leave the alternate role open until after elections in March and Hull seconded the motion. The motion to appoint Parks as a voting member in Division five and leave the alternate spot open until after March elections passed.

Adjournment
Hull made a motion to adjourn the council meeting. The motion was seconded by Martinez. The meeting was adjourned at 11:57 a.m.

Respectfully Submitted by Randi Napientek