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

Present: Diane Alberts, Pat Anderson, Eric Biletzky, Debra Boughton, Steve Builta, Melissa Burlingame, Edith Cowan, Lesley Gilbert, Missy Gillis, Sabrina Hammond, Anne Hardy, Emily Hochstatter, Gail Jacky, Sandy Lopez, Kiera Miller, Linda Manning, Patricia Martinez, Randi Napientek, Tom Parisi, Matthew Parks, Mark Pietrowski, Jeff Salmon, Kathy Smith, Erica Wade, Brian Walk, and Rachel Xidis

Excused: Catherine Doederlein, Nicole Holland, Betsy Hull, Nick Piazza, Donna Schoenfeld, Michael Stang, Shannon Stoker, and Christina Sutcliffe

Absent: None

Guests: Lisa Carlsen, Abigail Dean, Mark Montgomery, Holly Nicholson, and Jeff Strohm

Call to Order
The meeting was called to order at 10:04 a.m. by Supportive Professional Staff Council President, Steve Builta.

Builta made several additions to the agenda. He added Mark Montgomery and Lisa Carlsen as additional guest speakers. Under ‘Announcements’ he added, “C. Printer Usage Survey”, “D. Martin Luther King, Jr. Celebration Week”, “E. Tax Preparation Information”, “F. Financial Cents – Coat Drive”, “G. Money Smart Week” and “H. Spring Homecoming”. Under ‘Old Business’, he added, “C. Constitutional Amendment to Article 6 – Section 7” and “D. Council Reconfiguration”. He asked if there were additional changes for the agenda. Hearing none, he asked for a motion to approve the amended agenda. The motion to approve the amended was made by Martinez and was seconded by Myles. The motion to approve the amended agenda was passed.

Builta asked for corrections to the December 10, 2015 minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Wade and was seconded by Myles. The motion to approve the minutes of the December 10, 2015 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speakers – Mark Montgomery, Head Coach – Men’s Basketball and Lisa Carlsen, Head Coach – Women’s Basketball
Montgomery began by sharing the success of this year’s Men’s Basketball team who are currently 14-2 in MAC Conference play and 13-0 at home and shared this is an exciting time for the team. He reminded Council the “Faculty and Staff Appreciation Basketball Game” for the Men’s Basketball team will be the NIU vs. Toledo game, which will be televised on Friday, January 22nd starting at 5:30 p.m. Faculty and Staff will receive two complimentary general admission tickets to the game and there will also be a $5.00 concession deal. He also invited Council to attend “Mondays with Monty” at Fanatico’s.

Carlsen invited Council to attend the Women’s Basketball “Faculty and Staff Event” which will be on Saturday, January 23rd with their game against Ohio starting at 1 p.m. She reminded Council about “Coffee with Carlsen” which is held at the Lincoln Inn. She also shared
information about “Play 4 Kay”, with proceeds benefiting the Kay Yow Foundation. Carlsen said this is also an exciting time for the Women’s Basketball team and asked Council to support both teams.

Abigail Dean, Director of University Marketing
Dean thanked Council for the opportunity to come and speak about the NIU Brand Perception Survey results. She began by reminding Council that the NIU community, alumni, students, prospective students, and their parents were given the opportunity to complete this survey. She explained the survey was done to gauge how the university is perceived by different groups of people.

She reported the Marketing Department received 4,236 total responses, included in that total were 987 responses from Faculty and Staff and over 1,200 responses from university alumni. Dean talked about the survey findings and what they mean for the university. One of the most important shared was the university students feel good about NIU and feel like faculty and staff are helpful and care about them. She pointed out though; Faculty and Staff rated NIU lowest of all of the focus groups surveyed.

She spent the remainder of the presentation sharing things the university plans to do to improve the university’s perceptions with all groups. She added the department will be doing a survey every year for the next three years to measure how changes are being perceived and will be meeting with departments to share this information.

Announcements
A. W-2 Statements
Smith announced W-2 statements will be available online after Wednesday, January 20th. She gave Council directions for how they can get their information through ‘My NIU’.

B. Faculty and Staff Appreciation Days – Men’s and Women’s Basketball
Builta encouraged Council to participate in the “Faculty and Staff Appreciation Days” to support our student athletes.

C. Printer Usage Survey
Builta reminded Council that employees had recently received an email asking for university input on personal printer usage. He shared the survey only takes about three minutes to complete and urged everyone to give their input.

D. Martin Luther King, Jr. Celebration Week
Builta reminded Council the “Martin Luther King, Jr. Celebration Week” activities will occur the week of January 19th and all events are listed online in NIU Today. Council were asked to share the information with other colleagues.

E. Tax Preparation Information
Napientek shared information with Council regarding the Volunteer Income Tax Assistance (VITA) Program. She reminded Council this program is being offered every Tuesday from January 26th through April 12th in the HSC Gallery Lounge from 11:30 a.m. to 7:00 p.m. To schedule an appointment, members were asked to contact Goodwill at (815) 987-6200. Those with questions about participation requirements can call the NIU Financial Cents Program at (815) 753-HELP or email financialcents@niu.edu.
F. Financial Cents – Coat Drive
Napientek announced they are still collecting donations for winter items (gloves, hats, coats or scarves) at any of their drop-off locations. She shared a flyer with Council. Items collected will be available to any NIU student at the Office of Student Academic Success in the Academic Advising Building Room 113 from 8 a.m. – 4:30 p.m. Pick-up dates continue until April 1st.

G. Money Smart Week
Napientek shared information about announced the planning is underway for next year’s “Money Smart Week” which will be held April 23, 2016 through April 30, 2016. She shared events will be announced in early April. She announced they are still looking for events, presenters, and audiences for the week.

H. Spring Homecoming
Anderson reminded Council members about “Spring Homecoming”, which had the date changed from Saturday, January 23rd to Saturday, February 13th. She asked employees to make sure to register by February 10th on the Alumni Association webpage.

Committees of the Council

Awards
Gillis shared the Awards committee met to select the Presidential Awards for Excellence winners in early January. The list of nominees was presented to Council and then those who were nominated were asked to leave the room so those selected could be announced. Once the nominated Council members left, those selected to receive the award were announced. Gillis made a motion to accept the four nominees selected to be the recipient of the award. The motion was seconded by Jacky. The four employees selected to be recipients for this year’s Presidential Award for Excellence were approved by Council.

Communications
Walk reported the committee has sent out emails announcing Events committee activities and the SPS Dependent Scholarship deadline. Work will begin soon on the Spring edition of the SPS newsletter.

Constitution & Elections
Jacky announced the Council needed to replace the vacancy left in Division 4 by Buitla’s election to Council President. Jacky made a motion to recommend moving Cowan from Buitla’s Alternate to replace him as Division 4 Representative and Rita Yusko has agreed to serve as Alternate to Cowan, to complete the remainder of her original term. The motion was seconded by Anderson. The motion to approve moving Cowan to Representative and make Yusko Cowan’s Alternate was approved by Council.

Jacky continued the next meeting of the committee will be January 27th, where the group will discuss plans to schedule informational meetings in February to recruit new members for the SPS Council.

Events
Burlingame reported the “SPS Holiday Social” event went very well and announced those employees who won prizes for their potluck meals. She shared 14 SPS employees attended the “Paint and Pour” event this week. She announced some upcoming events which will be announced to SPS employees when dates are confirmed, including a tour of the Rare Books Archives and some events during “Money Smart Week”. She also mentioned the committee is looking at events during a Spring NIU Baseball and Softball game.
Finance
Napientek reported for Hull who was unable to attend the meeting. She announced $300 had been approved for the “SPS Leadership Workshops”. She shared there is still money left for other Council events. Those committees which need funds should speak to Hull or a committee member soon.

Legislative Issues
Smith reported for Schoenfeld, who was unable to attend the meeting. She asked everyone to consider joining the NIU Annuitants Association, if they are not already members, to stay up-to-date on the latest Springfield news affecting employees and annuitants.

SPS Dependent Scholarship
Hardy announced there is $4,843 in the SPS Dependent Scholarship fund. She reported one new donor was gained during the Fall Faculty and Staff Foundation campaign. She reminded Council members the deadline for “SPS Dependent Scholarship” applications is Monday, February 1, 2016.

Technology Resources
Biletzky shared the committee is working to maximize the usage of Office 365. Hammond encouraged Council members to let them know what technological support is needed. Builta encouraged Council to explore Lynda.com for professional development opportunities.

Workplace Issues
Builta announced the next meeting of the committee will be January 28th and there will be a report for the next meeting.

Ad hoc Committee Reports

SPS Leadership Workshop Committee
Hardy announced the committee worked before the break on ideas for the Spring semester of workshops. There will again be four presentations this semester and information about those sessions will be announced soon – presenters for this semester include: Renique Kersh, Judy Santacaterina, Sarah Klapier and Steve Builta. Workshop descriptions and registration information will be announced shortly.

SPS Emeritus Proposal
There is no report on the SPS Emeritus Proposal as the SPS Workplace Issues committee has not yet met. There will be an update during the February meeting.

Policy on University Service
There was no report from this committee, as they have not yet met. They hope to be able to report soon.

Committees of the University

Vice President
A. Committee Summary Report
   Builta said there were not many university committee meetings in December, so it is a small report posted in Vibe.
OLD BUSINESS
A. Program Prioritization Update
Builta asked Council members to support those employees who are members of the Program Prioritization Task Forces which are reviewing the Academic and Administration programs.

B. Employee Compensation/Degree/Certification Completion Policy
Biletzky shared he rewrote the business manual page information for the policy and Hull wrote the proposal which is available in Vibe for review by Council. Please review the information and share comments with Biletzky before the next meeting. The Council will vote upon this policy during the February meeting.

C. SPS Constitutional Amendment to Article 6 – Section 7
Jacky reminded Council that changes were proposed in December to determine how Alternates can be asked to serve within their own and other Division for voting purposes. Jacky reviewed the changes for Council and opened the floor for comments and discussion. Following the discussion, Jacky made a motion to approve the changes to Article 6 - Section 7 of the SPS Constitution. The motion was seconded by Myles. Council voted and approved the amendments to the Article 6 – Section 7 of the Constitution that will expand the availability of Alternate members of Council to serve for Representatives was passed.

D. Council Reconfiguration
Jacky also shared with Council the information which reconfigures the member composition of Council to set-up a more balanced representation. She reviewed the information that was shared with Council during the December meeting. A motion to approve the reconfiguration of Council was made by Jack and was seconded by Myles. The motion to approve the reconfiguration of Council was passed. Builta asked for the newly approved version to be posted to the website.

NEW BUSINESS
There was no new business for this meeting.

Operating Staff Council (OSC)
There was no report from Operating Staff Council during this meeting due to the length of regular Council business.

Faculty Senate/University Council
There was no report from Long this month.

University Committee Reports
Builta will update Council on his committee reports in Vibe.

Adjournment
Builta asked for a motion to adjourn the Council meeting. The motion to adjourn was made by Myles and was seconded by Lopez. The meeting was adjourned at 11:50 a.m.

Minutes Respectfully Submitted by
Lesley Gilbert, SPSC Secretary