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

Present: Gail Jacky, Kathy Smith, Randi Napientek, Donna Schoenfeld, Jeanne Meyer, Sandi Carlisle, Tim Trottier, Jeff Salmon, Erin Reid, Sandy Lopez, Mark Pietrowski, Linda Watson, Jack King, Betsy Hull, Steve Builta, Edye Cowan, Shannon Stoker, Margaret Myles, David Dossier, Patricia Anderson, Judy Schneider, Brian Walk, April Arnold, Melissa Burlingame, Debbie Pixton, Mandy Wescott, Judith Dymond, Tracy Rogers, Emily Hochstatter, Rachel Xidis, Tom Parisi, Janet Love-Moore, Christina Sutcliffe, Scott Foelske, and Catherine Doederlein.

Excused: Russ Devereaux and Debra Boughton.

Absent: None.

Guests: Sarah Klaper, Laura Alexander, Celeste Latham, and Mike Stang.

Call to Order
The meeting was called to order at 10:03 a.m. by Supportive Profession Staff Council President, Doederlein. Doederlein asked for any additions to the agenda. Doederlein 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 Myles. The motion to approve the amended agenda was passed.

Doederlein asked for corrections to the June 9, 2016 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve the minutes was made by Myles and was seconded by Jacky. The motion to approve the minutes of June 9, 2016 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker
Laura Alexander, Director for Human Resources (HR), and Celeste Latham, Associate Vice President for Administration and HR Operations, introduced themselves to the members of the SPS Council. They first answered questions submitted by the council prior to their visit, starting with the Fair Labor Standards Act (FLSA) and its applications to NIU. Alexander stated that not all “exempt” employees at NIU are at that salary, and the date for compliance is December 1, 2016. All possible positions affected by the new standards are being reviewed. HR is flagging job descriptions for full-time staff, part-time staff, and graduate assistant positions that appear to be out-of-date and working with supervisors to get additional information. There are 832 SPS positions and 302 of them have been flagged for review. Several exemptions to the updated FLSA standards include teaching, academic administrators, professional, attorney, and medical
positions. Alexander emphasized that the role of HR in this process is only as facilitator and to make recommendations to the NIU administration. The overall findings and recommendations will be shared with the NIU administration at the end of July. Alexander stated that the hope is to start conversations with departments and affected employees starting in August. HR is investigating how to create an SPS hourly position for positions that do not qualify for Civil Service classification. Those people in positions converted to Civil Service classification would be poised to experience a pay gap; Alexander is recommending that money be put aside to cover that gap and that no employee experience a wage loss. The decision about which course to take is ultimately made by the NIU administration and the department.

After the extensive conversation on FLSA, Latham shared that she attended a meeting with Central Management Services about health benefits. At that meeting, there were no updates on the potential increases to premiums because the AFISME negotiations had not concluded. She shared that benefits choice for new and renewing employees will be an online process as of September 1, 2016. Latham also indicated that NIU HR now has a webpage dedicated to answering questions about medical practices and tips for dealing with those practices that will not take NIU insurance. Employees should report instances of refusal to provide service to HR and the NIU Annuitants Association.

The last couple of questions dealt with hiring. Alexander reported that SERS issued guidance on hiring retirees. There are restrictions on the pay and timing of hiring retirees and prearranged agreements are restricted. NIU is also transitioning to an automated hiring process called PeopleAdmin and will interface with PeopleSoft. All job application activity will be online and those involved will know where in the system the process has moved.

Announcements
A. Introductions
At the beginning of the meeting, all people present introduced themselves for the benefit of new and existing members of the SPS Council and the guest speakers.

B. Update on Meeting with Provost Freeman
Buita indicated that Provost Freeman was very supportive of the policy on University Service. They also discussed employee compensation and degree completion, which she said needs additional conversation. Freeman expressed concern about the wording on the official hierarchy in the SPS Emeritus proposal. Finally, Buita said that Freeman shared that she feels few people will be negatively impacted by the FLSA changes.

C. Search updates
Doederlein shared that Daniel Konen will be director of Campus Dining Services, Ian Krohn will serve as the director of Holmes Student Center, and Gina Flynn will be the Center for Black Studies director.

D. OSC Knitting and Crocheting
Doederlein passed around a flier about the crochet and knitting workshops hosted by the Operating Staff Council. The sessions were all in July and provide lessons for people to learn how to do either skill.

E. Autism Caregiver Support Group
Doederlein shared a flier about meetings planned by the School of Allied Health and Communicative Disorders for caregivers of children with Autism Spectrum Disorder. The meetings are planned for the second Thursday of each month from 5:30-7:30p at the NIU Speech-Language-Hearing Clinic.

Committees of the Council
Each committee was asked to briefly share a little about their responsibilities for the benefit of the new members.

Awards
Hochstetter informed Council members that the Awards Committee solicits the submissions for SPS awards and plans the event in April. Most of the work for this committee is done in December and January.

Communications
Xidis shared that the Communications committee does mostly electronic communications, such as website maintenance, sending informative emails, and distributing the newsletter.

Walk reported that he has been working on updating the SPS website and moving information from Vibe to SharePoint.

Constitution & Elections
Jacky shared that the Elections committee updates the constitution and runs the elections.

Jacky then nominated Tim Trottier as representative for Division 2 and Jeff Salmon as alternate for Division 2. The motion was seconded by Lopez. Motion passed.

Jacky then opened the floor for nominations for the roles of Secretary, Vice President, and Treasurer. Lopez nominated Watson for Secretary, seconded by Burlingame. Burlingame nominated Napientek for Vice President, seconded by Hochstatter. Myles nominated Hull for Treasurer, seconded by Lopez. All three motions passed.

Events
Love-Moore shared that the Events committee plans social events, educational events, and other events as they are found to be useful.

Love-Moore announced the following events for the summer: Pub 64 evening social the week of July 14, Hidden Gems lunch at Jamrah on July 20, Hidden Gems lunch at Flamingo’s on August 10, and 3D Maps Lunch and Learn on August 9th.
Finance
Hull reported that the SPS Council received $2,480 for fy17. In FY16, SPS Council spent $675 for the recognition event and 2 years of awards, $500 for student appreciation day, $470 for monthly meeting expenses, $280 for leadership workshop AV, $25 for a STEM event with SPS, and $7 for a speaker lunch.

Legislative Issues
Schoenfeld shared that the Legislative Issues committee acts as a liaison with the university and state. There has not been much in last two years because state has not had a budget. Since this is the case, the committee reviews publications and news sources.

SPS Dependent Scholarship Fund
Doederlein shared that the SPS Dependent Scholarship Fund committee shares information, solicits applications, and seeks donations. Most of the work is done electronically.

Technology Resources
Walk shared that the Technology Resources committee ensures that technology is available for meetings, maintains databases of members, addresses technology questions, assists with support to the website and SharePoint, assists with the election process, and brings new ideas to council.

Workplace Issues
Buita indicated that the Workplace Issues committee address topics from employees, gathers information, sees that people are treated fairly, and administers the survey of SPS members. The committee meets every other month.

Ad Hoc Committees:
SPS Leadership Initiative
Doederlein shared that several events were planned and designed to allow professional development without leaving campus.

SPS Emeritus Proposal
Doederlein indicates that this ad hoc committee is not likely to be needed this year.

Vice President’s Report
A. Committees Summary Report
Napientek shared that she had worked with a small group of council members to draft written guidelines, roles, and responsibilities for people appointed to university committees. The brief handout was distributed and explained as a document intended to help with any confusion from people serving in those appointed roles.

Old Business
A. Program Prioritization Comments
Doederlein reported that the deadline for action plan is July 15.
B. Annual report
Doederlein indicated that the report should be available for the August 2016 SPS Council meeting.

New Business
A. Committee break-outs
Doederlein asked members to meet as committees for 10 minutes and select chair or co-chairs, and to determine the first meeting date of the committee.

Adjournment
Jacky made a motion to adjourn the council meeting. The motion was seconded by Walk. The meeting was adjourned at 11:54 a.m.
Respectfully Submitted by Melissa Burlingame