Northern Illinois University
Supportive Professional Staff Council Meeting
APPROVED MINUTES
Thursday, June 9, 2016
HSC Clara Sperling Skyroom
10:00 a.m.


Absent: Nicole Holland.

Guests: Joe Grush, Judy Dymond, Evelyn Comber, and Russ Devereaux.

Call to Order
The meeting was called to order at 10:02 a.m. by Supportive Professional Staff Council President, Builta. Builta asked for any additions to the agenda. Builta added Joe Grush as the guest speaker to talk about the NIU Annuitants Association, added item B under new business for roles and responsibilities for university committee members, and item E under announcements for new employee orientation. Builta asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Doederlein and was seconded by Gillis. The motion to approve the amended agenda was passed.

Builta asked for corrections to the May 12, 2016 minutes. Hearing none, he asked for a motion to approve the minutes. The motion to approve the minutes was made by Martinez and was seconded by Jacky. The motion to approve the minutes of May 12, 2016 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker
Joe Grush from the NIU Annuitants Associations (NIUAA) and the State University Annuitants Associations joined the meeting to discuss the ways the organizations serve university employees. Their main roles are encompassed in the acronym V.A.L.I.D: Voice, Advocate, Lobby, Information, Defense. Grush then distribute the NIUAA By-Laws and highlighted some of the committees as a means to provide a sense of what employees get as a member. He also passed around a handout with information about Illinois finances, recent Illinois Supreme Court victories, and pending or possible legislation.
Announcements

A. Building Captains
Burlingame reported on the work that came from the Campus Security and Environmental Quality Committee. Building Captains are to be implemented as a response to a campus bomb threat that was not completely communicated to all constituents on campus. The Office of the Assistant Vice President for Facilities Management has compiled a list of employees responsible for buildings across campus.

B. Emergency Action Plans
Similar to Building Captains, each building and department on campus is encouraged to develop an Emergency Action Plan and communicate it with faculty, staff, and students.

C. Title IX Training
President Builta distributed information about the mandated Title IX training. Everyone will have to take the FY2017 training in October 2016, but NIU is trying to reschedule due to ethics training occurring at the same time.

D. Certificates of Appreciation
President Builta distributed Certificates of Appreciation to council members who are ending their current service to the SPS Council. Doederlein, Napeintek, and Burlingame presented President Builta with a plaque thanking him for his outstanding service as SPS President.

E. New Employee Orientation
President Builta shared the email he received with dates for new employee orientation.

Committees of the Council

Awards
No report.

Communications
The committee will continue to send emails as needed for announcements and events.

Constitution & Elections
Jacky asked the council members to nominate Tracy Rogers and Mandy Westcott as alternates for division five and to appoint the following individuals to university committees:

Campus Parking Committee: Megan O’Quinn and Cindy Ditzler
Love-Moore moved to approve the nominations. Motion seconded by Lopez. Motion was passed.

Builta asked for individuals interested in organizing training for new members. Randi, Gail, Steve, Cathy, and Brian volunteered to coordinate training.

Events
Love-Moore announced the following events for the summer: Hy-Vee cooking class on June 29, Hidden Gems lunch at Pho ’n Grill on June 16, 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 3, and 3D Maps Lunch and Learn the week of August 8-12. The fall events schedule will be further planned at the July Events Committee meeting.

Finance
Builta reported that there is still money remaining in the budget, but that it will not be spent due to time constraints.

Legislative Issues
Smith reported that the Illinois legislature is not meeting, which is a continuation of less than ideal situation.

SPS Dependent Scholarship Fund
Bredberg reported that is currently $5,598 in the account. $1000 will be used for the April 2016 scholarship recipient.

Technology Resources
Walk reported that the information posted on Vibe will be transferred to SharePoint.

Workplace Issues
Builta reported that the SPS Survey will be available for review at the July meeting. Lara Alexander will be the guest speaker for July and talk about all things HR related. He also followed up on discussions about the impact of collective bargaining units on SPS, and stated there is no determination about the impact at this time.

There are also questions about the Fair Labor Standards Act ruling and how it impacts people currently making less than the $47,476. Smith indicated that the cases will be reviewed individually, and the final decisions will be made by the NIU administration. One issue is moving from salary to hourly and the paycheck that would be missed between December 15 and December 31. Another option is to keep people as salary and provide access to overtime pay. Stang asked if hourly pay requires that the jobs be made Civil Service, and Smith responded that it is possible to have hourly SPS employees.
Ad Hoc Committees:
SPS Leadership Initiative
The committee shared that the session led by Sarah Klaper went well.

SPS Emeritus Proposal
Builta said that he discussed the proposal with President Baker and he seemed supportive.

Vice President’s Report
A. Committees Summary Report
   Napientek reported that the June and Annual reports are posted on Vibe.

Old Business
A. Program Prioritization Comments
   Builta thanked the group for putting the response together.

New Business
A. Annual Report
   Builta asked committees to submit their annual reports by the end of June.

B. Roles and Responsibilities for University Committee Members
   Napientek reported on confusion about what SPS employee roles on committees entails. She suggested that some form of orientation or handout be provided to university committee members representing the SPS Council and connect them more to the council. She asked if anyone wanted to help with the process and Linda Watson volunteered to assist. Ostenburg suggested that the information be posted previous to people being asked to join these committees.

C. Operating Staff Personnel Advisor
   Nicholson reported on newly-established position. John Hulseberg from the Physical Plant was elected to fill the position.

Adjournment
Watson made a motion to adjourn the council meeting. The motion was seconded by Jacky. The meeting was adjourned at 11:46 a.m.

Respectfully Submitted by Melissa Burlingame