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

Present: Shannon Stoker, Linda Manning, Randi Napientek, Donna Schoenfeld, Erica Wade, Jeff Salmon, Michael Stang, Tim Trottier, Anne Hardy, Dave Lochbaum, Gail Jacky, Linda Watson, Catherine Doederlein, Melissa Burlingame, Mark Pietrowski, Betsy Hull, Steve Builta, Edith Cowan, Margaret Myles, Missy Gillis, Eric Biletsky, Karinne Bredberg, Nicole Holland, Brian Walk, Kathy Smith, Tom Parisi, Roselyn Snell, Rachel Xidis, Janet Love-Moore, Sabrina Hammond, Matt Parks, Nick Piazza

Excused: Patricia Martinez, Sandy Lopez, Gail Schumacher, Gillian King-Cargile, Pat Anderson, Emily Hochstetter, Diane Alberts

Absent: Dana Gautcher, Nyoka Polyak, Jonathan Ostenburg, Christina Sutcliffe, Kiera Miller, Debra Boughton, Eric Schultz

Guests: Sarah Klaper, Holly Nicholson, Greg Long

Call to Order

The meeting was called to order at 10:03 a.m. by Supportive Profession Staff Council President, Builta. Builta removed some items and added several announcements to the agenda. The guest speakers from the Program Prioritization Task Force will attend the April meeting. The PCSM conference was removed from the agenda. The additional announcements are: C: Employee release Time; D: Illinois Latino Council on Higher Education Conference; E: College of Education Community Learning Series; F: Green Office Initiative; G: Human Resources Spring Training; H: Communiversity Gardens; and I: Veteran’s Student Advisory Board. Builta 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 Hardy. The motion to approve the amended agenda was passed.

Builta asked for corrections to the February 11, 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 February 11, 2016 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker

The Program Prioritization Task Force will attend the April 2016 meeting. If you have any questions that you would like the members to address, please email them to President Builta prior to the April meeting.

Announcements
A. NIU Cares Day
   This year is the tenth anniversary of NIU Cares Day. The event is April 16, 2016. There is still a need for site leaders.

B. Money Smart Week
   This year’s Money Smart Week runs April 23-30. Napientek announced that the SPS Council Events Committee was planning lunchtime sessions on topics specific to staff at NIU.

C. Employee Release Time
   Builta shared the NIU memorandum about employee release time for the purposes of voting, and for the Health and Wellness Fair.

D. Illinois Latino Council on Higher Education Conference
   Builta shared information from Sandy Lopez to encourage participation in the conference. This is the first time the conference has been held outside of Chicago, and a strong showing is important to support the venue change.

E. COE Community Leadership Series
   Builta announced that the March 22 session topic covers youth sports and concussions. This topic is expected to be of interest to many in light of the Illinois legislation that requires all schools to have a concussion policy.

F. Green Office Initiative
   Builta shared information he learned at the University Council meeting about offices gaining recognition through the Green Office Initiative, such as OSEEL, the SA, and the Green Team. Several offices have been certified through the Green Office Initiative. Burlingame added that the initiative is geared towards recognizing offices for good practices that are already taking place, and encouraging offices to take the steps that would get them to the next level. Love-Moore added that the Division of Information Technology is interested in doing participating in the initiative.

G. HR Spring Training
   Builta announced that the spring schedule for Human Resource training sessions is available on the NIU website.

H. Communiversity Gardens
   Burlingame announced that the regular volunteer days for the Sandra Streed Garden (part of the Communiversity Gardens network located just east of Anderson Hall) start on Tuesday, April 26. The volunteer days will be each Tuesday and Thursday from 4 p.m. to 6 p.m. Anyone who wants to bring a group of class to the garden is invited to contact the co-managers at niucg@niu.edu.

I. Student Advisory Board for Veterans
   Salmon shared the interest of Dr. Caldwell and Director Armstrong to create a
board comprised of faculty and staff to advise the Military and Post-Traditional Services Program. Their goal is to have the board functional for fall semester. Pietrowski asked about the military ally program, and Salmon responded that Military and Post-Traditional Services Program plans to re-implement the ally program in the future.

Committees of the Council

Awards
Gillis reported the awardees for the April 14 Awards Ceremony:
- Presidential Awards for Excellence recipients: Gregory Barker, Melissa Burlingame, William McCoy, and Mark McGowan
- Outstanding Service Award: Kathy Smith
- Advocacy Award: Debra Miller
- Cultural Competency Award: Greg Ross
- Excellence in Supervision: Jason Rhode
- Institutional Advancement Award: Anissa Kuhar
- Partnership and Collaboration Award: College of Education Student Services: Margee Myles, Jennifer Such, Kristin Rinehart, Lisa Pilney, Brittney Hall (G.A.), and Sandy Blazer (G.A.)

Communications
Walk reported that emails were distributed to promote the SPS leadership workshops. In April, the Communications Committee will gather stories for the spring newsletter, which is scheduled for distribution shortly after the SPS Awards Ceremony.

Constitution & Elections
Jacky reported that Paul Baker left the University. Karinne Bredberg agreed serve as alternate in his place, Cindy Ditsler will be alternate for Karinne Bredberg. Jacky moved to appoint Bredberg as representative and Ditsler as alternate, seconded by Hardy. The motion to approve Bredberg as representative and Ditsler as alternate passed. Stang provided an update on nominations received for the SPS President and Representative positions:

12 people were nominated for President
Representative nominations by Division follow:
- Div. 1: 5 ballots submitted with 37 nominations (28 individuals nominated) for 3 slots
- Div. 2: 7 ballots submitted with 54 nominations (38 individuals nominated) for 2 slots
- Div. 3: 5 ballots submitted with 14 nominations (12 individuals nominated) for 5 slots
- Div. 4: 8 ballots submitted with 36 nominations (30 individuals nominated) for 2 slots
- Div. 5: 3 ballots submitted with 20 nominations (19 individuals nominated) for 7 slots
- Div. 6: 5 ballots submitted with 27 nominations (24 individuals nominated) for 3 slots
- Div. 7: 1 ballot submitted with 2 nominations (2 individuals nominated) for 2 slots

Builta provided an update on future administrative support for the President position and other members of the Executive Board. In February, Provost Freeman approved the proposal to provide administrative support and release time for both the SPS Council President and the Operating Staff Council President. Hammond commented that the
release time may not actually be helpful. Builta responded that the release time (and accompanying funds to hire help to fill those hours) might allow lower level work to be delegated and result in an ability to shift responsibilities at all levels. Smith thanked Builta for moving forward to secure this administrative support.

Events
Love-Moore reported on the remaining events for the spring semester. There is an evening social on March 17 at Tapa La Luna at 5:30p, the tour of the Rare and Special Collection at the NIU Library on March 24 at Noon, several events for Money Smart Week are planned for Noon in Altgeld 125, student-centered appreciation event in April, and the sports support social is May 6 with the baseball social starting at 2:30p and the softball social starting at 4:30p. Summer event planning is underway with a focus on visiting hidden gems and participatory events, such as cooking classes. Suggestions always welcome. Pietrowski recommended that an annual softball challenge between SPS v. Faculty v. OSC start this summer. He volunteered to help to plan the event.

Finance
Hull reported that $830 remains in the budget. $500 is approved for the student-centered activity.

Legislative Issues
Schoenfeld reported that the Illinois Legislature is not due back to session until April 4th. Northeastern Illinois University and Southern Illinois University are now in the news for planned layoffs and furloughs. Chicago State Illinois is in the process of determining whether they can maintain their accreditation. Smith shared that the Annuitant Association sends updates on pending House and Senate bills. Anyone can check www.ilga.gov to see all the pending bills. Hull is the treasurer for the NIU Annuitant Association, and she encouraged the SPS membership to join the Annuitant Association as a means to get more representation for NIU when these bills are discussed.

SPS Dependent Scholarship Fund
Hardy reported that scholarship recipient has been selected, but that the information is not ready for public disclosure.

Technology Resources
Parks indicated that the University network firewall would undergo maintenance to upgrade the core network as part of a multi-phase modernization initiative on March 12 and 16. Parks said users will see intermittent connectivity during the upgrade. Biletzky demonstrated the functionality of O365 Groups, which is a collaborative space. The intent is for the SPS files currently on Vibe to be migrated to O365 Groups. Hammond will follow up on whether it is possible share and collaborate with others from outside the university. Nicholson asked for reassurance on the security of O365 Groups so that she can recommend that the Operating Staff Council create a group for Council work.

Workplace Issues
Builta reported that the Workplace Issues Committee did not meet in February. The committee will focus on the employee survey in April. Members who are interested in helping with the survey should contact Builta or attend the Workplace Issues Committee
meeting. Builta also shared his satisfaction that three of four questions submitted for the Town Hall meeting were addressed.

Ad Hoc Committees:

SPS Leadership Initiative
Hardy announced that the first Leadership Workshop had low attendance due to the lack of notice and the unconventional name. The next Leadership Workshop will be led by Judy Santacantera on March 22, followed by Sarah Klapier on April 20, and Steve Builta on May 19.

SPS Emeritus Proposal
Builta asked Council members to review the proposal, which was distributed to members. The discussion about the option for SPS to have Emeritus status has been underway for at least three years. Some retirees would like to be able to identify as an emeritus position as a means to affiliate with NIU for professional organizations and other opportunities once they retire. This proposal would go into the NIU by-laws. Smith moved to accept the proposal, seconded by Trottier. The motion to accept the proposal carried.

Vice President’s Report
A. Committees Summary Report
   Napientek indicated that her report is posted in Vibe. She circulated the report around the room and provided a brief summary on some topics such as the issues the Disability Resource Center is having with professors not in compliance, Athletics won a diversity award, online permit sales for parking permits is coming, and trends of student misconduct.

Old Business
A. Policy on University Service
   Jacky distributed the draft policy with the language edited to be stronger about employee recourse in the last paragraph. Nicholson asked if there is anything that would not apply to Operating Staff. Smith said that expectation is to the policy as a joint initiative from both councils. Hammond expressed concern about crucial work circumstances and business constraints that would prevent service right now. Jacky responded that a discussion between supervisor and employee would be needed in this case. Builta asked if there was any further discussion. Hammond moved to proceed with the amended proposal and to include the Operating Staff Council, seconded by Love-Moore. The motion to approve the policy on University Service carried.

B. Employee Compensation/Degree/Certificate Completion Policy
   Builta brought the proposal to the Operating Staff Council in March and the members had questions related to inconsistencies in the wording between the justification letter and the proposal request. Builta said the real question is where the process belongs in the Business Procedures Manual that is maintained by
Human Resources.

C. Program Prioritization
Builtta tabled this discussion until the April meeting. Jacky said task force reports are supposed to be available by April 30. Supporting documents should be available for public review shortly following. The comments on the reports will be due back in May in order to be incorporated into the F2018 budget.

New Business
A. Wellness Fair
Builtta asked if it remained worthwhile for the SPS Council to participate in the Wellness Fair. Love-Moore said that participation in the past did not seem to benefit the SPS Council much since there was not a good message to share. Hardy, Hammond, and Holland added that not many people stop by the table at the event. Stang said that he thinks there is a place for the SPS Council at the Wellness Fair. Snell agreed and said she has engaged with people the entire time at previous fairs and suggested using a wider definition of “wellness”. Pietrowski suggested that literature be available at the Operating Staff Council table. Holland and Hammond asked what message would be shared and suggested focusing on the message. With the general consensus of the council to participate, Napientek volunteered to organize staffing the table. The targeted message will be to advertise events and the scholarship.

B. Meeting Schedule
Builtta reported that the July Executive Board meeting would need to be moved to June for both 2016 and 2017 meetings.

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

Respectfully Submitted by Melissa Burlingame