Northern Illinois University  
Supportive Professional Staff Council Meeting  
APPROVED MINUTES  
Thursday, May 12, 2016  
HSC Clara Sperling Skyroom  
10:00 a.m.


Excused: Dave Lochbaum, Sandy Lopez, Tom Parisi, Rachel Xidis, Diane Alberts, Christina Sutcliffe, and Debra Boughton.

Absent: Shannon Stoker, Nicole Holland, and Matt Parks.

Guests: Ryan Pumroy, Megan O’Quinn, Cindy Kozumplik, and Sheri Barber.

Call to Order
The meeting was called to order at 10:04 a.m. by Supportive Profession Staff Council Vice President, Napientek. Napientek asked if there are any additions to the agenda. She added item ‘C’ for Money Smart Week, item ‘D’ for NIU Parking Services, and item ‘E’ for SURS Covered Employees. Napientek asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Piazza and was seconded by Love-Moore. The motion to approve the amended agenda was passed.

Napientek asked for corrections to the April 14, 2016 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve the minutes was made by Love-Moore and was seconded by Watson. The motion to approve the minutes of April 14, 2016 meeting was passed.

Attendance was taken and a quorum was confirmed.

Guest Speaker
Cindy Kozumplik and Sheri Barber, from the Division of Information Technology (DoIT), presented on Lynda.com. NIU has a three-year campus license, and over 3000 people have logged in to use Lynda.com. However, the campus has 22,000 licenses and there is the need to increase the licenses currently being used. DoIT’s goal is to pass the 10,000 user-mark by October 2016.

Completing training sessions allows users to earn certificates that can be posted to LinkedIn accounts. Since January, 1,300 students have logged in. Some of the common
courses are project management for the College of Business. The College of Business has been using Lynda.com in classes to supplement learning.

To access the website, go to Go.NIU.edu/Lynda. DoIT will give a presentation to your department as a way to increase use of the website.

Announcements

A. Benefits Choice Period
Napientek reported that the Benefits Choice Period is May 1 through 31. Pay attention to the email memo that was distributed because it included language about the possibility for doubled insurance premiums. Smith added that this is also the time to sign up for the sick bank with Human Resources.

B. Greenhouse Plants
Burlingame reported that the Biological Sciences Greenhouse has several large plants available for loan to departments.

C. Money Smart Week
Napientek thanked everyone for their support.

D. NIU Parking Services
Napientek passed around the Parking Services announcement about permit price increases.

E. SURS Covered Employees
Smith reported on the return-to-work rule and the incidences of retirees “volunteering” then taking positions within the University, which is prohibited. There is general confusion about the scope of actions covered under this memorandum. Builta said he will investigate and seek further clarification.

Committees of the Council
Awards
Hochstatter reported that the awards ceremony went well.

Communications
Walk reported that the newsletter was distributed on May 11, 2016. The next newsletter will be distributed in the fall.

Constitution & Elections
Jacky moved to approve the nominations of King to an alternate position in Division 3, Schneider to an alternate position in Division 5, and Foelske to an alternate position in Division 7. The motion was seconded by Hardy. The motion passed.

Jacky then distributed the ballots for positions on the University Committees. The election results are as follows:
- Parking Committee: Tim Trottier
- Academic Policies and Procedures Manual Advisory Committee: Jeff Reynolds
Campus Security and Environmental Quality Committee: David Dosier
Libraries Advisory Committee: Joseph Winters
Parking Appeals Committee: Anne Petty Johnson
Student Conduct Board Committee: Jeffrey Salmon
University Benefits Committee and University Council: Janet Love-Moore
Computing Facilities Advisory Committee: Michael Stang
SPS Hearing Board/Grievance Committee Panels: Patricia Erickson, Marisa Benson, Melanie Costello, Tawanda Gipson, Gail Jacky.

Piazza moved to approve the appointments to the various University Committees, seconded by Martinez. **The motion passed.**

**Events**
Love-Moore reported on the softball and baseball events. Those who attended had a good time. There were two days for Student Appreciation and over 2,000 students were impacted. There are several activities in the planning stages for the summer and fall.

**Finance**
Hull reported that $313 remains in the budget.

**Legislative Issues**
Smith said there is not too much to report. About one-third of the normal appropriation was distributed to the universities. There is a possibility of another one-third appropriation to go to the House and Senate. Builta added that the bill for another 30% appropriation is in the committee. There is a thought that the combined FY16 and FY17 bill that might be passed before the end of May and this might be why the 30% bill might be in committee.

**SPS Dependent Scholarship Fund**
Hardy reported that $5533 total funds have been raised to date.

**Technology Resources**
Biletzsky said that the SPS Council will move online storage and sharing of files from Vibe to SharePoint in July. Hammond reminded cell phone users to renew their stipend forms. The management of the stipend is between the employee and the individual department. DoIT is no longer involved in the stipend process.

**Workplace Issues**
Builta said that there was no meeting in the past month. The increase in parking permit rates has generated some interest. He said that the University Benefits Committee discussed whether there should be a response to the fee increase to the President’s Office. Pietrowski suggested that investigation into a tiered system or discount should be started. Napientek said they should have the software that should allow for the tiered system now. Hull said that some of these issues are being addressed in process re-engineering and she was surprised to see this released prior to the results of process re-engineering.
Martinez said that the points about increased parking permit fees, potentially doubled insurance premiums, and no raises (added by Smith) should be addressed by shared governance as a recruitment and retention issue. She suggested evaluating all of these in context to see how it has impacted morale. Klaper suggested that morale is overused and that a different way to phrase “morale” should be considered. Something along the lines of “these decisions that are made on the financial backs of the employees” is troubling to the staff. Builta added to the discussion that it is a top priority for the President and the CFO to provide raises once the appropriations are received.

Ad Hoc Committees:
SPS Leadership Initiative
Last presentation is May 19th with Steve Builta talking about building high performance teams.

SPS Emeritus Proposal
This proposal is still in the process of determining how to move it forward.

Vice President’s Report
A. Committees Summary Report
   Napientek sent the report around and highlighted that campus parking maps will no longer be printed and blackboard will be updated this summer.

Old Business
A. Policy on University Service
   University Benefits Committee supported and approved this policy.

B. Employee Compensation/Degree/Certificate Completion Policy
   Movement on this has been held off until next fiscal year. The policy needs to go to University Benefits Committee and they requested benchmarking prior to considering the proposal.

C. Program Prioritization Update
   Builta asked if members have read the report. There is the option for individuals to create feedback. He brought up the topic of creating a response from the Council and asked the Council for feedback.

   Klaper suggested that the SPS Council think about topics that will impact the workplace for SPS or make life more difficult for staff across campus, and would thus be appropriate for the council to address. Burlingame said that there should be a response since no response could be taken as an endorsement of the recommendations as written. Napientek said that it is important support offices that did not fare as well in the process and have the conversations with offices about how to move forward and stay positive in this process.
Pietrowski said that any statement has to acknowledge that this is the first attempt at program prioritization and that the process is not done. For Program Prioritization to be effective, it has to include the follow through.

Doederlein moved to form an ad hoc committee co-chaired by Napientek and Burlingame to craft a proposal for an electronic vote, seconded by Love-Moore. Motion passed.

Jeff Salmon, Mark Pietrowski, and Margaret Myles volunteered to serve on the ad hoc committee.

New Business
A. None

Adjournment
Hardy 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