

## Supportive Professional Staff Council Minutes

Thursday, April 9, 2020 Meeting

Approved May 14, 2020

9:00 a.m.-12:00 p.m.

Teams Meeting

**Participants:** Anderson, Armstrong, Ballard, Bohanon, Borg, Boswell, Botterman, Boughton, Bredberg, Burchard, Burgin, Click, Costello, Cunningham, Davis, Dawe, Doederlein, Dymond, Edwards, Gipson, Goode, Guess, Hochstatter, Kazmierczak, Koenen, Lovelace, Lyles, McKee, Mewhirter, Meyer, Miesbauer, Miller, Mooberry, Myles, O'Grady, Olson, Porter, Reid, Richter, Schneider, Solfisburg, Sutcliffe, Tandez, Vinson, Xidis (*attendance record by Teams program*)

**Regular Guests & Visitors:** Erickson, Klaper, McHone-Chase, Royce, Thu

**I. Call to Order:** President Doederlein called the meeting to order at 9:55 a.m. Approval of Agenda, motioned and seconded, all in favor, no abstentions, and none opposed. (Movant: Bredberg; Second: Ballard)

The President called for a motion to approve the Minutes of the March 12, 2020 meeting, moved and seconded, all in favor, no abstentions and none opposed, March 12, 2020 Minutes approved. (Movant: Ballard; Second: Myles)

President Doederlein thanked everyone for their support of NIU, our students, faculty, staff, and community.

### II. Announcements:

a) PPE Donations to Local facilities: The DeKalb Fire Department is accepting PPE equipment of all sorts in preparation for potential COVID-19 surge. <https://www.niutoday.info/2020/04/08/niu-donates-ppe-to-dekalb-fire-department-to-help-fight-covid-19>

b) Unit Updates Re: Covid-19:

Career Services adapted services to non-face-to-face formats to ensure there are no gaps in services.

Admissions Recruitment Outreach, Tedra Mewhirter reported her unit has moved to several different platforms for reaching out to students; checking on how they are doing and virtual appointments using Queue. Mewhirter asked everyone to please promote those virtual appointments.

NIU Development Operations, Alberta Solfisburg reported that the Day of Giving was canceled; they are soliciting funds for the Student Emergency Fund that has received \$33,000 and 2000 student requests. Those funds are completely exhausted at this time. Donations are needed and may be made on line.

President Doederlein added that students are very appreciative of our efforts to support them. We will have an option to apply any parking refund we have coming directly to the Student Emergency Fund.

Ombudsperson Office, Sarah Klaper reminds us that their office is open to help anybody in the NIU community. Call and leave a message; we will respond right away. Also, Open House April 17—visit us on Teams.

Student Affairs, Jeanne Meyer reminded everyone the phone for students to call for assistance is 753-8300.

Human Resources, Liz Guess reported HR is working through the payroll process. If you know employees or supervisors who are confused, please have them contact Liz directly. She will make sure they get to the right place.

Administration & Finance, Emily Hochstatter reported. The full financial impact is unknown at this time. The Finance, Audit, Compliance, Facilities and Operations Committee of the Board of Trustees meets Thursday, May 14 at 9:00 a.m. View/hear the meeting at [go.niu.edu/bot-livestream](https://go.niu.edu/bot-livestream).

c) Student Emergency Fund: Established April 6. Since April 6 the fund provided assistance to 3000 NIU students. As of April 17 the fund was suspended because requests exceeded available funding. The site will announce any changes. <https://www.niu.edu/student-affairs/student-assistance/student-emergency-fund/index.shtml>

d) All on campus students moved to New Hall. Mostly international students and students with jobs, approximately 200 in residence there.

## **II. Committee Reports:**

Awards: Edwards announced the SPS Staff award recipients and asked for a motion to approve. Botterman moved, seconded by Miller, all in favor, none opposed, one abstention. Motion passed, award recipients approved.

The recipients are: Greg Anderson and Catherine Doederlein (Partnership & Collaboration); Colette Maher (Supervision); Liz McKee and Brian Glick, (Institutional Advancement).

During the course of the meeting, Meyer nominated Margaret Myles for the Gary Gray Award for Service to the SPS Council. Seconded by O'Grady. All were in favor, none opposed, one abstention. Margaret Myles receives the Gary Gray Award for Service to the SPS Council noting her excellent work on the Constitution and Elections requiring further reconfiguration of the Divisional the structure.

Constitution and Elections: Margaret Myles reported the election process is moving along after some start-up delays. The call for nominations goes out on Tuesday, April 21 and a reminder on Thursday, April 23. The deadline for accepting nominations is Friday, April 24.

Professional Development: Tawanda Gipson reported this committee is now working with the Communications & Technology committee about how to get information about sabbaticals out to SPS employees. The committee gathered information about how to apply via email. A brief survey of the council members present revealed some feeling overwhelmed but still think email is a good way to share the information.

SPS Dependent Scholarship Fund: Erin Reid reported a fund balance of \$6364.75. Adam Walter, (Debra Walter/NPR) is Fall 2021 scholarship recipient. This year's awards ceremony is canceled, Normally the committee would have honored the Fall 20 recipient, Karissa Olson. The committee intends to recognize Karissa Olson (Fall 2020) and Adam Walter (Fall 2021) at the next awards ceremony. It was suggested that we post recipient statements on the Dependent Scholarship Fund web page.

### **III. Vice President's Report**

Bohanon reported. The Operating Staff Council's summary report of University Committee activity for the spring term is posted on SharePoint. Thanks to Jeffry Royce for providing the summary report. Most of the information in the summary report was included in our previous VP Reports with the exception of the Benefits Committee update that the hearing aid benefit increased from \$500 over 24 months to \$2500 over 24 months.

### **IV. Unfinished Business**

Search Committee Updates: Cassandra Hill is the new Dean of the COL and Robert Brinkmann is the new Dean of the CLAS. See NIU Today on April 8 for more information. <https://www.niutoday.info/>

SUCSS Procedure Update: Doederlein reported attending the Operating Staff Council meeting on April 2 where Mr. John Butler (Board of Trustees and represents NIU on the Civil Service Merit Board) was in attendance seeking feedback on various topics. Butler reported that transition reviews, (presently taking a back seat) is still ongoing. The issue of extending the probationary period for certain employees was briefly discussed. Jeffry Royce (OSC President) is following up on that topic.

### **V. New Business**

SPS Review – Common Document: Until now, SPS employees have not had a uniform performance evaluation format. The Council has been advocating for a common document for many years. Lesley Gilbert, former SPS employee in HR, agreed to create a process of common review. The form was displayed at the meeting and will be placed on SharePoint. Please give the Council your feedback. It is a fillable, downloadable form. (Jeffry Royce uploaded the form during the SPSC Teams April 9 meeting.)

### **VI. University Committee Reports**

Board of Trustees – 6/18/20 Full Board

BOT Committees – 5/14/20 9:00 a.m. (Virtual/Streaming)

Faculty Senate – 4/22/20 Kendall Thu reported the Faculty Senate and University Council are proceeding with a vote on a proposal to change NIU's shared governance structure and processes. Thu called on members of this Council to attend the Faculty Senate and University Council meetings. Thu believes there is a lot of support but expressed concern about whether they would have enough voting member present. He added that Pat Erickson is working on a mechanism for voting through Qualtrics because

both bodies will need to vote. Thu also reported that a referendum is being prepared and the next step would be the Board of Trustees. Additionally, Thu shared the following link about Illinois public universities' request for additional funding.

[https://www.wandtv.com/news/il-public-universities-asking-for-more-federal-assistance/article\\_b87bf23c-79aa-11ea-84d4-9b3d0a96b4d9.html](https://www.wandtv.com/news/il-public-universities-asking-for-more-federal-assistance/article_b87bf23c-79aa-11ea-84d4-9b3d0a96b4d9.html)

University Council: 4/29/20

Operating Staff Council – 5/7/20 The council met last week for nearly three hours. Conversations were dominated by COVID-19. John Butler expressed his admiration for how all NIU staff has been able to adapt and support the campus in various ways. Sol Jensen and Renique Kersh were on hand to discuss how operating staff employees can play a meaningful role in student enrollment and retention. \_\_\_\_\_

Student Government Association – TBD

## **VII. Adjournment**

Doederlein asked for a motion to adjourn, Ballard so moved, seconded by Miller. All in favor, meeting adjourned at 11:05 a.m.