

## Supportive Professional Staff Council Meeting

Thursday, April 11, 2019

10:00 a.m. to 12:00 p.m.

HSC Sky Room

Approved May 10, 2019

**Present:** Adzovic, Ballard, Borg, Boughton, Builta, Doederlein, Dymond, Franklin, Gipson, Hochstatter, King, Meyers, Miller, Myles, Napientek, Pietrowski, Reid, Salmon, Sutcliffe, Watson, Xidis

**Excused:** Bredberg, Kazmierczak, Olson

**Absent:** Anderson, Bridges, McKee

**Shared Governance Visitors:** Therese Arado, Faculty Senate  
Sarah Klaper, University Ombudsperson  
Celeste Latham, Human Resources

**I. Call to Order:** President Doederlein called the meeting to order at 10:05 a.m.  
Approval of Agenda motioned and seconded, all in favor, no objections, none opposed.  
Motion: Borg  
Second: Builta

**II. Approval of Minutes** of the March 14, 2019 meeting motioned and seconded, all in favor, no objections, none opposed.  
Motion: Myles  
Second: Dymond

**III. Guest Speakers:** Michael Adzovic, Director, Northern Fund  
Natalie Troiani, Matching Gift Coordinator

Together Michael and Natalie explained NIU's inaugural Day of Giving, a "digital pep rally" to begin at 4:25 p.m. on May 7.

Adzovic explained that every donation will be counted and dollars totaled in real time through a special website. Council members were encouraged to get involved as social media ambassadors spreading the word and encouraging giving using the various tools the website makes available such providing sources for matching gifts and ideas for creating challenge matches. They asked council members to donate and use social media to inspire others to donate.

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### **IV. Announcements:**

Undergraduate Research and Artistry Day, April 17 is a great way to engage with students about the projects they are doing  
Presidential Commissions Awards Events throughout April Check the Presidential

Commissions website for other events in the near future  
SPSCouncil Student Appreciation Days are May 6,7 & 8  
Please lend a hand and sign up, it's great fun to offer students free cookies, especially during exam week. [Sign up online](#) Thanks for helping out!  
April 20 Huskie Bowl (Spring Football Game)  
April 15 Multi-Factor authentication Live!  
April 19 – Open House, smile and be helpful  
May 2 Student Athlete Awards Show- Carl Sandberg Aud – Free Show! **7:00 pm**  
April 30 Stem Cafe – UP for the Count (about the census)

### **III. Committee Reports**

**Advocacy:** Builta reported that at their last meeting they spent most of the time talking about the myth busters concept of getting information out to employees. It was a very positive meeting. We want to make sure we are getting the word out to understand what this transition is all about.

**Awards:** Watson reported yesterday's awards ceremony was well attended.

**Communications & Technology:** Xidis reported their team is working on converting the SPS website to Black & Red and it should be completed by our next Executive Committee meeting. As a general note, Xidis stated they have recently rolled out the landing page for accessibility, and urged everyone to check it out.

**Constitution & Elections:** No report

**Events:** Napientek reported the following planned events:

**April 26:** Beef Shack for lunch. 12-1:00 p.m.  
1180 W Lincoln Hwy

**May 6th,7th & 8th** (rain day 9<sup>th</sup>)  
Student Appreciation Days – Make sure you sign up via SharePoint and help us out. This is during Finals week, when the students need us!

**May 16:** The Forge of Sycamore, after work get together 5:00-7:00 p.m.  
327 W State Street

**Professional Development:** No report.

**Regional Community Relations:** King reported the committee has been working on a brief survey that should be ready by the next Council meeting.

**SPS Dependent Scholarship Fund:** No report.

**IV. Vice-President's Report:** Napientek noted the Campus Parking Committee is having discussions about Lot E & Lot 2 (by Anderson Hall). They propose to change the small section of Lot E to all Blue parking; and the Blue only spaces in Lot 2 would be changed to Blue/Yellow. S. Bidstrup would like everyone to send her questions that they may have, or other recommendations that they may have **via email**. The Parking Committee is an advisory committee and your input is necessary and welcome. So, make your concerns known. Next meeting of the Campus Parking Committee is April 25th.

The Campus Security and Environmental Quality Committee reported that the DeKalb Police Department has created a safe-selling space in their lobby.

Napientek suggested checking out the report from the University Benefits Committee regarding the topic of differential tuition associated with tuition waivers for employees. This month's VP report is posted on SharePoint:  
<https://niuits.sharepoint.com/sites/spscouncilmembers/Shared%20Documents>

**V. Unfinished Business:**

**a.)** Search Committee Updates/Ad Hoc committee Updates (Pouring Rights) Salmon reported pouring rights committee work is done. It is still confidential.

**b.)** SUCSS Procedure Update: Latham reported the audit will cover a five year period. She has just received a list of people the auditors will be interviewing on campus. It's about whether HR classified the positions correctly, not about the person in the job. Miriah is reaching out today to people whose positions are being audited.

Latham also reported there are 274 people in the conversion que (up from last month). The procedure is the employee's supervisor talks to the employee being converted and then HR reaches out. If you believe you are in the que and you haven't heard anything, please call Celeste Latham or Pulchratia Smith. Refill requests are HR's first priority.

**c.)** 125<sup>th</sup> Birthday Committee Update (replacement rep for July and beyond?) Jack King reported the website is live. Kickoff will be January 30, 2020 and closing date in December 2020. There are some small grant funds available and projects that others might want to work on. (website) <https://www.niu.edu/anniversary/index.shtml>  
Access Key Moments on the website to make a submission.

We are seeking a replacement for Jack King on the 125<sup>th</sup> Birthday committee. It doesn't matter if you are SPS or OSC, bring nominations to the next meeting. Being on this committee is a small time commitment, once a month for about 1 ½ hour.

**d.) Updates to the Constitution – Second Reading** – Article III, Section 3.1; Article IV, Section 7.3; Article VII, Sections 3,7, and 8. These first updates relate to allowing

members converted to Civil Service to continue their SPS obligations until the end of the fiscal year and removing outdated references to a Finance Committee.

**Article III, Section 3.1:**

“In the event that an SPS representative changes classification to civil service during their service commitment, the representative will have the choice to finish out the current year of service on the council and be eligible to serve on committees that do not require SPS classification.”

**Article IV: Officers, Section 7.3 (Treasurer’s Duties):**

“The Treasurer shall

a. Prepare a budget for the Council, in consultation with the Council to be submitted as required to the appropriate University officer(s):”

**Article VII, Section 3, Committees of the Council.**

“The following regular committees of the Council are established: Advocacy, Awards, Communications/Technology, Constitution and Elections, Events, SPS Dependent Scholarship Fund, SPS Professional Development, and SPS Regional Community Relations. Additional regular and *ad hoc* committees of the Council may be established, by the Council itself or by the President to serve as need. With the concurrence of the Council, members of the Supportive Professional Staff who are not members of the Council may be appointed to serve on all Council committees.”

**Article VII, Section 7 (Events Committee)**

c. Prepare budgets for such events and

d. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

**Article VII, Section 8 (SPS Professional Development Committee)**

c. Prepare budgets for such events, as necessary.

Myles motioned to accept the changes, seconded by Sutcliffe. All in favor, none opposed, no abstentions, motion passed.

**Update to Constitution – Second Reading – Article III Membership. 1.1, 2.1**

Section 1.1 To be eligible for election to the Council, members of the supportive Professional Staff as defined above must hold an appointment that is at least 50% time for a term of at least nine (9) months. The University’s President, Provost, Vice Presidents/Provosts, and members of the Council of Academic Deans are not eligible for election to the Council.

Section 2.1 Representatives to the Council shall be elected, as hereafter prescribed, from each of the following divisions:

A. Academic – CLAS (129)

- B. Academic Affairs – All Other Colleges and Offices, Research & Innovation Partnerships
- C. Student Affairs
- D. Outreach, Engagement, & Regional Development and University Advancement
- E. Administration & Finance, Information Technology, Enrollment Management, Marketing & Communications, University Administrative Services
- F. Intercollegiate Athletics

Myles motioned to accept the changes, seconded by Builta. All in favor, none opposed, no abstentions, motion passed.

THE LAST WORD. . . . .

INCLUDE YOURSELF IN THE **Inclusion, Diversity, Equity, and Access Survey**  
[FIND IT HERE](#)

Doederlein noted that today being Steve Builta's last day at a Council meeting as he is leaving NIU, it is only fitting, that we ask him for a motion to adjourn. Builta kindly motioned to Adjourn, Seconded by Linda Watson who leaves us in May. All in favor, . Meeting Adjourned