

Supportive Professional Staff Council Meeting

Thursday,

August 8, 2019

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

HSC Sky Room

Approved September 12, 2019

Present: Anderson, Botterman, Costello, Davis, Doederlein, Dymond, Gipson, Goode, Hochstatter, Kazmierczak, Lyles, Mewhirter, Miesbauer, Myles, O'Grady, Reid, Xidis

Excused: Ballard, Bohanon, Boughton, Guess, McKee, Meyer, Miller, Olson,

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 abstentions, none opposed.

Motion: Myles

Second: Kazmierczak

Approval of July 11, 2019 Minutes, motioned and seconded, all in favor, no abstentions, none opposed.

Motion: Reid

Second: Goode

II Guest Speakers: .

Introductions were made around the room. Doederlein also asked council members to consider who they would like to have as guest speakers. We have Freeman annually and Matt Streb recently confirmed his willingness to visit.

III. Announcements:

a.) **STAR GAZING** Café August 13 Open Range Southwest Grill, Sugar Grove Please let Judith Dymond know if you plan to attend so the restaurant owner will have an idea of how many people are attending. jdymond@niu.edu or 815-753-4751

b.) Volunteers needed. Move-In Day: August 23rd. There are all kinds of jobs to be had; you do not need to be able to lift heavy objects—you could drive a golf cart, greet students and parents, direct foot traffic. **Registration extended until noon August 16th.** https://niu.az1.qualtrics.com/jfe/form/SV_9vk3pzIfaQ6zvCt (this goes straight to the form) If you have questions about volunteering at Huskie Fall Kick-Off, contact James Huizenga at huizenga@niu.edu.

c.) Huskie Football Home Opener – August 31

s.) September 1, 2019 is the Deadline for 125th Anniversary Grant Proposals

Doederlein encouraged those who have things they are interested in sharing, we are open to including it in our announcements

IV. Committee Reports:

Advocacy: Doederlein reported the committee met and they are continuing their work on dispelling negative rumors (myths) about the transition process.

Awards: Doederlein explained that the awards committee work starts getting into the thick of things right around mid to late October when they begin working with Communications & Technology on the nomination process culminating in an Awards Ceremony in early April.

Communications & Technology: Xidis reported that they have developed a process for taking in work. Doederlein reminded everyone that we need to give this committee enough lead time to get through the clearinghouse process.

Constitution & Elections: Myles reported we need to fill university committee vacancies.

Events: Sutcliffe passed around a chart of potential events to measure levels of interest. Sutcliffe mentioned football or an Art Museum tour for October; Pot Luck/November; Holiday Social/December; Lunch & Learn/technology/investing for February. Other ideas are welcome.

Professional Development: Doederlein reported that this committee continues to work with the issue of sabbaticals for SPS employees.

Regional Community Relations: The committee is working on a brief survey to discover how SPS employees are involved in the community. The survey is expected to show the impact SPS employees have on the community and provides a data base for new SPS employees looking for ways to get involved.

SPS Dependent Scholarship Fund: No report.

V. Vice President's Report: Doederlein explained that the VP Report will become more robust as university committee vacancies are filled. Doederlein reminded university committee members to be conscientious about attending meetings and reporting back for the VP's monthly summary report. (Minutes are not required.) University committee members need to keep the VP updated about what is going on within the committee.

Also, if you have not yet signed up for an SPS Council committee, please do so. Connect with Catherine Doederlein or Frances Mitchell about your committee selections.

VI. Unfinished Business:

- a.) Search Committee Updates/AdHoc Committee Updates
- b.) SUCSS Procedure Update: The que is currently at 210. This number is not only previously flagged positions, it includes positions for which the job description is older than three years and new vacancies being refilled. There is a small group of people in HR working on this process along with their other regular duties.

Doederlein reported that she has been assured, that NIU is not seeking to transition all SPS positions to Civil Service.

Seniority and its attendant bumping rights will be honored as appropriate.

<https://www.hr.niu.edu/hrs/flsa/overtime-faq.shtml> [Frequently Asked Questions]

https://www.niu.edu/hrs/resources/manager_tools/positions/change-to-civilservice.shtml
[Converting from SPS to a Civil Service Position]

Anything you hear or any questions you have, please let us know. Also, you may contact HR directly if you are uncertain about your situation.

- c.) 125th Anniversary Committee Update: Mike Adzovic, is our representative on this committee. The committees are now working on a top 125 Moments for NIU; **September 1** is the deadline for grant money applications.

- d.) Constitutional changes, Second Reading and Vote: All of the changes to Articles III. and V. relate to Alternates--making them "at large" in nature, but utilizing divisional matches when possible. Article VI., Section 1. adds the Personnel Advisor to the Executive Committee.

Myles motioned to adopt the constitutional amendments, seconded by Kazmierczak. There was no discussion, all in favor by voice vote, none opposed, no abstentions. Motion passed and the Constitution will be amended accordingly. (August 8, 2019).

Doederlein thanked the Council for these useful changes to the Constitution. She also mentioned that there are four vacant Alternate seats in Division 1 – CLAS-Academic.

Doederlein noted there are other things that impact SPS employees. She recalled two major achievements of the Council:

- The conversion of inappropriately categorized 9+3 SPS contracts to 12 mo. contracts which include vacation benefits that the 9+3 contracts did not.
- Temporary SPS are now entitled to 4 months' notice before termination of their contract.

VII. New Business:

a.) Priorities for Council for 2019-2020: Kendall Thu asked the Council to let him know what their priorities are for 2019-2020.

VIII. University Committee Reports:

Board of Trustees – 9/12/19

Board of Trustees Committees – 8/15/19

University Council – 9/11/2019

Operating Staff Council – 9/5/19 (Jeffrey Royce, Pres.; Jay Monteiro, V.P.)

Faculty Senate – 9/4/19

Student Association –

IX. Treasurer’s Report:

Dymond reported an approximate Beginning Balance for SPSC operating expenses to be around \$5000. Doederlein explained the lack of coffee, etc. is due to the recent price increases. It was determined that ice water and two dozen cookies would work well especially since there will be various refreshment venues in the Holmes Student Center soon. There were no concerns expressed and Kazmierczak moved to approve the Treasurer’s Report, seconded by Davis, all in favor, none opposed, no abstentions. The Treasurer’s Report was approved.

X. Adjournment

Doederlein asked for a motion to adjourn, Kazmierczak so moved, seconded by Davis, all in favor, the meeting adjourned at 10:55 a.m.

