Supportive Professional Staff Council
Minutes
December 10, 2020 Teams Meeting
Approved January 14, 2021

Member Participants: Armstrong, Ballard, Bernoudy, Bohanon, Borg, Boswell, Burchard, Burgin, Clemens, Costello, Doederlein, Gipson, Goode, Guess, Hein, Lundelius, Lyles, Mewhirter, Meyer, Miesbauer, Miller, Mitchell, Mooberry, Myles, O’Grady, Quider, Reynolds, Rogers, Snell, Stoker, Vinson

Shared Governance Participants: Bradley Beyer, SGA; Natasha Johnson, OSC; Pulchratia Smith, HR

I. Call to Order:
President Doederlein called the meeting to order at 9:55 a.m.; confirmed a quorum and began recording the meeting.

II. Approval of the Agenda:
Doederlein called for a motion to approve the Agenda. With no discussion, approval of the Agenda was motioned and seconded, all in favor, none opposed, no abstentions, motion passed (Bernoudy/Goode).

III. Approval of Minutes of November 12, 2020: With no discussion approval of the minutes was motioned and seconded, all in favor, none opposed, no abstentions, motion passed (Burchard/Ballard).

IV. Guest Speakers: Upcoming - Provost Ingram/January 14, 2021. Also we are looking at potentially having John Butler from the Civil Service Merit Board as a future guest speaker.

V. Announcements:
   a.) The One Thousand Strong campaign raised two million dollars
   b.) Cross Country – MAC Champions
   c.) Nominations for the Presidential Commission on the Status of Women Student Award deadline, December 18.
   d.) OSC is in the process of amending their Constitution and Bylaws to extend the term of the president from two to three years.
   e.) GSARP (Graduate Student and Assistantship Recruitment Program) Danae Miesbauer reminded Council of this program as an opportunity for offices to
recruit graduate assistants. Please confirm opening/s for GSARP by Mid January. Virtual interviews with graduate assistant applicants is March 11 from 8:30 a.m. to 2:00 p.m. with an 11:30 break
https://www.cedu.niu.edu/cahe/resources/gsarp/index.shtml

VI. Committee Reports:

Advocacy: Jeanna Ballard reported this committee is working on updating the 2017 workplace climate survey. The committee decided not to include a COVID aspect as the PCSW is doing a COVID survey. Updating the workplace climate survey may be finished in the next week or two and hopefully will be launched in the new year.

Awards: Denise Burchard reported the committee has not received any nominations for SPS awards. Deadline reminders are scheduled weekly up to and including January 11th ahead of the January 18 deadline.

Communication & Technology: No report/No members.

Constitution & Elections: Tom O’Grady reported the committee expects to begin committee tasks in the new year.

Events: Danae Miesbauer reported this committee is working to get a self-care workshop and will be working for January 14 or 15. One member expressed a desire for more social activities; finding working from home isolating.

Professional Development: Monique Bernoudy asked the group “What do you see as being the top five professional development training needs?” Responses were:

- Management skills; presentation skills
- Burn out prevention/recovery;
- How-to workshops, i.e. how to be a boss and how to balance work/life from virtual perspective;
- Some academic program and administrative fees are not waived; adequate job training; new employees should have clear knowledge of what their duties are including task and safety training;
- How to be an effective middle manager;
- Support group for supervisors;
- Self-care;
- How to lead in the era of COVID;
- How to supervise different personalities;
- Gaining momentum again after coming out of COVID and its associated grief;
Being an effective leader and communicator;
Cultural Competency training;
Retirement: what should we be doing?
Advancing our degrees: How do we think about that? Is that going to help
or is it not having some other conversation?
Management skills in addition to leadership skills
Establishment of a Mentor program;
Job Shadowing across the university;
Time and Funding for attending conferences.
Canon Fellowship could go campus wide. An individual employee would
work in another, perhaps related department, for example: an employee
from Student Conduct would work a semester in the Disability Resource
Center.

**Regional Community Relations**: No report.

**SPS Dependent Scholarship**: Goode reported the committee has been working to
implement the changes approved at last month’s Council meeting including fund
raising.

**VII. Vice President’s Report**
Some of the issues from early in the semester re: students congregating have
diminished.
The Campus Parking Committee is discussing increasing fees.
The University Benefits Committee, responding to a request from President
Freeman, is seeking input from employees about whether the university’s benefits
program should provide only those benefits required by law or should the
university provide additional benefits beyond those required by law for employees
and annuitants?

**VIII. Unfinished Business**
**a.)** Search Committee Updates: Dean, Graduate School; Dean, Health & Human
Sciences. In house search for Director of Admissions; Sr. Administrator of HR
currently held by Vernese Edghill-Walden, Provost, who will be chairing the
search committee.

**b.)** SUCSS Procedure Update: Pulchratia Smith will be joining our meetings and
keeping us current on this process.

**IX. New Business**: None
X. University Committee Reports
BOT 12/10/2020: Kendall Thu currently at this BOT meeting
BOT Committees: 2/18/2021
Faculty Senate: 1/20/2021
Operating Staff Council: 1/7/2021 Natasha Johnson reported the OSC is looking into establishing a Civil Service Employee Emergency Fund. More on this to follow.
Student Government Association: 1/2021: Brad Beyer reported SGA is getting better at operating virtually. Several new student organizations were approved; the Executive Board is looking at a virtual Town Hall. The SGA is now working with a full staff.
University Council: 1/27/2021

XI. Adjournment
President Doederlein thanked everyone and wished everyone a healthy and happy 2021. She then asked for a motion to Adjourn. Balland so moved, seconded by Stoker, all in favor, none opposed, the meeting adjourned at 11:33 a.m.