

## Supportive Professional Staff Council Meeting

Thursday, July 11, 2019

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

HSC Sky Room

Approved August 8, 2019

**Present:** Anderson, Bohanon, Botterman, Boughton, Burgin, Costello, Doederlein, Dymond, Gipson, Goode, Guess, Hochstatter, Kazmierczak, Lyles, Mewhirter, Meyer, Miesbauer, Mooberry, Myles, O’Grady, Olson, Porter, Reid, Schneider, Xidis

**Excused:** Ballard, Burchard, Davis, McKee, Miller, Sutcliffe

**I. Call to Order:** President Doederlein called the meeting to order at 10:00 a.m. Approval of Agenda, motioned and seconded, all in favor, no abstentions, none opposed.

Motion: Kazmierczak

Second: Myles

**II. Approval of Minutes:** Doederlein asked for a motion to approve the June 13, 2019 minutes; motioned and seconded, all in favor, no abstentions, none opposed.

Motion: Myles

Second: Kazmierczak

Before the Council heard the Guest Speaker, introductions were made around the room introducing new members to the Council.

**III. Guest Speaker:** Susan Swegle, Training & Development Specialist, EAP

Swegle and others involved are very proud of NIU’s Employee Assistance Program—the only one with an in-house EAP, free and confidential. Swegle also discussed their ten week sessions of training for supervisors, Health Wellness sessions during lunch hours and couples and family counseling, confidential and free.

Swegle was here to introduce a new employee on-boarding program called L.E.T.S. which stands for **Leading Employees To Success**. This program is available to SPS. Swegle noted the three tenants of L.E.T.S. are: acclimation, engagement, retention. It is less expensive for the University to retain new employees than to keep re-filling positions. In the four months of this program, there was only one termination. Swegle also mentioned she is getting a good response from her “tip of the week”. The Career and Education Development Services provide staff, retirees and their dependents with a primary resource, mentor and consultant for all aspects of educational development, career planning and personal growth. Assistance includes advanced education exploration with information on degree and certification options as well as ways to pay for your education. EAP assists with career development, which includes helping you match your areas of interests with potential careers, resume and cover letter writing and assistance with job searches, application processes, interviewing skills and more. All

confidential. Doederlein pointed out another tool called “Big Interview” on the career services site.

**Announcements:**

- a.) STEM Café August 13, Open Range Southwest Grill, Stargazing (Perseid meteor shower) and more! Dymond said this is a popular event and she recommended getting there early to get something to eat and a good seat.
- b.) Orientation has started. If you see people who look lost, be helpful. If you see people with a lanyard who look lost, be helpful.
- c.) Summer Open House. July 19. Keep that in mind as another day there will be increased activity on campus.
- d.) Art to Lend Selection Process – July 15-19

Doederlein encouraged those who have things they are interested in sharing, we are open to including it in our announcements. Doederlein also asked the council to consider who we might like to have as guest speakers. We have Freeman annually and we might also consider Beth Ingram, our new Executive Vice President and Provost. The Executive Director of Campus Dining (Daniel Koenen) was suggested. Also, perhaps somebody from the community. Police Chief, Football Coach or other coaches.

**V. Committee Reports:**

**Advocacy:** Jeanna Ballard introduced this committee as typically meeting monthly. Right now they are working on a MythBusters event to reduce some of the myths about the transition from SPS to Civil Service by having some of those who have transitioned talk about their experience.

**Awards:** This committee is responsible for all awards: four or five presidential awards for excellence; SPS Council Awards of Distinction; the Gary Gray Award for Service to the Council; Certificates of Recognition. The Presidential awards are at the highest level with a monetary award to the general SPS population. Call for nominations goes out in November or December with February/March deadline in preparation for April award ceremony.

**Communications & Technology:** Kazmierczak reported that this committee usually does not meet and if they do, it is a short meeting in the Grind, Wednesday the week before SPS Council meeting. This past year the committee worked on website and employee lists. They facilitate communication for Council and the Events Committee. If there is a message to the SPS it needs to go through a process and the more lead time the better.

**Constitution & Elections:** We try to keep tabs to make sure we have representation and we organize an annual election with the help of Jonathon Ostenburg. If you know him, or see him, please be sure and thank him for his amazing work this past election.

**Events:** Try to set up one event a month: social, sporting event, restaurant and Holiday Party. Time commitment—committee meets one hour before this general meeting.

**Professional Development:** No report.

**Regional Community Relations:** Judith Dymond reported that this committee meets four times a year, usually just before this meeting. The committee has developed a brief survey but Dymond needs some help with Qualtrics.

**SPS Dependent Scholarship Fund:** Erin Reid updated. She said we have a long history of giving to this scholarship. She also announced a change in qualifying for endowment status. From \$25,000 to \$50,000. We have a long way to go, but donations allow us to keep giving that gift. It is still needed.

**University Council/Faculty Senate**

The President of the SPS Council and the President of the OS Council serve as voting members of the University Council and the Faculty Senate:  
Catherine Doederlein Pres. SPSC/Jeffry Royce Pres. OSC

The Vice President of the SPS Council and the Vice President of the OS Council serve as Alternates: Felicia Bohanon VP SPSC/Jay Monteiro VP OSC

**Election of Vice President:**

Doederlein called for nominations; Felicia Bohanon, nominee. A motion made and seconded to accept Bohanon's nomination. Motion by Boughton, Second by Anderson. All in favor, no objections, none opposed, motion passed.

**Election of Treasurer:**

Doederlein called for nominations; Judith Dymond, nominee. A Motion made and seconded to accept Dymond's nomination. Motion by Meyer, Second by Anderson. All in favor, no objections, none opposed, motion passed.

**Election of Secretary:**

Doederlein called for nominations; Jeanne Meyer. Motion made and seconded to accept Meyer's nomination. Motion by Kazmierczak, Second by Bohanon. All in favor, no objections, none opposed, motion passed.

**VI. Vice President's Report:** Doederlein announced that we are working to get people on university committees calling for SPS membership.

According to HR, the Audit report is positive; there are 250 positions in the que—it's a rotating number. If you have any questions about your position, or don't know where you stand, you may contact HR directly.

All job changes are going to the Executive Budget Committee (Ingram, McGill, Streb, Freeman plus Blazey and HR rep?) first. That committee will be reviewing all positions.

**VII. Unfinished Business:**

- a.) Search and Ad Hoc Committees – No update; General Counsel: Bryan Perry
- b.) SUCSS Procedure Update: According to HR, the Audit report is positive; there are 250 positions in the que—it's a rotating number. If you have any questions about your position, or don't know where you stand, you may contact HR directly.
- c.) 125<sup>th</sup> Anniversary Committee Update: Mike Adzovic, former SPS Rep, replacing Jack King. The committees are now working on a top 125 Moments for NIU; grant money is still available.

**VIII. New Business:**

- a.) Constitutional Changes FIRST READING  
Article III, 2.3; 3.1; 5.4; 7.1-7.4 and 8-8.3  
Article VI, Sec. 1: If you have any additional items to be addressed, please share in advance of the next meeting.
- b.) Committee Breakout

**IX. University Committee Reports:**

Board of Trustees update: At their last meeting in June approved 3% increase for eligible staff (Next Meeting: 9/12)  
University Council (Next Meeting 9/11)  
Operating Staff Council (Next Meeting 8/1)  
Faculty Senate (Next Meeting 9/4)

**X. Adjournment:**

Doederlein called for a motion to adjourn; Kazmierczak so moved, seconded by Mewhirter, all in favor, the Meeting Adjourned at 11:30 a.m.