

Supportive Professional Staff Council Minutes

Thursday, May 14, 2020 Meeting

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

Teams Meeting

Approved June 11, 2020

Participants: Anderson, Armstrong, Ballard, Bohanon, Borg, Boswell, Botterman, Boughton, Bredberg, Burchard, Burgin, Click, Costello, Davis, Doederlein, Gipson, Goode, Hochstatter, Kazmierczak, Lovelace, Lyles, Mewhirter, Meyer, Miesbauer, Miller, Myles, O’Grady, Olson, Reid, Richter, Sutcliffe, Xidis

(attendance recorded by Teams program)

Regular Guests & Visitors: Liz Guess, John Hulseberg

I. Call to Order: President Doederlein called the meeting to order at 10:03 a.m. Approval of Agenda, motioned and seconded, all in favor, no abstentions, and none opposed. (Movant: Kazmierczak; Second: Goode)

[Going forward, unless a “Nay” is recorded, “all in favor” is presumed]

The President called for a motion to approve the Minutes of the April 9, 2020 meeting, moved and seconded, all in favor, no abstentions and none opposed, April 9, Minutes approved. (Movant: Bohanon Second: Mewhirter)

II. Guest Speaker: Virtual Training from EAP

EAP is working on putting together virtual trainings. EAP provided a preview in PowerPoint on *How to Supervise Remotely* that will be shared with this council electronically.

III. Announcements:

Matt Streb will be a guest at our June 11 meeting. Streb will talk about a series of task forces reviewing returning to campus once the shelter-in-place is lifted, including a Public Health Task Force consisting of members of the community including others from different facets of city and local government. Provost Ingram is heading up two groups: Teaching & Learning and Student Services, i.e. residential life—how to practice distancing and general engagement. Dr. Blazey will focus on returning to labs. Matt will share more with us in June. Today, we are making people aware of the various task forces.

Something not formally announced yet, the return to campus will not be immediate and it is very likely those who can conduct their work at home—stay home. If your office feels you can do this remotely, that will be encouraged through July 31. Look for indications that we are going to be encouraged to stay until July 31st or longer. [P.S. May 28 Streb held a virtual meeting describing NIU’s approach to returning to campus including a Q&A attended by approximately 250 employees.]

a.) Unit Updates -COVID-19:

Meyers reported the student emergency fund is exhausted. We did receive money through the CARES Act that is being disbursed--but not for tuition. For a student to be eligible they have to be PAL or MAP eligible. The goal is to get them registered. **Remind students they can register even with a balance due.**

Doederlein gave a huge thank you to members of the Council for their student assistance---responding to student needs.

Undergraduate Admissions: Mewhirter reported their Virtual Open House events on May 19th and 27th via the Que platform.

Richter informed the Council that the Faculty Development & Instructional Design Advisory Committee (FDIDAC) is now the **Center for Innovative Teaching and Learning (CITL)**. Richter reported they are currently working with faculty on developing courses for summer, which are fully on line at this point. They are starting to look ahead for what they need to do for Fall. They are doing that now online through their *Course Design Academy*, with over 100 participants. There is a lot of support available. CITL has been talking with a few departments. They have also been discussing with the Provost—if fall ends up being on line, how we help our existing students prepare for learning on line. We are looking ahead for Fall and if there is heavy on line scheduling, we want to offer more support for students in that environment. Especially important for students who chose NIU because person-to-person instruction is offered.

Advising Updates: Myles reported that their teams continue working on converting from re-enrollment to re-engagement as they continue to reach out to students. They are moving to a virtual orientation experience across campus. **How do you get orientation appointments?** Through the

Orientation Office, then to colleges. **Send students to the Orientation Office.**

b.) ~~NIU Athletics—Virtual Summer Circuit, June 3 at 6:00 p.m.~~

CANCELED

c.) ~~NIU Athletics—Virtual Victor E. Bash, June 10-19~~

CANCELED

d.) Dr. Steven Howell is the new Faculty Personnel Advisor, effective August 1, 2020

IV. Committee Reports:

Advocacy: no report

Awards: no report

Communications & Technology: no report

Constitution & Elections: Myles/Doederlein reporting. We have been working to get people to accept nominations. Ballots go out the week of May 25th. We still need nominees from four of our six divisions. We do need some help with Division 1 (CLAS) and Division 4 (Outreach). Although Monday, May 25th is a holiday, we are carrying voting through to the following Monday, June 1. (later extended to June 2)

Events: no report

Professional Development: no report

Regional Community Relations: no report

SPS Dependent Scholarship Fund: no report

V. Vice President's Report: Bohanon reported that the Library Policy Committee addressed the question of whether or not the **Freshman Residency Requirement** is actually a requirement and whether or not it should be included in the Policy Library. The committee determined it does need to be in the Library this fall. Additionally, the committee asked if the Constitution and Bylaws should be included in the Library.

The minutes of the **May 7 Benefits Committee** contain updates regarding the Benefits Choice period and various other matters, due to the pandemic, including “...*there will be increases after 7 years of no increases.*”

The Policy Library minutes are on SharePoint as a separate document and the University Benefits Committee minutes are included in the current VP Report also posted on SharePoint.

VI. Unfinished Business:

a.) Search committee updates/AdHoc Committee Updates:

Newly hired Deans' (CLAS & COL) contracts were approved by the BOT today.

b.) SUCSS Procedure Update There were questions from the Executive Committee about where we stand with this topic. Should we have HR join us for our meetings?

Thanks to Liz Guess for her willingness to field questions. I want to give her the opportunity to be the voting member that she is. We may not have questions immediately answered; she is our initial point of contact to take questions back to HR [Liz oversees benefits during transitions to Civil Service.] Pulchratia Smith is our primary contact. Liz responded that she is happy to serve in this role and willing to do whatever is helpful.

One member asked how **early retirements** will affect transitions. The transitions are continuing. There is no hold of any kind. Early retirements will impact our numbers. Those eligible for retirement will receive an invitation to apply. It is an application of interest, if you apply by May 15, you will then have 45 days from that date to make a final decision. Spread the word.

Re: Non-renewal rights: If you have greater than 3 years with NIU, you are entitled to a one-year notice before non-renewal. Civil Service is much more complicated and becomes more about when you want to transition, if you have a choice. If there are specialty factors not in your current position you may lose seniority.

VII. New Business: OSC Draft Resolution: Voluntary Pay Reduction:

First reading of the OSC's draft Resolution. President Doederlein read the resolution, noting it is from the Operating Staff perspective. A discussion followed. Further consideration of the resolution was laid over to the Council's June meeting. Discussion points:

- An important consideration is how this might affect one's retirement. One does better by making a donation; reducing your pay can affect your retirement. What might be some unintended consequences?
- We could create our own resolution—whatever we do, go for a second reading or do our own, it will not affect the OSC timeline. Supporting

the resolution does not lock in participation. It may carry more weight if we adopt our own resolution.

- The people we are talking about are those making the least. Where would the money go, it is just a savings. Whatever is given would not even be a drop in the bucket.

VIII. University Committee Reports:

Board of Trustees – next meeting June 18, 2020

BOT Committees -- meetings today, May 14, 2020 They are doing their usual business: tenure, contract approval of newly hired deans.

Faculty Senate/University Council – September 20, 2020

Both groups passed the recently discussed changes handing over academic matters to the Faculty Senate; modifying University Council membership, increasing representation of shared governance stakeholders.

Operating Staff Council – Currently holding their annual election. Bryan Perry and Greg Brady attended the May 7 OSC meeting. Their next meeting is June 4, 2020

Student Government Association (SGA) – No meetings until next AY year. Naomi Bolden, President, and Ian Pearson, Speaker of the Senate, are graduating. Meetings resume in September, 2020

IX. Adjournment

President Doederlein asked for a motion to adjourn. Ballard so moved, seconded by Kazmierczak. All in favor, none opposed, no abstentions. The motion passed and the meeting adjourned at 11:35 a.m.