Supportive Professional Staff Council Meeting
Thursday, November 8, 2018
Approved December 13, 2018
10:00 AM to 12:00 PM
HSC – Sky Room

Present: Adzovic, Ballard, Bohanon, Boughton, Bredberg, Builta, Doederlein, Dosier, Dymond, Franklin, Gipson, Kazmierczak, King, Koenen, Meyer, Miller, Myles, Napientek, Olson, Reid, Richter, Salmon, Sutcliffe, Watson, Xidis

Excused: Hochstatter, Mitchell

Guest Speakers: President Lisa Freeman, Matt Streb, Chief of Staff

Other Guests: Laura Alexander and Celeste Latham, HR; Holly Nicholson, Operating Staff Council; Sarah Klaper, University Ombudsperson

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

II. Approval of Minutes, September 11, 2018:
Approval of Minutes, motioned and seconded, all in favor, no objections, none opposed
  Motion: Kazmierczak
  Second: Salmon

III. Announcements:
a.) STEM Café on December 11, 2018, Eduardo’s, 6:30 PM-8:30 PM, Retail Renaissance: Virtual Reality, Omni-Channel Retailing and Other Emerging Trends
b.) Fall Open House
c.) Women’s bbball NIT tonight at 6 pm.
d.) Veteran’s Day remembrance moment at 11 am. 11:30 – 11:45 brunch
e.) Myles had a great meeting about SPS to Operating council
f.) Meyer mentioned that we need to get used to using a microphone for ADA reasons

Awaiting the arrival of guest speakers, Doederlein called for committee reports.

IV. Committee Reports:
Advocacy: Builta reported the committee met and talked about the impact of the SPS to CS migration and began to explore ways in which the committee could assist our members that were making this transition. We also discussed several ideas, which would help promote all staff on campus. I will be discussing them with Holly Nicholson to see if OSC might be interested in collaborating.

Communications & Technology: Xidis reported the committee could use more members; specific tasks were allocated for reviewing the SPSC website; going forward Felicia Bohanon will be the point person for implementing SPSC announcements on behalf of the SPSC. Xidis asked the Events Committee to please get event announcement specifics to Felicia as early as possible. For example, announcements are due to Marketing and Communications by 4:30 pm Thursday of the week prior to the event. Please try to give Felicia reasonable lead-time. Additionally, the committee will be reviewing the SPSC website for needed updating and broken links, etc.

Constitution & Elections: Myles reported the committee is preparing for the upcoming election process.
Events: Napientek reported Stevens Building tour next month; last month we had a tour of the NIU Art Museum featuring NIU Studio and Design Alumni Artists; We are planning a Women’s Basketball
Watch Pot Luck for November 28 11 a.m.-1:00 p.m.; The committee is currently looking for places for the Pot Luck and will keep you updated. Napientek asked members to let her know if you are willing to have a Winter Celebration. The date would be December 18 or 19. The committee is currently looking at venues—Altgeld, Stevens, Cole Hall. More information at next Exec. Committee meeting.

**Professional Development:** No report

**Regional Community Relations:** King reported meeting with Jennifer Groce who provided an overview of how the Community Promotion office communicates with DeKalb/Sycamore/Genoa communities. She shared a list of community activities to help us identify opportunities for engagement. She is reviewing the survey we are preparing which she said would be very helpful in coordinating efforts around priorities and goals, one of which is Huskie Pride. She suggested awarding employees for their community engagement. Jennifer was very interested in learning more of the who, what, where and how of SPS engagement. This committee would like to provide that information to demonstrate the impact of our engagement on enrollment, the university’s image and our value. *(Full report attached)*

**SPS Dependent Scholarship Fund:** Bredberg reported the balance at $5810.00. Application will be available on MyScholarships November 15, 2018 – January 31, 2019.

**V. Vice-President's Report:** Napientek reported. University Committee reporting is very thin. The report is posted on SharePoint.

Doederlein announced a “Community Meets Campus” event at the Campus Life Building. The event is centered around Career Services but others have been invited: Athletics/Graduate School/RecWell

**Tuesday November 13 5:00-7:00 pm**

**VI. Unfinished Business:**

a.) **Search Committee Updates:**

Executive VP & Provost Search Committee: Doederlein thanked everyone who confirmed her appointment of Terry Borg as the SPS Representative on this search committee and thank you Terry, for volunteering your time and talent.

General Counsel Search Committee: The make-up of the committee has been approved by University Council with two amendments, the addition of a Clinical Faculty member and an Instructor.

b.) **SUCSS Procedure Update:** According to Jeff Brownfield, NIU is doing as intended by taking a proactive approach.

c.) **125th Anniversary Committee Update:** King reported things are moving along slowly. Sub-committees are established. We are having another meeting on Tuesday, November 13. We are still working on the theme and hat projects to undertake.

**VII. New Business:**

NIU Pouring Rights & Beverage Vending, Snack Vending and Naming Rights request for an SPS Representative on the Evaluation Team. This assignment will require several hours of meetings during January and early February. Boughton nominated Jeff Salmon who accepted and signed the required Non-Disclosure Agreement. Congratulations Jeff.

**VIII. University Committee Reports:**

**Board of Trustees – December 6, 2018**

**Board of Trustees Committees – November 15:** The Facilities and Operations Committee will be meeting at 9:15 for a full discussion of the Northwestern Medicine Contract. This is the main event. Public Notice will not be available until 48 hours prior to the meeting. Then you should be able to go onto the BOT website and find the Public Notice containing the Agenda Format for the meeting. Probably available by next Tuesday, November 13. Our concern is what happens to our staff, are they included in the interview process to be a part of Northwestern? We will find out soon about their status.

**University Council – November 7, 2018:** The main business was the General Counsel search committee structure, noticed above in search committee update. Also at the Resource Space and Budget
meeting with President Freeman on Friday, November 2, 2018, there were questions raised about the transparency with which Coach Carey’s contract extension last January. There was no an intent to keep anything secret. Our Athletic Department’s practice is to not do press releases. The structure for Athletics is unique from the rest of the university. The Administration plans to distribute a campus-wide statement to clarify the source of funding for coach compensation. Next Meeting: December 5, 2018.

**Operating Staff Council** – Holly reported on the November 1, 2018 OSC meeting. Sarah McGill visited and was very good about answering questions and getting back to people about questions outstanding. Next meeting of the OSC is December 6, 2018: Rebecca Hunt, Policy Librarian, will be our guest speaker.

**Faculty Senate** – October 31, 2018: Got an update on the Policy Library. We will be getting the same update at our December 13, 2018 meeting. Next Faculty Senate Meeting: November 28, 2018

**IX. Guest Speaker: President Lisa Freeman**

I. **Introductory Remarks:** President Freeman addressed the general substance of the Council’s submitted questions recognizing this is a very stressful time for SPS employees. The University is in recovery mode and SPS employees are looking at the possibility of reclassification with uncertainty about the process and the impact on them. She assured the Council that she is very aware of the challenges SPS employees face and that she has been a leading voice that while we want to be compliant with the law, we need to be smart and consistent.

Freeman relayed that the Chair of the Merit Board (Jeff Brownfield) and Wheeler Coleman, Chair of the NIU Board of Trustees, have spoken with Human Resource Directors calling on them to not do this wrong because we are doing it so quickly. Speaking for the administration, Freeman said they are concerned about SPS employees and want to be supportive. She stressed that they are all trying to do the right thing. Poor communication created a lot of mistrust.

II. **Transparency & Communication:** Internally we need to communicate what decisions are in process, why they are under consideration and then listen to people who have information about what the intended or unintended consequences might be. Externally we need to be able to tell people what a great place NIU is. We have an excellent, diverse and transformative student body. We need to know what our vision, mission and values statements are to enable us to do that. Our vision, mission and values statements matter internally, so we can see what we do, and externally in hiring and with parents.

III. **Enrollment Management Plan:** The University Assessment Panel has been charged with revising our vision, mission and values statements. Our mission statement could be more distinctive, our vision statement needs tweaking; our values statement is good. Freeman talked about our Goals and Strategies. She mentioned meeting with other educational institutions and business entities to see how their processes might be used by NIU.

IV. **Space Audit:** Coming soon. First step is to get people out of Adams Hall.

**Opening the floor to questions,** Doederlein asked if there is anything, the President’s Office could do to insure seniority is managed as well as possible.

**A:** This is one of the big questions. It is very important that it be flexible and consistent across campus. Because you may have been misclassified ten years ago, employees should not be punished. Look at the body of work the employee has done-responsible consistent service. This is a concern across the university system. Doing a good job, not rushing is really important. We cannot make HR the enemy. Is something being done in a specific case that might be related to a general case?

**Q:** We have a new governor. What are the effects for NIU?
In some sense, we are still looking at JB' transition team. There is a capital bill, we will be ready to go with that. Publicly JB wants to invest in higher education . . . it makes higher education important in Springfield. Concerning statutory Civil Service reform, there is no reason to be optimistic.

Q: How do Board of Trustee members get to be Board of Trustee members?
A: The Governor appoints them and they are confirmed by the Senate. There could be some changes made—one or two—going forward.

Q: We still have confusion about the conversion process in view of the disparities in pay and increased complexity of our work.
A: I think we have some control over the equity piece. The more complex positions have become and the way they have become complex is not in the statute. What defines complex now versus years ago—everyone here uses technology. It takes time to figure this out. We want the best possible process. The Federal system works better than ours does and it could be a model. We will try to be as thoughtful as possible. Keep telling us the very specific things you see that need to be addressed. We will attack the most egregious.

Q: From the hiring perspective, the Rule of Three is too restrictive.
A: We could do some one-offs. Some can be changed with a rule. The Legislature likes omnibus over specific bills. It is going to be a difficult thing to put through the Legislature.

Q: Following up on communication. What preliminary ideas do you have about how that might look throughout campus?
A: We are discussing some areas where you need a person to do communication to make sure that everyone understands. When you have a plan, communication needs to be at the beginning of a plan. Something that could build into professional development, i.e. the Policy Library—a resource available to everyone and will have a standard answer. That idea came out of shared governance. It also made us thoughtful.

Some is simplistic. We need to be talking to each other. The more we can collaborate the better. The more we can engage our shared governance groups, us listening to you an important part of good communication.

It’s about not seeing people as objects. Common skills—speaking and listening—need to be cultivated. If we are interested is part of the solution.

Q: What can we do to assist with communication?
A: If you have effective practices—let us know; participation alleviates barriers; Faculty, Staff and Student input into our plans through representation on mission, vision and values facilitation. As we nominate, encourage attendance and engage new people. We don’t know exactly how to get input, i.e. informal receptions, formal office hours? We will announce a pilot communication plan—good honest dialog is possibly the best. We do want to hear your ideas, we do.

Doederlein shared that the Advocacy Committee has been working on a Staff Myth Busters for the similarity between SPS and Civil Service. Brief discussion followed.

Doederlein asked for a motion to Adjourn, Kazmierczak so moved, seconded by all. Meeting Adjourned.
ATTACHMENT

SPS Regional Community Relations Committee
Meeting: November 6, 2018

Co-chairs: Judy Dymond and Jack King; Committee Members: Greg Anderson, Debra Boughton, and Liz McKee

Attendees: Judy Dymond, Jack King, Greg Anderson, and Jennifer Groce, Director of Community Promotion

Jennifer Groce provided the committee with an overview of the way in which her office is communicating with the community. Jennifer shared a list of 2018 county (DeKalb/Sycamore/Genoa) community events she developed - a list which is constantly evolving and changing. The list was compiled from a variety of community calendars and local organizations to help inform campus units about community activities and opportunities for engagement.

University areas that engage with the community are coordinating efforts around priorities and goals. Huskie Pride is a university priority – not only pride in the university community but the surrounding community. There is a Huskie Pride Committee – made up of representatives from athletics, student affairs, outreach, enrollment management, and marketing and communications who work together to promote Huskie pride on the campus and in the community.

Efforts are being made to pull departments together to work jointly in campus/community partnerships – e.g. joint participation in community expo events. Campus units are attempting to coordinate these efforts – rather than having several individual university booths that are unaware that the other departments signed up. The goal is to share resources, maximize our presence and “work smarter.”

Recently, several campus units participated in the Back to School Bash, hosted by New Hope Missionary Baptist Church. NIU units participated along with District 428 and several other community organizations – which everyone realized was a terrific way to support an important community initiative and connected NIU to the community as a resource and partner.

At the Pumpkin parade, our marching band participated.

Jobs Plus is engaging the community with specific events.

NIU hosted a Campus Meets Community expo for local businesses to welcome students to campus.

Jennifer Groce is reviewing the questionnaire/survey that the committee is preparing. She and other units are very interested in the information that a short survey could bring to the table to help celebrate and guide engagement. Jennifer suggested a possible award to staff members for community engagement as part of Huskie Pride efforts. She is interested to know the following:

- where our staff members are participating in community events already
- whether participation is personal or related to employee’s university position
- where SPS members would like to see the university engaged in the community
- what is the home zip code of the employees to determine whether they live in the county or live elsewhere and still taking time to engage in community events
- how the university can keep connected and maintain these relationships
- and how the university can leverage those connections to further engage the community in the university

The committee would like to document where SPS employees are connecting and volunteering in the community to demonstrate that SPS employees are important to enrollment numbers, the university’s image, and SPS employees’ value to the university.