Supportive Professional Staff Council Meeting  
Thursday, August 10, 2018  
Holmes Student Center Sky Room  
10:00 – 12:00 p.m.  
Approved September 11, 2018

**Present:** Anderson, Ballard, Bredberg, Builta, Franklin, Kazmierczak, King, Koenen, McKee, Miller, Mitchell, Myles, Napientek, Olson, Richter, Rogers-Tryba, Walk, Watson

**Excused:** Boughton, Dymond, Sutcliffe, Teso-Warner, Xidis

**Guests:** Arado, Klaper, Nicholson

**Call to Order:** Doederlein called the meeting to order at 10:05 a.m.

**Approval of Agenda:** Motioned and seconded, all in favor, no objections

**Approval of Minutes:** Motioned and seconded, all in favor, no objections

**Guest Speakers:** None today. Doederlein suggested we may want to have John Hulseberg, the University’s Employee Advisory Committee representative, come to our September meeting, or a special meeting, where he can listen and take our concerns to the Merit Board.

Doederlein explained that due to Dr. Freeman’s schedule we will be unable to have her until November. We will work to get other speakers in the interim, possibly Provost McCord.

**Announcements:**
Regarding the Security Awareness training which is another mandatory training with short deadlines. We will be looking to identify and make a listing of all the mandatory training we employees are required to complete.

Remember **August 24** is Move-In Day 8:30 a.m. -2:30 p.m. Volunteers must register by **August 15**. [https://niu.edu/housing/team-niu/](https://niu.edu/housing/team-niu/)

**President’s Welcome Back Picnic, Sunday, August 26 4:00 – 6:00 p.m. East Lagoon**

**Special Meeting** scheduled for **August 16, CLB 100 3:30-4:30 p.m.** Doederlein is going to send a message to SPS identifying Council representatives and asking employees to contact a rep if they have feedback for the BOT’s concerning the presidential hiring process and consideration of Acting President Lisa Freeman. **Please ask people you work with for feedback.**

**Committee Reports:**
**Advocacy:** No report, just getting set up.
**Awards:** No report
Communications & Technology: Committee met this week. Tom Kazmierczak is a co-chair and Rachel Xidis is acting co-chair. The committee needs requests to receive requests one week before the notice is to be sent out and if it needs HR review it needs to be submitted sooner because HR review slows the process.

Constitution & Elections: No Report.

Events: The committee wants to balance events over the year. Upcoming events from the NIU Calendar: August 22 11:00 a.m. tour of completed Stevens Building; August 25 Stevens Tour 11:00 a.m. with free ice cream! Art Show September 20th featuring 50 years of alumni. Peter Olson could give SPS a special tour, separate from the public. The committee also wants to support other events as well as SPS events. Under consideration are: October Discover Space opening & October 12 Gala opening; November 28 Women’s Soccer vs North Dakota then December holiday party. In the spring there is Library Discovery, Public Safety Training and Softball in May.

Professional Development: Walk reported their goal is to develop and deploy the final survey instrument by or close to our September SPSC meeting. We would then report on any preliminary data we’ve received at the October meeting with the goal of submitting a final report by the end of the Calendar year. It could be completed before the November meeting, but we’re not sure exactly how many responses we should be expecting, how much response we will actually receive, and what a valid sample size will be.

Regional Community Relations: No report.

SPS Scholarship Fund: No report. Karinne and Erin will be co-chairs again.

Vice President’s Report: Nothing to report.

Unfinished Business: SUCSS Procedure Update. Everyone had an opportunity to look at the FAQ on the HR website. Doederlein asked if anyone had any questions or anything to add. Doederlein encouraged one-on-one discussion if anyone did not want to publicly share their feedback. Doederlein stated we need more clarification on vacation accrual noting the difference between hourly and salaried civil service positions.

New Business:
Holly Nicholson reminded everybody about the Civil Service Celebration going on today in MLK Commons.

Jack King reported the first meeting of the 125th NIU Birthday Celebration committee is October 12 that he will be reporting on.

Builta moved to adjourn, seconded by Rogers-Tryba, all in favor, none opposed. Meeting adjourned at 11:15