Supportive Professional Staff Council Meeting  
Thursday, April 12, 2018  
Holmes Student Center Skyroom  
10:00-12:00 p.m.  
Approved May 10, 2018

Present: Arnold, Boughton, Bredberg, Builta, Carlisle, Davis, Dymond, Franklin, Hochstatter, Johnson, Lopez, Love-Moore, McCall, Meyer, Miller, Myles, Napientek, Pietrowski, Reid, Richter, Rogers-Tryba, Salmon, Schneider, Sutcliffe, Walk, Watson, Xidis

Excused: Adzovic, Doederlein

Guests: Andree, Alexander, Klaper

Call to Order: Vice President Napientek called the meeting to order at 10:00 a.m.

Approval of Agenda

Approval of March 8, 2018 Minutes as amended with one correction: Carlisle was listed “Absent” which has been noted and will be corrected to “Excused”.

Guest Speaker: Leslie Scarpace-Administrative Technical Skills Hub:

Ms. Scarpace gave the Council an overview of the Technical Skills Hub and discussed the usefulness of the applications as well as the various training options available in addition to Lynda. The focus was on skills and applications that support core tech competencies associated with administrative staff. All employees have access to the Hub.

Announcements:

a.) Project Site Leaders for NIU Cares Day. Deadline to complete online training was April 16, 2018.

b.) Student Appreciation Days April 30-May 3. Sign up sheet was passed around and results now posted on SharePoint.

c.) Money Smart Week, DeKalb: Dymond reported there will be several things during the week of April 21-28th. There will be a spread in the MidWeek which comes out Wednesday, April 18. There are two events for children at the DeKalb Library followed by Center for Economic Education event tying into earth day, i.e. Earth Smart, Also adult events, i.e. Smart Meters at Eduardo’s, April 25.

d.) Undergraduate Research and Artistry Day/CES April 18, 9 a.m. – 2 p.m. Holmes Student Center Ballroom where undergraduate students will present their work through academic posters, exhibits, table talks, or performances.

e.) Half-Way There Sophomore Event, April 18, 2018 An event for students on MLK Commons with games, food, music, photo booth and more.
Committee Reports:

Awards: Watson reported the SPS Awards Ceremony was very successful in Altgeld. We may want to have the ceremony there next year too.

Communications & Technology: No report

Constitution & Elections: Pietrowski reported that the Ballot should be up and running next week. (April 16-20). If your term is expiring, thank you for your service. If you decide not to run again you may be asked to be an alternate. Eleven people were nominated for President and ten deferred to Catherine. The Council is fortunate to again have Catherine’s leadership.

Events: Cookie Day-Sign up! We have another event that is not ours but we are helping promote it. April 18, Latin Jazz Night/Free/Music/Dancing, Boutell Concert Hall/Music Building. The committee reported they are also working on a lunch social in the Ellington Restaurant. Either 19th or 24th. Email Bev McCall to get on the list.

Professional Development: Carlisle reported the committee still needs to analyze the results of their survey and they are still trying to develop the website. There will be a link to webpage—Carlisle asked for feedback.

Regional Community Relations: Schneider reported the committee recently met. The committee expressed a need to know what is their charge from the Council; what is our task—they want to make that clear. The committee asks the Council: do you want us to improve community relations or identify events associated with SPS? The committee is going to put out a brief survey to the Council about what it is the Council would like them to accomplish; what organizations do you currently work with as an SPS employee and what others are you connecting with?

SPS Dependent Scholarship Fund: Bredberg reported that rather than awarding the scholarship at the SPS Awards ceremony the committee has decided to invite past winners to come and be recognized. Those winners will be asked to describe how the scholarship impacted their education.

Advocacy (formerly Workplace Issues): Builta reported the committee is continuing to go through the Handbook and hopes to have a report by our May meeting. Relative to the transitions from SPS to Civil Service the committee is considering talking to the President about additional transparency, prompting Laura Alexander to report that HR has been working on FAQ once they have the procedures finalized—with set procedures and FAQ they will be sending out a notice. There is a list of about 80 that has been
distributed to the Division heads. If you have a questions as to whether your name is on the list, contact Celeste. Procedures become effective September 1-Octoer 1, 2018. Maximum amount of time once the position has been identified you have 16 months to be converted. Earlier transfers will be entertained. Alexander noted that Titles are irrelevant, it is all about job descriptions. SUCSS.org has all of the Civil Service job descriptions. Talk to your Division supervisor. Alexander asked the Council to please, make sure this information is getting out.

Vice President’s Report: A copy of the report is coming around. Credit hours has been re-defined. The report is on SharePoint. Athletic Board: A generous donor is covering the cost of renovating the Convocation Center. Campus Security: Sergeant Smith reported increased requests for A.L.I.C.E. training and the committee recommends the training. (A.L.I.C.E. Alert, Lockdown, Inform, Counter (last resort) Evacuate.)

Unfinished Business:
a.) Search Committee Updates:
State Liaison: The search committee has completed the Skype interviews and the next step is to determine who will be invited for a campus interview.
Ethics Officer: Three candidates have been interviewed and now in Acting President Freeman’s hands.

b.) SUCSS Procedure Update: From the SUCSS website Friday, April 20:
SURS is currently not moving forward with the implementation of the optional hybrid plan created under PA 100-0023. Additional clarifying legislation is needed for SURS to be able to do so. SURS staff worked extensively last year with the General Assembly on a trailer bill that would have provided necessary clarifications; but that bill failed to pass. At this time, it appears unlikely that the General Assembly will pass legislation to implement the optional hybrid plan.

New Business: No new business

University Committee Reports:

Update from Board of Trustees: The SPS Personnel Advisor position is being reviewed. (The Faculty Personnel Advisor position is in the Bylaws, others PA positions are not.)

Faculty Senate: Will be voting for the Senate’s next President, April 25th.

Adjournment: Motion to Adjourn brought by Meyer, Seconded by Love-Moore.
Meeting Adjourned at 11:45 a.m.

Representatives: Please contact your alternate and the SPS Council Secretary, Linda Watson, if you are unable to attend the meeting. Alternates: You are invited to attend all meetings.