Supportive Professional Staff Council Meeting
Thursday, July 12, 2018 (Approved August 9, 2018)
Holmes Student Center Sky Room
10:00-12:00 p.m.

Present: Adzovic, Arnold, Borg, Bredberg, Burgin, Dymond, Foelske, Gautcher, Gipson, Hochstatter, Johnson, Kazmierczak, King, Lopez, McCall, McKee, Myles, Napientek, Olson, Pietrowski, Richter, Rogers-Tryba, Salmon, Walk, Watson, Xidis

Excused: Ballard, Builta, Meyer, Miller, Sutcliffe, Teso-Warner

Guests: Arado, Klaper

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 objections
Approval of June 14, 2018 Minutes, motioned and seconded, all in favor, no objections

Announcements:
a.) Doederlein reminded Council of Security Awareness Training accessible at: http://doit.niu.edu/doit/training/sans.sshtml and informed the Council that this training is going to be required as it relates to technology. Check out the link.
b.) Doederlein also reminded Council of Move-In Day volunteering accessible at: http://niu.edu/housing/team-niu/ NIU is seeking more volunteers and also other events that week—check out link.

Doederlein stated we may have Lisa Freeman at our November meeting. Doederlein asked for any recommendations or requests for other guests. Hearing none, Doederlein moved on to have our newly elected representatives introduce themselves.

Committee Reports:
Doederlein asked the committee chairs or co-chairs to explain what their committee does, how often it meets, what is the time commitment etc. She was asking current committee chairs to “sell their committee” for the benefit of new members who will be choosing a committee assignment when the sign-up sheet is passed around today.

Advocacy: Doederlein presented the work of this committee on behalf of the current and remaining Co-Chair, Steve Builta: This committee used to be Workplace Issues. It meets monthly, usually 1-1 ½ hours; meeting dates are determined by the group. Most recently, the committee has been looking at the SPS Handbook that is now on the Human Resources web site and is a series of links to various policies. This committee has been verifying the links and reviewing the policies. In addition, the committee have been discussing the shift from Supportive Professional Staff classifications to Civil Service classifications and bringing issues back to the Council. Other issues of concern are (1) more notice to Temporary SPS employees when contracts are not renewed (2) the legitimacy of 9+3 and 10+2 contracts vs. 12-month contracts.
Awards: Watson explained the committee puts out a call for nominations in October. They meet several times, early in the Spring (Jan/Feb) to rank nominees for Presidential Awards for Excellence; Awards of Distinction; Gary Gray Award for Service to the Council; and Certificates of Recognition. The heavy work begins when preparing for the mid-April Awards Ceremony.

Communications & Technology: Xidis reported that this committee sends out emails about SPS events; members share a month-end task of maintaining the SPS email distribution list (adding/deleting); they meet every other month or every three months.

Constitution & Elections: Pietrowski reported that elections for SPS representatives is the committee’s main role. They also review Bylaws and the Constitution bi-annually and do elections for specific University committees. They also elect our SPS Vice President, Secretary and Treasurer.

Pietrowski explained that in 2020 NIU will celebrate its 125 year birthday. He proceeded to ask for two volunteers (representative and alternate) to serve on the 125th Birthday Committee being formed now which will meet monthly. Pietrowski asked anyone interested to raise his or her hand. He needs to submit the names to Matt Streb by the end of this week. Jack King volunteered to be the representative and Randi Napientek volunteered to be the alternate. Pietrowski asked for a yea or nay voice vote. The yeas were unanimous, no objections and no abstentions.

Next, Pietrowski asked for nominations for SPS Vice President. Napientek stated her willingness to serve again. There were no other nominations. by voice vote the yeas were unanimous, no objections and no abstentions. Randi Napientek will be service another term as Vice President.

Pietrowski asked for nominations for SPS Secretary. In the absence of nominees, Linda Watson who is currently serving until May 2019 is willing to continue; she will be seeking an apprentice to complete her term. All were in favor, none opposed and no abstentions. Linda Watson continues as SPS Secretary.

Pietrowski asked for nominees for Treasurer. the current Treasurer, Tracy Rogers-Tryba, is not available for a second term. Brian Walk was willing to serve. All were in favor, none opposed and no abstentions. Brian Walk is the newly elected Treasurer.

Events: Lopez reporting. The committee meets monthly from 9-10:00 am prior to the Council meeting in the Sky Room. This committee needs new people.

Professional Development: Xidis reported this committee looks for ways to make SPS aware of opportunities and ways in which SPS employees can do more professional development.

Regional Community Relations: King reporting. This group shares connections and looks for events happening in the community. They scope out events to see if SPS should have a presence. They are currently considering a survey about existing connections. The committee also gets input about what is happening in our local DeKalb County government.
SPS Dependent Scholarship Fund: Bredberg reported the committee awards one $1000 scholarship to an SPS dependent annually. There is minimum work and is highly rewarding. Committee work is all electronic except one meeting in the fall to generate fund raising ideas. Our goal is to become endowed which requires $25,000. They are now in the $5000 range. Donations are welcome.

Unfinished Business:

a.) Search Committee Updates: New Director of Admissions, Quinton Clay, is now on Campus; The failed General Counsel search is going to be placed with a search firm; there is talk of a Budget and Planning search.
b.) SUCSS Procedure Update: All positions began as Civil Service and then exempt positions [SPS] were developed. SUCSS is looking at SPS positions that need to be shifted to Civil Service based on a preponderance of activities/duties. Shifting used to wait until the SPS position became vacant. Now, if it is determined to be Civil Service, it is shifted within sixteen months.

New Business:

a.) Special Meeting—August 16th 3:30-4:30 Location CLB-100 Presidential Search process. The Planning committee worked very hard to bring information to the Board of Trustees. Debra Miller was our representative to that committee. The information was presented to the Board at their June 14, 2018 meeting.

The Board looked at what other institutions have done. One institution did an internal search first. The Board of Trustees wants to adjust the search process to include Lisa Freeman. What do we think about it? The BOT wants to engage all of the shared governance entities available on August 16th. It does not need to include the full body. The topic is our perspective on Lisa Freeman as president. The BOT is meeting Monday, July 16th. What we share will be taken seriously. What may I present on July 16th?

Frances will be getting our meetings on your calendars. The meetings schedule is currently posted on SharePoint.

Doederlein asked for a motion to adjourn, Adzovic so moved, seconded by Lopez. 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 a meeting. Alternates: You are invited to attend all meetings.