Supportive Professional Staff Council Meeting  
Thursday, May 11, 2017  
HSC, Clara Sperling Sky Room – 10:00 a.m.  
Approved June 8, 2017

Present: Bredberg, Builta, Carlisle, Cowan, Devereaux, Doederlein, Foelske, Gipson, Hochstatter, Jacky, King, Love-Moore, Meyer, Miller, Myles, Napientek, Piazza, Pietrowski, Pixton, Reid, Richter, Rogers, Salmon, Stoker, Trottier, Walk, Watson, Wescott, Xidis

Excused: Anderson, Arnold, Boughton, Dymond, Schneider, Sutcliffe

Guests: Bridges, Franklin, Klaper, Nicholson, Noascono, Reynolds

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes – April 13, 2017

IV. Visiting Guests
   a. Mr. Brian Smith, Employee Assistance Program
   b. Ms. Savili Ngovo, Employee Assistance Program

   EAP is free and confidential for employees, their family and retirees
   EAP can help you find medical resources and can send you additional information about career support. Brian Smith narrated the attached Power Point presentation.

   Doederlein asked if there were any other topics for Brown Bag sessions: Mindfulness; Wellness Components; Self Analysis were mentioned.

V. Announcements:
   a. Welcome to newly elected members and alternates.

   b. Presidential Commission seeking nominations for:
      Presidential Commission on Persons with Disabilities
      Presidential Commission on Sexual Orientation and Gender Identity
      Presidential Commission on Status of Minorities
      Presidential Commission on Status of Women
      Presidential Commission on Interfaith Initiatives

   c. First-and Second-Year Experience is seeking staff mentors
      Contact: fsye@niu.edu  Al 100

   d. Benefits Choice informational sessions:
      http://www.niu.edu/hrs/benefits/benefit_choice/sessions.shtml

   e. Huskie Summer Circuit 2017 Aurora, Rockford, Downers Grove and Crystal Lake
      See attached flyer. Also check with Kiera Miller regarding tickets.
VI. Committee Reports:
   a. Awards: no report
   b. Communications: Sent out a message about Quarto de mio
   c. Constitution & Elections: Elections were held for members and alternates. Alternate positions are still available in the following Divisions:

   Division 4 [Academic Affairs EVP & Provost; HR; Internal Affairs];
   Division 5 [Outreach, Engagement, & Regional Development; University Advancement]
   Division 6 [Admin & Finance; DoIT; General Counsel; Marketing & Communications; President’s Office]
   Division 7 [Intercollegiate Athletics]. Anybody you know in those Divisions, let them know there is a call for nominations—99% are self-nominated.

University Committees have openings for 2017-18 and beyond. The SPS Grievance Committee has seven and needs fifteen. Jacky talked about what it would be like to serve on the grievance committee.

Also, one more person is needed for the Parking Appeals Committee. Next year we will be re-visiting the Divisions under our Constitution and anything else that concerns the Constitution.

d. Events: Janet Love-Moore reported Student Appreciation was a great success; Quatro de Mio was also a success. Love-Moore will let us know more at our June meeting.

e. Finance: Kiera Miller reported we continue to pay for coffee & cookies. We will have a balance next month.

f. Legislative: Jack King reported that The Grand Bargain failed but there is now a Grand Bargain II which has a little more momentum. An announcement will be coming out about opportunities for contacting our legislators. It is important if you are able to reach out. Some of the legislators were saying they were not hearing from people in education. This is definitely a good opportunity to reach out. There will be some suggestions or ideas about how to approach legislators.

g. SPS Dependent Scholarship: Karinne Bredberg reported the balance is $6,468.00

h. Technology Resources: no report

i. Workplace Issues: Steve Builta reported that the committee looked at a rough draft of the survey and talked about some notification issues. Those were the two major things. They reported making progress on the survey report.

VII. Vice President’s Report: Randi Napientek reported:
   The Citizens Police Academy next session is Spring 2018
   Computing Facilities Advisory group is looking to improve wi fi
   Presidential Commission on Sexual Orientation and Gender Identity has 86 new allies
   Annual report will be presented at our June meeting

VIII. Unfinished Business
   a.) SPS Compensation/Degree/Certification Policy – No Update
   b.) FLSA Overtime Rule – No Update
   c.) Program Prioritization- President Baker sent out an updated report yesterday. It is a 108-page document if you get a chance to review it we might discuss it in more detail at the next meeting
   d.) 12/22 Baker Report and 360 Evaluation Process/Update – Thank you to individuals who volunteered to meet with the firm. It was a very productive conversation. A report will be coming out
towards the end of this month or June and it will be publicly shared. SPS representatives were not involved in the indefinitely tabled vote of no confidence. The Faculty Senate will not be meeting again until September 6, 2017.

e.) SPS Handbook Table of Contents is posted on the web. It was noted that the search functionality is almost useless. Readability level 21-14 years on OSC and we need to do that for the SPS Handbook. Please look at it and give feedback.

f.) Search Committee Updates – Mark Pietrowski reported that the search for Vice President of Enrollment Management, Marketing and Communication is done. The candidate selected, Saul Jensen, was a really strong candidate. It was a good process and a really good committee. Jeanne Meyer reported that the Ethics Officer position search is closed. Applicants are the best qualified pool in the past six years. Applicants were attracted from across the nation.

g.) 4/4 Campus Update follow-up (Budget FAQs now online) - One hundred fifty positions impacted including retirements and attrition. Twenty-three civil service and seven SPS. Previous non-renewals are not in those numbers. Some positions were held for those who were not renewed to shift over to. Not new hires.

There are some FAQ’s and more are being added. Also if you have some question/s to share with Catherine Doederlein, she can get it posted to the website. Non-renewal notices for Temp SPS is two months for those who have been here less than five years and four months for those who have been here more than five years. Regular SPS, one year. Catherine Doederlein, Holly Nicholson, Sarah Klaper, Greg Long, Laura Alexander, Lisa Freeman, President Baker and the Dean of the COB will provide additional resources. The COB has offered assistance with networking, etc. and they have a contact person.

Please let Catherine know your concerns. SPS who are considering transitioning to civil service need to check with Laura Alexander. Jeanne Meyer urged everyone to attend a SURS information session, she did and found it “fascinating.”

Not on the agenda is the Staff Retreat, Monday from 9:00-Noon for SPS and OS Council members, APAC.

IX. New Business
a.) MFA – Multi-Faceted Authentication – Steve Builta explained how it works. When you log on to a Microsoft product off campus you will be asked to authenticate your identity via a second mechanical device which will be your phone. If you are connected through an approved network, i.e. NIU you do not have to authenticate. If you take your computer home, etc. you will get asked to authenticate. It takes seconds to do and it has dramatically reduced scamming.

b.) SPS Personnel Advisor – Catherine Doederlein reported that the Faculty Senate elected Sarah McHone-Chase to be the new Faculty Staff Personnel Advisor. The Provost had some concern for SPS with the faculty going to collective bargaining and she is in support of a pilot SPS PA. We are waiting for one last edit on the position description that should be coming out early next week. The process is submission of a resume and letter of application; release time and 10% additional pay to advocate on behalf of SPS. There will be a call for applicants coming out early next week and we will move aggressively in filling the position. The Executive Committee reviews candidates to verify their qualifications then we will send out a Qualtrics survey to the entire Council. Be thinking about yourself or your colleagues and then be prepared to vote in the next two weeks.

c.) Results of University Committee Voting:
Randi Napientek moved to adjourn, seconded by Janet Love-Moore, all in favor. The meeting was adjourned at 11:45 a.m.

Respectfully Submitted,
Frances Mitchell
Administrative Aide