Northern Illinois University  
Supportive Professional Staff Council Meeting  
APPROVED OCTOBER 13, 2016  
Thursday, September 8, 2016  
HSC Clara Sperling Sky Room  
10:00 a.m.

Present: Patricia Anderson, April Arnold, Debra Boughton, Karinne Bredberg, Steve Builta, Melissa Burlingame, Sandi Carlisle, Edith Cowan, Russ Devereaux, Cathy Doederlein, David Dosier, Judith Dymond, Missy Gillis, Gail Jacky, Jack King, Janet Love-Moore, Jeanne Meyer, Randi Napientek, Tom Parisi, Mark Pietrowski, Erin Reid, Stephanie Richter, Jeff Salmon, Kathy Smith, Shannon Stoker, Tim Trottier, Brian Walk, Linda Watson, Mandy Wescott, Rachel Xidis

Excused: Margaret Myles, Deborah Pixton, Donna Schoenfeld, Erica Wade

Absent: Scott Foelske, Dana Gautcher, Emily Hochstatter, Sandy Lopez, Kiera Miller, Peter Olson, Nicholas Piazza, Nyoka Polyak, Ryan Pumroy, Tracy Rogers, Judy Schneider, Roselyn Snell, Christina Sutcliffe, Tom Viel

Guests: Zachary Bohn, Greg Brady, Sarah Klaper,

Call to Order
The meeting was called to order at 10:00 a.m. by SPSC President, Doederlein. Doederlein requested to add “Item F: Town Hall Meeting”, “Item G: Bohn Introduction”, “Item H: NIUAA Open Forum” and “Item I: Mapworks” under the Announcements portion of the agenda. Doederlein asked for a motion to approve the amended agenda. The motion to approve the amended agenda was made by Love-Moore and was seconded by Trottier. The motion to approve the amended agenda was passed.

Doederlein called for corrections to the August 11, 2016 Meeting Minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve the minutes was made by Builta and was seconded by Jacky. The motion to approve the minutes of August 11, 2016 meeting was passed.

Attendance was taken by Watson and a quorum was confirmed.

Guest Speaker
Boughton spoke on behalf of Sean Frazier, Associate VP and Director of Athletics, who was unable to attend the meeting. Boughton filled in on the update of athletic facilities and the diversity initiative. They are excited to inform NIU faculty and staff members about all of the new ticketing options for various sporting events. The facilities Master Plan is available online, and Boughton reassured that the department is working diligently to secure resources, and that the expenses will not fall on the backs of our students.

The NCAA awarded NIU with a diversity inclusion award, which is a great accomplishment for the university. Frazier is a huge supporter of diversity at NIU, and has made that an integral part of his platform since arriving at NIU. He has worked hard to diversify the staff as well as the student athletic body at NIU, and this award has brought very positive publicity to the university.
Boughton reminds the council to spread the word about the off-site football game at Guaranteed Rate Field in Chicago, and that this could be a great source of revenue if the event is well attended. It was mentioned that in order to maintain Division 1 status at NIU, we have to remain active in at least 16 different sports; we currently are active in 17, so that could be a cause for concern. Lastly, it was mentioned that our athletes are also doing very well academically. The department’s overall GPA was above a 3.2 and our graduation success rate is the highest in our conference right now.

Doederlein asked if there is anything that the council members can share going forward. Boughton responded that she asks everyone to be a part of the Athletics family. Boughton loves NIU because of the sense of family and comradery, and that the students are always looking for opportunities for community service and outreach events.

Announcements

A. NIU Faculty/Staff All-Sports Pass
   Doederlein refers to an email that was sent out to all NIU faculty and staff members that presents an opportunity for all current season-ticket holders to expand their access to any sporting event that charges an admission fee. Boughton adds that this is a great opportunity for employees to have fun and meet others from around the campus, and that it adds incentive to becoming a season-ticket holder.

B. Tax Assistance Program Volunteers
   Napientek distributes fliers regarding the opportunity to gather volunteers to help with charitable tax preparation. NIU prepared 275 free tax-returns last year, making us one of the highest institutions in the state in regards to offering free tax advice. It will take about four hours of your time on every Tuesday beginning the end of January. Volunteers are needed both for assistance with preparing forms and for “crowd control”.

C. Mobile App for Emergency Notifications
   Doederlein gives a brief update on the new Mobile App to allow access to Emergency Notifications at NIU.

D. Unity Walk
   On Wednesday 9/14 there will be a unity march followed by a community conversation about diversity. All council members are encouraged to attend and spread the word around campus.

E. Printing
   Doederlein announces that NIU students no longer have access to printing without a pre-paid printing card, and that these can be purchased through the Library or the Student Center. Love-Moore adds that there is no longer a subsidy for printing charges for students because there is no longer any available funding. Mentions that pre-existing “one cards” can be used for printing expenses. Extensive discussion ensues in regards to how students can go about replenishing their balance and any other printing alternatives. Please direct students to the One Card office for info.

F. Town Hall Meeting
   There will be a Town-Hall Meeting with President Baker on 9/22 in the HSC Regency Room. It will be live-streamed so that the entire campus can access the information.

G. Bohn Introduction
   Doederlein introduces Zach Bohn as the new Administrative Aide in the office of University Council. Bohn gives a brief introduction including his background as an NIU employee of six years, and that he is very excited to undertake this new position. He has already met with various SPSC officers and committee chairs, and announces that he is available to help council members on various tasks in regards to their committee involvement. He can be reached at bohn@niu.edu.
H. NIU Annuits Association – Open Forum
SUAA Attorney John Carr will speak to NIU employees on Wednesday 11/16 at 4:40pm in the Sandburg Auditorium in the Holmes Student Center. All employees are encouraged to attend. A list of questions has already been determined, but questions are still being accepted from faculty and staff members.

I. Mapworks
Napientek speaks and updates the council on the University Mapworks survey. First-year freshman and transfer students are encouraged to take this, so please reach out accordingly. Students who participate have a higher graduation-rate and GPA, and they receive NIU “Swag” after taking the survey. Meyer asks how students are notified about the survey. Napientek responds that they receive an email every Saturday until the survey closes. The Academic Advising Center is located just north of the parking garage on Normal Rd.

Committees of the Council
A. Awards
Watson reports that she has agreed to co-Chair the committee, as Emily is on maternity leave. A binder containing committee information was handed off, and Watson has scheduled a meeting with Molly Montgomery in HR for next week. She works with the committee calendar and they’ll go over everything together. They will set dates and send out nomination announcements shortly, as this is normally performed in October. Gillis mentions that she is happy to help, and that she has plenty of notes to assist Watson.

B. Communications
Xidis reports that the SPSC website needs to be updated. She asks Jacky for an updated list of the newly structured SPSC divisions, and Jacky says that she will send it to Xidis. Xidis and Walk will meet with Bohn next week to see how he could potentially assist with website updates and other communications.

C. Constitution and Elections
Jacky reports that Bredberg will replace Betsy Hull as an SPSC Representative, and that Olson will be Bredberg’s Alternate. Boughton will take over as the new SPSC Treasurer. Committee will meet next week to review position descriptions for SPSC Officers and Committees in light of the appointment of Bohn as Administrative Aide.

D. Events
Burlingame reports that Events has been very busy planning for the upcoming months. There will be a food demonstration with Maxwell’s class on 11/1, similar to last year’s event. There will be another painting event in Sycamore on 11/9 that will include a holiday or Winter theme, and there is a $40 fee to participate. There will be bowling at Four Seasons on 11/10. There is further discussion and announcements about potential restaurant outings going forward. Dymond mentions that Stemfest is much sooner this year and that it can’t be done without depts. having their exhibits in on-time. Please notify new potential participants and exhibitors.

E. Finance
No report.

F. Legislative
No Report

G. SPS Dependent Scholarship Fund
Bredberg reports that she and Reid will be co-chairs. Deb Haliczer will be the annuitant member. They are looking for fundraising ideas, and it is mentioned that the materials are outdated. Bredberg asks Xidis for the original documents so that they can be updated. Please consider donating. SPSC needs to reach $25,000 in order for the scholarship to be endowed. SPS can have deductions from payroll that could be minimal. Form can be found online under Scholarships.
H. Technology Resources
Walk reports that the committee did not meet, but he has a few updates. The names of all Exec committee members have been sent to Jon Ostenburg for meeting scheduling. He hopes to have updates and more to show on the SharePoint technology before next meeting.

I. Workplace Issues
Builta reports that the committee is very close to having the SPS survey completed. He’s hoping to release it soon so that it can be “test driven” to point out any errors or deficiencies. There is a concern with the mediation process at NIU. People are asking for mediation and not seeing any progress. Please contact the committee if you are having issues with insufficient evaluations. Dymond mentions that there is a rumor circulating about SPS members trying to unionize. Napientek comments that some people think that they already are unionized and that there is no clarity. Doederlein mentions that she does not know of anything actively taking place, and that she feels it is simply a discussion at this point. Builta confirms Doederlein’s comments, and that SPSC would not be involved regardless.

Vice President’s Report
A. Committees Summary Report
Napientek mentions that she does not have much to report, as most committees have not yet met. She hopes to work with Bohn in the future to make all committee reports available online. Parking has submitted their first report, and there have been good brownbag series around campus. Napientek mentions that the memo outreach for committee & commissions members was very helpful with filling vacancies.

Old Business
A. Program Prioritization Comments
No report or discussion. Should be tabled for future discussion when revelations are made.

B. FLSA Overtime Rule
There is continued support from the NIU Administration to ensure that people who shift from salaried to hourly positions will not miss a paycheck. Beyond that, impacted individuals are still in negotiations with their individual units. Smith mentions that there is information on the HR website in case anyone is looking for further details. Thorough discussion ensues about the process of job reclassification and evaluation. Klaper reaffirms that NIU as an employer has the right to change job descriptions as they see fit, but it falls on the employee and the supervisors to ensure that job descriptions are accurate and appropriate.

C. SPS Emeritus Proposal
Doederlein reports that there has been a big shift over the past month and that the proposal has been forwarded to the Provost’s Office. They have reviewed the policy and feel that it is a warranted policy. We need to work with Long to ensure that there are no conflicts with the Faculty Senate, and she will work to get it on the BOT agenda as well. Thorough discussion ensues as to why this is necessary and what the benefit is. Doederlein comments that people who continue on in publications and other forums after leaving NIU would benefit from this, and that it is currently only available for retired Faculty members. SPS should have the same capabilities.
New Business
None

Other Discussion
After the announcement of the University Committee Reports, Greg Long introduces himself as the Faculty Senate President. He mentions that there is a large focus on Program Prioritization and ensuring that outcomes and implementations are carefully tracked from this long process. Updates on Program Prioritization are available on the President’s Office website. Also, Faculty Senate is working to create a policy library to make information more readily available to council members and NIU employees as a whole. Doederlein adds that SPSC is also pushing to have its handbook activated online and made available to everybody.

Adjournment
Love-Moore made a motion to adjourn the council meeting. The motion was seconded by Stoker. **The meeting was adjourned at 11:08 a.m.**

*Minutes Respectfully Submitted by Linda Watson*