Northern Illinois University  
Supportive Professional Staff Council Meeting  
UNAPPROVED MINUTES  
Thursday, December 8, 2016  
HSC Clara Sperling Skyroom  
10:00 a.m.

Present: Roselyn Snell, Dana Gautcher, Randi Napientek, Stephanie Richter, Donna Schoenfeld, Jeanne Meyer, Sandi Carlisle, Tim Trottier, Jeff Salmon, Erin Reid, Mark Pietrowski, Karinne Bredberg, Steve Builta, Margaret Myles, Russ Devereaux, David Dossier, Judy Schneider, April Aronld, Melissa Burlingame, Debbie Pixton, Judith Dymond, Emily Hochstatter, Rachel Xidis, Janet Love-More, Scott Foelske, Cathy Doederlein.

Excused: Gail Jacky, Linda Watson, Shannon Stoker, Patricia Anderson, Brian Walk, Christina Sutcliffe, Debra Boughton

Guests: Sarah Klaper, Jeff Reynolds

Call to Order
The meeting was called to order at 10:03 a.m. by Supportive Profession Staff Council President, Cathy Doederlein.

Doederlein asked for additions to the agenda. Hearing none, she asked for a motion to approve the agenda. The motion to approve the agenda was made by Burlingame and was seconded by Love-More. The motion to approve the amended agenda was passed.

Doederlein asked for corrections to the November 10, 2016 minutes. Hearing none, she asked for a motion to approve the minutes. The motion to approve was made by Bredberg and was seconded by Trottier. The motion to approve the minutes of the November 10, 2016 meeting was passed.

Guest Speaker
A. Mapworks Update: Office of Student Academic Success – Dana Gautcher and Randi Napientek
Mapworks is a first year retention tool for new freshmen and new transfers. They are invited to participate in a series of 2 surveys. They are then given a risk indicator to identify students who need additional assistance. Mapworks had an 81% response rate for new freshmen last year. Mapworks has a 14% difference in retention for new freshmen for students who participate vs those who do not.

You can impact retention by encouraging students to participate and view their reports. If you do not have access and would like it, let OSAS know. Use Mapworks to identify students who need assistance or to make data drive decisions.

Things to keep in mind going forward, if you want to survey students, ask OSAS. We might already have questions that pertain to your project, or we can add questions for you. Make sure to collaborate with campus partners when looking to create programs, use Mapworks to target market.

For more questions please contact Randi Napientek at randi@niu.edu

B. Anywhere Printing: Division of Information Technology – Brett Coryell
NIU does a lot of printing on campus. There are almost 3,000 individual printers on campus (that’s almost one for every full time employee). In cost 5,000 a gallon, The ink for inkjet is very expensive. These are some of the reasons why the university is looking to go to anywhere printing because of the cost cutting exercise and state budget issue. By saving printers we can...
help save a lot of money and help with impact on the budget cuts. Could save $500,000 per year.

Your dean can give you an exception, but it is up to your leadership, not ITS. There will be some exceptions for these reasons (physical disability, grant funds, emergency back-up for the office, work with credit cards, health care concerns, etc.). Each area is developing their own exception rules.

When you print, it goes to a data server, it waits until you get there and scan your card. You can then pick and print. Then it starts printing for you. “No print and sprint”

Not everyone will have a fax. It will be no additional charge. Can print from home. Can print from another building. Can print from home. When you get to the printer, it will be pulled down for you.

Can’t see the document or name of the file, but can see how much each person printed.

Proposal that Dolt will pay for paper and they will ship to our area. Hoping to finalize this. Student employees are being looked into about the ability to print and cost to the department. They will look into not locking paper trays.

If you do not have an NIU One Card. Through February, you can get an NIU OneCard for free.

Main goal is to have this implemented by February. For additional questions, please contact Lisa Arnold larnold@niu.edu

Announcements
a.) Laura Alexander Added to SPS Council Meetings
Laura Alexander from HR will now be at all of our meetings.

b.) Financial Cents Coat Drive
Financial Cents is doing their coat drive for NIU students, faculty, staff, and their families can get coats. Locations around campus and emptied at OSAS for main supply. Campus Flier distributed.

c.) Holiday Closures
Holiday closures were sent out via email. Make sure to check the document.

d.) Commuinty Gardens Update/Support
Still have opportunities for donation supports.

Committees of the Council
Awards
Napientek gave the report for Watson. 14 applications were turned in. Date in January to meet and start discussing. Will bring people to the Feb meeting for approval.

Communications
No new information needed to be shared so no report was given.

Constitution & Elections
No new information needed to be shared so no report was given. Additional business was addressed in Unfinished Business.

Events
Love-More reported that the Holiday social is on 12/12 at 3:00 in the music building – there will be a Potluck competition – Email Randi with what you want to bring for the competition. Activities will include coloring, gift tags, food, etc. There is also a pain and pour on 12/14 at 5:30. $40 a person.

Finance
No new information needed to be shared so no report was given.

Legislative Issues
No new information needed to be shared so no report was given.

SPS Dependent Scholarship Fund
Bredberg stated that there was 5,368 in the account she is hoping to see a boost in donations after Tuesday of giving.

Technology Resources
Richter shared that the HLC has released new guidelines for people who have taught. They are working to help train and provide services for this.

Workplace Issues
Builta reported that the work-place issues survey will be going out ASAP.

Vice President’s Report
a.) Committee’s Summary Report
Napientek passed around the report for individual to view and stated that it would be sent out by the communications committee.

Unfinished Business
a.) SPS Compensation/Degree/Certification Policy
Doederlein notes that operating staff is going to help back us. SPS is going to continue to work on this policy. Meyer asked about the form and the policy and procedure. Asked about the guidelines for allowing a yes or no. There is a section that adds that there could go to a grievance process if they feel that they were unfairly denied.

Council agreed that they would like to keep this on for next meeting to get this updated.

b.) SPS Constitution Changes – Second Reading
Pietrowski said that the changes that were proposed were changes to the employee fair, and new committee being proposed. Still have some new ones on there.

The motion to approve the changes to the SPS Constitution was made by Love-More and was seconded by Meyer. The motion to approve the changes to the SPS Constitution was passed.

c.) FLSA Overtime Rule Update
Doederlein states that FLSA is in delay after a lawsuit in Texas. Alexander stated that other schools are implementing and got in front of it. NIU is waiting to see what comes of the lawsuit.

d.) Program Prioritization
Doederlein asked about questions. Jeanne asked about writing and how we can support our SPS personnel and workplace issues. Talking about possibilities of elimination positions. Alexander stated that if they are being eliminated, they get a letter and get information about benefits and opportunities. This is helping them apply for other positions and create documents for a search. The yearly contact for 1 year notice is still being honored. Civil services gets bumping scenario depending on their seniority.
Adjournment
Meyer made a motion to adjourn the council meeting. The motion was seconded by Pixton. The meeting was adjourned at 11:58 a.m.