

Professional Staff Council
Draft Meeting Minutes
Thursday, November 11, 2021
Hybrid Teams & Altgeld 125
10:00 AM to 12:00 PM
Approved December 9, 2021

Present: Monique Bernoudy, Terry Borg, Debra Boughton, Julie Colhoff, Melanie Costello, Heath Duncan, Joan Laurino, Kellie Martial, Margaret Myles, Tom O'Grady, Andrew Rogers, Shannon Stoker, Christina Sutcliffe, Jason Underwood

Absent: Jeanna Ballard, Felicia Bohanon, Nathan Birtell, John Boswell, Liz Guess, Jennifer Manning, Scott Mooberry, Michelle Pickett, Roselyn Snell, Manual Valdez, Megan Woodruff

Guests: Peter Chomentowski, Merlynette Griffin, Bill Hodson, Pulchratia Lacey, Holly Nicholson

- I. Call to Order:** VP O'Grady, called the meeting to order at 10:00 a.m., and began recording.
Roll Call: Eleven voting members present at roll call. Other members joined the meeting later. No voting was anticipated and no voting took place.
Approval of Agenda: O'Grady asked for a motion to approve the agenda. A motion was made and seconded. No discussion. All in favor by voice vote, motion carried. (Bernoudy/Borg)
Approval of September Minutes: O'Grady called for a motion to approve the minutes of the October 14, 2021, meeting. A motion was made and seconded, no discussion, all in favor by voice vote, motion carried. (Laurino/Rogers)

- II. Announcements:** Vice President O'Grady expressed condolences to Felicia on behalf of the Council.

III. University Committee Reports:

University Council: Peter Chomentowski (November 3)
Lisa Freeman and Matt Streb talked about bills that are being discussed in the Il. Senate, specifically, HB 2778.

Nancy Prange presented the Huskie Harvest program to help with food insecurity. All staff and faculty can volunteer for 7.5 hours per year and that can be done in half-hour segments. Nancy is looking for people to help get this program going. To volunteer, contact Nancy at nprange@niu.edu

Student Government Association (SGA): No report.

Operating Staff Council (OSC): Holly Nicholson
OSC is focusing on the Civil Service Emergency Fund which has been included in the Foundation's Thousands Strong campaign. We want to achieve our \$2500 threshold before making any awards.

OSC has also been working with APAC to address the approximately 27% loss in administrative staff which creates extra work. The OSC Workplace Guidance committee is working on a proposal to implement a process triggered when a job description is updated. This process would facilitate balancing workloads and additional pay.

Faculty Senate: Peter Chomentowski (October 27)

We did not vote on the faculty personnel advisor so it will come up for a second reading and will be voted on at that time.

Tim Paquette, Counseling and Consultation Services, Division of Student Affairs and Brian Smith, Employee Assistance Program, talked about their programs offering emotional support and counseling to students, staff and alumni.

Board of Trustees Committees: November 18

Board of Trustees Special Meeting: November 18

Board of Trustees Meeting: December 7

IV. VP Summary Report: Tom O'Grady reviewed the report which is posted on SharePoint/2021-2022 SPSC Reps and Alternates/Documents and 2021-2022 SPSC Reps, Alts, and Guests/Documents.

V. Unfinished Business: Last month the Council appointed an ad hoc committee for reviewing applications for the SPS Personnel Advisor position. Appointees were Heath Duncan, Margaret Myles, and Ron Smith. Hopefully we will see some movement on that at our next meeting.

VI. a) SPSC Committee Reports

Advocacy: Melanie Costello reporting: This committee is considering next steps after completion of the work climate survey. Publication of the survey is currently on hold in deference to Human Resource Services' upcoming campus-wide survey.

Awards: No report.

Communications & Technology: No report.

Constitution & Elections: No report.

Events: No report.

Professional Development: Monique Bernoudy reporting: this committee met October 28, reviewed the FY21 SPSC Survey results and agreed professional development needs to ensure equal access and opportunities for all positions. The goal is to improve employees' skills, make them feel valued, and recognize professional development is an investment in our institutional growth and a driver of economy (enhances retention). Bernoudy submitted the following five topics as their focus this academic year:

1. Ensure all supervisors are encouraging and supporting employees pursuing professional development opportunities (i.e., accountability on evaluation, supervisor training, institutional employee upward mobility plan).

2. Provide time and resources to support SPS professional development (i.e., institutional budget pool, allocated time, staff opportunities from CITL).

3. Create programs to invest and train our own NIU employees for positions and shift the culture to growing and hiring our own (i.e., career pathways, training, grow-your-own plans to address search failures).

4. Recognize and remove factors that deter from SPS being engaged in professional development opportunities (i.e., workloads, affordability, only person in position).

5. Retain and revise current professional development opportunities to enhance the access and engagement for SPS employees.

Regional Community Relations: No report.

SPS Dependent Scholarship Fund: Ron Smith reporting: Our committee has conducted a series of preliminary meetings to establish processes, scheduling and outcomes. We met with the committee's prior chair, Jason Goode, to seek best practices and strategies. Additionally, Andrea

and I have communicated with Anne Hardy from Financial Aid and Scholarships to update the MyScholarship website to reflect our current committee members.

Eligible students can begin applying for the SPS Dependent Scholarship through January 31, 2022. Our committee will take MyScholarship training when available in January and will begin reviewing applicants after February 1, 2022. In the interim, it will not be necessary for the committee to conduct regular meetings conservatively until January 2022 unless a specific need arises.

VII. New Business: none

VIII. Adjournment: O’Grady called for a motion to adjourn, (Borg/Myles), all in favor, the meeting adjourned at 10:38 a.m.

Respectfully submitted, Lupe Flores
SPSC Secretary