UNIVERSITY COUNCIL AGENDA
Wednesday, December 3, 2014, 3 p.m.
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF THE AGENDA

III. APPROVAL OF THE MINUTES OF THE NOVEMBER 5, 2014 MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

A. Use of Microphones – William Pitney

B. Ombudsperson Annual Report per Bylaws, Article 20.1 – Sarah Klaper – Pages 4-13

C. UNIV 101/102 & PLUS update – Anne Birberick and Michael Kolb

V. CONSENT AGENDA

VI. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. FAC to IBHE – Sonya Armstrong – report – Page 14

B. BOT Academic Affairs, Student Affairs and Personnel Committee – Dan Gebo and William Pitney – report – Page 15


D. BOT Legislative Affairs, Research and Innovation Committee – Deborah Haliczer and Dan Gebo – report – Pages 18-19


F. BOT Enrollment Ad Hoc Committee – William Pitney – report – Page 21


I. Academic Policy Committee – Virginia Naples, Chair – no report
J. Resources, Space and Budget Committee – Ibrahim Abdel-Motaleb, Chair – no report

K. Rules and Governance Committee – Jana Brubaker, Chair – no report

L. University Affairs Committee – Greg Long, Chair – no report

M. Student Association – Joe Frascello, President – report

N. Operating Staff Council – Jay Monteiro, President – report — Pages 23-24

O. Supportive Professional Staff Council – Deborah Haliczer, President – report — Page 25

P. University Benefits Committee – Brian Mackie, FS Liaison to UBC – report — Page 26

Q. Elections and Legislative Oversight Committee – Mary Beth Henning, Chair – report

VII. UNFINISHED BUSINESS

A. University Assessment Panel – Proposed revisions to committee composition, NIU Bylaws Article 15.8.1 – SECOND READING – ACTION ITEM – Page 27

VIII. NEW BUSINESS

A. Reconsideration of Committee on Multicultural Curriculum Transformation – Proposed revisions to committee composition, NIU Bylaws Article 15.9.1 – SECOND READING – ACTION ITEM – Page 28

B. Open Access for NIU-produced published journal articles Proposed policy – Page 29

IX. COMMENTS AND QUESTIONS FROM THE FLOOR

A. Course Syllabus Accommodation Statement – Greg Long – report

X. INFORMATION ITEMS

A. Minutes, Academic Planning Council
B. Minutes, Admissions Policies and Academic Standards Committee
C. Minutes, Athletic Board
D. Minutes, Campus Security and Environmental Quality Committee
E. Minutes, Committee on Advanced Professional Certification in Education
F. Minutes, Committee on the Improvement of Undergraduate Education
G. Minutes, Committee on Initial Teacher Certification  
H. Minutes, Committee on the Undergraduate Academic Experience  
I. Minutes, Committee on the Undergraduate Curriculum  
J. Minutes, General Education Committee  
K. Minutes, Honors Committee  
L. Minutes, Operating Staff Council  
M. Minutes, Supportive Professional Staff Council  
N. Minutes, Undergraduate Coordinating Council  
O Minutes, University Assessment Panel  
P. Minutes, University Benefits Committee  

XI. ADJOURNMENT
Northern Illinois University

OFFICE OF THE OMBUDSPERSON

ANNUAL REPORT

May 16, 2013—May 15, 2014

Sarah Klaper, J.D.
University Ombudsperson
Acknowledgments
The Office of the Ombudsperson is effective on this campus in large part because of the incredible people who staff the Office. Office Administrator Karola Smith is in her third year with the Office of the Ombudsperson. She is known within the Office, and across campus, for her knowledge, her professionalism, her kindness, and her discretion.

The Office’s two graduate assistants, Jane Hanson and Jawuan Sutton, provided crucial services to the office in the form of research and policy analysis, outreach, administrative assistance, and direct service work with undergraduate and some graduate student visitors. They also helped keep the ombudsperson abreast of changes in policies, procedures, and trends in the student population, and maintained the Office social networking. Both Jane and Jawuan are starting their third year as students in the College of Law, and we are excited to have them with us as graduate assistants again this year.

The Office of the Ombudsperson was fortunate to host its first (as far as we can ascertain) intern in Fall 2013. Jorie Gonzalez joined us from Kennesaw State University’s Master of Science in Conflict Management program and was a fantastic asset to the office. She performed all of the services of the graduate assistants, and she also did direct visitor work with undergraduates, some graduate students and staff, and mediations.

Many other individual members of the NIU community helped us to serve the entire campus community this year through administrative and policy assistance, collaboration, and being referral points for individual concerns. Although you are not named specifically here, please know that we are deeply appreciative of your efforts and assistance.

Finally, we would like to thank all of the faculty, staff, students, and administrators (including the presidents of each of the councils and the heads of the different presidential commissions), who have been excellent partners, and who offered assistance in a myriad of ways throughout the past year. We truly appreciate your willingness to share information, to allow us to attend your meetings, and to work together to address issues to make NIU a place where we can all live, learn, and work together.
The Office of the Ombudsperson

In 2014, the Office of the Ombudsperson is celebrating its 45th anniversary at NIU. This Office is one of the oldest academic ombuds offices in North America. It is a testament to the campus community, and the previous staff of the Office of the Ombudsperson, that NIU has recognized the need for an office focused on empowering individuals and groups to have a voice in their living, learning, and working situations in order to prevent, reduce, and resolve conflict at NIU.

The Office of the Ombudsperson (Office) is a confidential, neutral, and independent resource for conflict resolution at NIU. The Office serves the entire campus community, including faculty, staff, students, and administrators. As a confidential resource, members of the Office neither disclose who visits the Office, nor the content of conversations. The Office maintains the International Ombudsman Association Standards of Practice (http://www.ombudsassociation.org/sites/default/files/IOA_Standards_of_Practice_Oct09.pdf). As such, the only exceptions to confidentiality are for reports of child abuse and neglect (as required by Illinois law), and instances of an imminent risk of serious physical harm. Pursuant to Article 19 of the Bylaws of NIU the University Ombudsperson is a direct report to the President and is evaluated by the University Council.

The Office consists of the University Ombudsperson, an office administrator, and two graduate assistants. While the University Ombudsperson sees all categories of employees, students, families, and alumni at NIU, the graduate assistants spend the majority of their time working with undergraduates, doing outreach and conducting research. In addition to her administrative duties, the office administrator also assists visitors with research and answering questions related to university policy and procedures. She has also been integral in assessing and improving office procedures, including keeping the rest of us (who are less-than-administratively-gifted) on task.

Individuals come to our office with a mix of fairly simple procedural questions, as well as many complex issues that are all balled-up in a big knot. For the fairly simple procedural questions, we are an information clearinghouse for university policies and procedures. We give direction to those individuals with questions about to whom they should address a concern, what office addresses a particular issue, what university policy applies, or the best ways to approach a situation.

For the individuals with the more-complex issues that resemble a big knot, our services are similarly more complex. First, we actively listen to the concerns at hand. Then, we work to unbind the multiple issues that are knotted together so that they are in manageable pieces and do not appear to be so overwhelming to the individual. We then advise the visitor regarding the university policies that apply to each component of the issue, we work with them to develop strategies regarding the options for dealing with the issue, and how to work with interpersonal communication to best address those concerns.

When discussing options with visitors to the office, those options are extremely fact-specific, but focus on both the informal options for resolution as well as the formal options for resolution. We always start with informal options. However, if necessary to the situation, we will discuss formal options, both internal to the university, as well as options external to the university. In weighing these options, we will discuss with the visitor the pros and cons of each alternative, or the option of using multiple resources simultaneously.

The Office of the Ombudsperson is also characteristically a practical office. If the visitor is incorrect about a university policy, or if the visitor is out of formal processes to deal with the
situation, we honestly assess the situation. I joke that we are really good at giving bad news. However, even in giving that “bad news,” we try to give options to the individual on how to move forward. The visitor leaves the office with an action plan in mind in order to keep moving forward.

Even though I formerly practiced law in both Illinois and Ohio, in the position of University Ombudsperson, I am not a practicing attorney. I do not represent the university or visitors to my office as an attorney. I do not give legal advice. I do not advocate for any individual or group. Instead, I work with visitors to develop strategies so that they can advocate for themselves.

The University Ombudsperson is also tasked with identifying trends in conflict across the university community, and informing administrators and governing bodies regarding those issues. The Ombudsperson does not have decision-making authority within the university system and is not a “reporter” for any other office. However, the Ombudsperson will recommend changes to policies and procedures that can in turn improve the university community. In this way, the Office of the Ombudsperson seeks to reduce incidents of conflict and make the NIU experience successful for everyone who works and attends school here.

Neutrality
The Ombudsperson is a designated neutral in all matters that come to the office. According to the Ombudsperson’s job description, “As a designated neutral party, the Ombudsperson shall not serve as an advocate for any individual.” This office also complies with the Standards of Practice of the International Ombudsman Association, including the standards of Neutrality and Impartiality. Section 2 of the Standards of Practice elaborates on the concept of neutrality, stating in part:

2.1 The Ombudsman is neutral, impartial, and unaligned.
2.2 The Ombudsman strives for impartiality, fairness and objectivity in the treatment of people and the consideration of issues. The Ombudsman advocates for fair and equitably administered processes and does not advocate on behalf of any individual within the organization. (emphasis added).

Therefore, although I absolutely do not advocate on behalf of any individual, I can and do advocate for fair and equitably-administered processes within the institution. If I receive reports that a policy is not being applied fairly, or that a new policy has been created that is not fair and equitable on its face (e.g. a new attendance policy), I will talk with the decision-maker on the creation or application of that policy to ask questions about the background of the policy or practice, discuss the matter further, and make recommendations as necessary on how to tweak the policy to make it more fair in order to avoid future conflict on the issue. In discussing the issue with the decision-maker, I look at the bigger picture beyond individuals’ concerns, toward how to prevent the issue from gaining momentum and causing bigger conflicts for all involved.

The Data
This year’s data is fairly consistent with the data tracking from last year, although our numbers of individuals served went up by 145 people. I will state that I believe that the numbers are actually higher than what is reflected in this Report. In my day-to-day work life, I talk with people as I go across campus. People stop me in hallways, at receptions, at meetings, at lunch, etc. to discuss pending issues, even very serious concerns that take a significant amount of time to address. I am working on a system to better document these cases so that they can be tracked for purposes of the Annual Report.
In addition to raw numbers of visitors, starting in October 2013, we began tracking how many times we saw individual visitors on the same issue. Many cases are complex and take more than one contact to help the individual resolve the situation one way or the other. Therefore, the numbers of visitors tends to not be a completely accurate reflection of the total time spent on visitor concerns. Out of the 604 visitors to the office with complex issues, 78 of those individuals required multiple visits. The number of multiple visit concerns broke down in this fashion:

- 2 visits = 37
- 3 visits = 26
- 4 visits = 7
- 5 visits = 5
- 6 visits = 2
- 10 visits = 1

In addition to the Office staff assisting individuals and groups, I have attended and participated in the meetings of each of the presidential commissions, the University Council, the Faculty Senate, the Operating Staff Council, and the SPS Council throughout this year. I also attend committee meetings regarding workplace issues for operating staff and SPS, as well as the AADR Advisory Committee. Attending all of these meetings is time-consuming. However, it has been extremely helpful in getting to know the campus and the issues pending across campus in order to better advise individuals and decision-makers.

The Office staff has also been extremely active in outreach through presentations and as exhibitors at different campus fairs. We have presented in UNIV 101 & 201 classes, in CAHC 211 instructor classes, to Housing and Dining leadership, to Orientation Leaders classes, with Faculty Development, Human Resource Services, and Employee Assistance, and at programs regarding race relations on campus, to name just a few. We also exhibited at the Wellness Fair, the International Student Fair, and the Transfer Student Fair in spring semester alone. We exhibited at several other fairs in the fall.

**Trends and Comments**

**Morale**

*“Doubts are more cruel than the worst of truths.” -- Moliere*

I used the Moliere quote to start this section of the Annual Report last year. It still applies this year. The 2013-14 Academic Year has been simultaneously exciting and challenging for NIU. It was a year filled with optimism about a new vision for the university. However, the change that came with the new vision sometimes felt painful. Because some of that change did not, or could not, come with complete public explanations and communication, the campus community started to feel some mistrust and fear about what was coming next. Concerns regarding transparency and meaningful shared governance involvement in processes, particularly hiring processes, fueled feelings of mistrust. This uncertainty and unease coupled with concerns regarding ongoing state funding issues, nationwide enrollment/retention issues, and uncertainty about state pension mandates, retirements, and vacancies deeply affected the entire campus community.

On the positive side, NIU did see a new initiative to create a common vision of the campus community through participation in the Bold Futures workshops. In addition, the Senior Leadership Retreat in August 2014 included representatives of all constituencies across campus, to the director/chair level of leadership, to discuss and strategize the practical implementation of Bold Futures. It is hoped that extensive communication about expectations and institutional culture that was initiated at the Retreat will continue both horizontally and vertically throughout the university.
structure so that everyone has a clear understanding and direction, an opportunity to be heard, and an opportunity to succeed at NIU.

The Office of the Ombudsperson has also continued building and utilizing relationships with other offices and individuals across campus. I am happy to report that when the Office has brought policy issues and concerns to the decision makers on those issues, the response has been positive overall. The Office strives to collaborate with others across campus for fair and equitably-applied university policies and procedures. The results of consultations regarding policy concerns have generally been met with appreciation and a willingness to hear the concerns and to take some sort of action to make the situation better.

Student Concerns
Students continued to utilize the Office of the Ombudsperson in great numbers throughout the past academic year. Many of the student concerns were interwoven between their academic status at NIU (admission to or dismissal from programs, course availability, accurate advising, etc.) and the success or failure of their interactions with faculty and staff. Student success at NIU cannot happen without effective communication and work with valued faculty and staff. The university’s focus on collegiality, transparency, and voice in processes will be helpful for students to experience success and to learn how to work cooperatively within large systems. The student grievance process, passed by the University Council in spring semester 2014, will also help students feel as though they have a genuine opportunity to be heard, and that the university is taking their concerns seriously.

Faculty and Staff
Faculty and staff concerns this year centered on treatment by supervisors and colleagues, including rude behavior, inequitable applications of policies, intimidation, and discrimination. Effective communication in decision-making processes seems to be at the core of most concerns, whether it be tenure, promotion, and sabbatical decision-making, or office/departmental policy concerns. The Office has noted a trend of “throw the baby out with the bathwater” policies – an issue that could or should be addressed with one faculty or staff member that results in a blanket policy for all. Increased communication and straight-forward, timely performance assessments could prevent the need for these broad-application policies.

In addition, a new culture and set of expectations have come to many areas of the university. The Office has noted that sometimes these new expectations are not clear until they are violated and discipline follows. Increased communication about expectations would assist all faculty and staff by putting them on notice as to what we expect and require of each other, and by giving them the opportunity to succeed and innovate in this new construct.

The continued focus on expanding transparency in process and expanding existing supervisor training programs will be helpful in addressing faculty and staff concerns. Retention of talented faculty and staff is vital to student and university success. Individuals are most effective when they have the resources necessary to do their work, have a voice, have an opportunity to be heard, have their input valued (even if not accepted as an appropriate course of action for the issue at hand), and feel that they are respected and valued members of a team. Supervisor training can provide guidance to campus leaders in how to build the team mentality that will help the university continue and grow its mission.
Data Tables

When interpreting the data displayed throughout the following pages, it is crucial to keep the following points in mind in order to place the data in the proper context.

- These data represent the largely unsubstantiated and uninvestigated allegations of individuals contacting the Office of the Ombudsperson for assistance. They are, at best, honest singular perceptions, not the objective judgments of uninvolved parties.
- The incidents reflected in the data represent concerns presented by individuals who chose to contact our Office for advice and assistance.

Questions or comments regarding this report are welcome and may be directed to the NIU Office of the Ombudsperson.
### Table 1

**Status, Gender and Ethnicity of Office Contacts in 2013-14**

<table>
<thead>
<tr>
<th>Status of Contact</th>
<th>Male</th>
<th>Female</th>
<th>Known</th>
<th>TOTAL</th>
<th>African-American</th>
<th>Asian</th>
<th>Caucasian</th>
<th>Latino/a</th>
<th>Other</th>
<th>Known</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>Undergraduate</td>
<td>124</td>
<td>162</td>
<td>1</td>
<td>287</td>
<td>61</td>
<td>12</td>
<td>100</td>
<td>15</td>
<td>3</td>
<td>89</td>
<td>280</td>
</tr>
<tr>
<td>Graduate</td>
<td>20</td>
<td>56</td>
<td>0</td>
<td>76</td>
<td>8</td>
<td>15</td>
<td>27</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>73</td>
</tr>
<tr>
<td>TA/GA</td>
<td>8</td>
<td>4</td>
<td>0</td>
<td>12</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>12</td>
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<tr>
<td>Student-at-Large</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Former Student/Alum</td>
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<td>1</td>
<td>10</td>
<td>0</td>
<td>2</td>
<td>3</td>
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<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Faculty (tenured)</td>
<td>24</td>
<td>19</td>
<td>0</td>
<td>43</td>
<td>1</td>
<td>4</td>
<td>38</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>43</td>
</tr>
<tr>
<td>Faculty (untenured)</td>
<td>7</td>
<td>12</td>
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<td>19</td>
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<td>5</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>19</td>
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<tr>
<td>Faculty (temporary)</td>
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<td>4</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>5</td>
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<tr>
<td>Supportive Professionals</td>
<td>10</td>
<td>33</td>
<td>0</td>
<td>43</td>
<td>2</td>
<td>6</td>
<td>25</td>
<td>9</td>
<td>0</td>
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<td>42</td>
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<td>Operating Staff</td>
<td>27</td>
<td>50</td>
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<td>77</td>
<td>7</td>
<td>1</td>
<td>62</td>
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<td>0</td>
<td>3</td>
<td>77</td>
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<tr>
<td>Family Members</td>
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<td>11</td>
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<td>21</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>14</td>
<td>20</td>
</tr>
<tr>
<td>Post-Graduate</td>
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<td>2</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
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<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Other/Unknown</td>
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<td>5</td>
<td>0</td>
<td>8</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>4</td>
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<td>283</td>
<td>33</td>
<td>6</td>
<td>*139</td>
<td>592</td>
</tr>
</tbody>
</table>

* unable to determine via phone or email communications

**Policy Development Cases** 12

**Total** 604

**Simple Referrals to Other Offices** 233

**Total Contacts and Referrals** **837**

**Visits to Ombudsperson Website** 277

**does not include participants in workshops, presentations by members of the Office staff, or consultations with external entities**
### Table 2

All Issues Presented in 2013-14*

**Financial Concerns**: contracts(7), emergency funding(14), encumbrances(20), evictions(6), fees(28), financial aid(44), fines(7), independent status(4), insurance(14), leases(10), paycheck(3), refunds(14), residency status(4) scholarship(24), tuition(22), tuition waiver(20), other(4), policy issue(21)

**Academic**: Academic advising(31), academic probation/dismissal(22), add/drop(17), admission(3), certification(5), class permits(8), class scheduling(27), clinical/student teaching course(16), closed classes(3), comprehensive exams(10), credit transfer(12), degree/graduation requirements(60), incompletes(28), placement testing(4), program admission(8), program dismissal(39), registration(31), reinstatement(30), repeat courses(18), SAP(3), staffing/hearing(3), thesis/dissertation(21), transcripts(27), withdrawals(38), other(4), policy issue(53)

**Student Conduct**: Academic misconduct(18), alcohol/drugs(15), assault(3), battery(3), classroom disruption(10), deceitfulness(12), discrimination(7), due process(27), harassment(13), hazing(1), intimidation(15), judicial system(52), residence hall misconduct(6), roommate disputes(13), sanctions(44), stalking(3), sexual harassment(7), theft(3), other(3), policy issue(23)

**Classroom Instruction**: Attendance(17), course syllabus(29), discriminatory grading(16), faculty absences(5), faculty office hours(5), final exams(6), grade appeals(66), grade change(46), grading standards(64), make-up work(20), personality conflicts(47), quality of instruction(37), teacher fluency(2), tutoring(4), other(3), policy issue(21)

**Faculty/Staff Performance**: Deceitfulness(74), derogatory comments(74), discrimination(41), favoritism(25), harassment(25), inaccurate advising(25), inattentiveness(52), incompetence(46), intimidation(62), retaliation(57), retention of tests/papers(3), rudeness(86), sexual harassment(11), theft(1), unprofessionalism(115), other(2)

**Employment**: Academic freedom(16), disciplinary action(84), discrimination(42), grievance(105), harassment(57), hearing(34), hiring process(23), inadequate staffing(32), insubordination(55), job classification(90), job description(90), job duties(100), lay-off(2), merit raise(3), morale(60), payroll(2), performance evaluation(84), personality conflicts(111), poor supervisory skills(113), probation(13), promotion(13), retirement(4), salary/benefits(32), separation(7), sexual harassment(8), student employment(30), supervisor/employee relations(105), suspension(28), tenure(22), termination(38), transfer(20), union(31), work schedule(79), working conditions(115), work load(83), other(5), policy issue(73)

**Miscellaneous**: Athletics(6), career advising(6), commencement(2), disability accommodations(50), environmental issues(9), ethical considerations(17), health concerns(54), immigration issues(13), interpersonal problems(49), legal issues(55), off-campus housing(14), off-campus problems(6), on-campus housing(39), other(19), parking issues(8), policy development(12), privacy issues(25), records retention/FERPA(7), safety issues(28), shared governance(3), transportation(5), policy issue(24)

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*These data represent only allegations and should not be interpreted as confirmed incidents.*
Appendix A

Ombuds Staff Outreach, Service, and Support Activities of 2013-14

Presentations by Ombudsperson or Staff

- BrownBag Presentation SPS Council
- CHANCE Orientation
- CoB Speaking Engagement
- Dissertation Completion Support Group
- Graduate School Orientation
- International Ombudsman Association Radio Show
- International Student Orientation Panel
- Lincoln Hall Time Management Program
- NAACP Panel
- NIU Women’s Conference
- Pre-Collegiate Bridge Program
- Residence Hall Student Floor Programs
- Student Academic Success Program
- Teaching Assistant Orientation
- Teaching Effectiveness Institute
- UNIV101/201 and Other Classes
- UNIV101 Instructor Panel
- UP Shift Meetings

Office Outreach Activities

- Employee Wellness Fair
- Facebook Page and Weekly Tips Message
- Holmes Student Center Window Display
- Housing Programming Fair
- Message on Campus TV and Electronic Message Boards
- Move-In Day
- New Faculty Forum
- New International Students Welcome Fair
- Northern Neighborhood (new student orientation)
- Office Flyers Posted on Campus Bulletin Boards and Buses
- Table Tents in Holmes Student Center Café
- Table Tents in Residence Hall Cafeterias
- Transfer Students Open House
- UNIV101 Instructor Resource Fair

Training Sessions Provided by Ombudsperson

- CAHC211 Instructor Training
- Housing Community Advisors Training
- Northern Star Staff Training
- Orientation Leader Training
- Teaching Assistant Training
- UNIV101 Instructor Training
- UNIV101 Syllabus Workshop

Ombudsperson Service/Committees

- Affirmative Action/Diversity Resources Advisory Committee
- AU Advisory Council – Aurora
- CLDEAC - Chicago
- Committee on the Undergraduate Academic Environment
- Faculty Senate
- First-Year Connections Advisory Board
- Operating Staff Council
- Presidential Commission on Persons with Disabilities
- Presidential Commission on Sexual Orientation and Gender Identity
- Presidential Commission on Sexual Orientation & Gender Identity Campus Services Committee
- Presidential Commission on the Status of Minorities
- Supportive Professional Staff Council
- Supportive Professional Staff Council Workplace Issues Committee
- University Council

13
Report on the IBHE-FAC Meeting, November 21, 2014

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on November 21, 2014, at Oakton Community College (OCC).

FAC and IBHE Updates

The meeting was called to order by the Chair of the FAC, Abbas Aminmansour (University of Illinois at Urbana-Champaign). Several special guests from OCC offered welcome and remarks, including Gloria Liu, Coordinator and Co-director of the Center for Promoting STEM, who introduced the Center’s current work with undergraduate research courses, as well as recent accolades. Information on this Center can be accessed at the following site:
https://www.oakton.edu/academics/special_programs/stem/opportunities/student_opportunities/stem_mentor_program.php

Also, Dr. Michael Carr, Assistant Vice President for Academic Affairs presented on Achieving the Dream (AtD) at OCC. Carr discussed data gathered on demographics and student goals at OCC as well as recent efforts exploring the benefits of online and mandatory orientation sessions. Information on OCC’s involvement in AtD can be accessed at the following site:
http://www.oakton.edu/about/student_success/atd.php

FAC members received an update via telephone from IBHE staff member Michael Afolayan. FAC members were reminded and encouraged to announce the IBHE Faculty Fellows program at their respective senates. The application and information for this program are available on the IBHE website:
http://www.ibhe.org/Fellows/facultyFellows.htm

Caucus Updates

The Public University Caucus is finalizing two resolutions: one on faculty governance and one on academic freedom. These are planned to be presented for consideration by the entire FAC at the December meeting.

Presentation on MAP Funding

Steven Rock (Western Illinois University) provided a brief overview of MAP funding. Updated information for students can be accessed at the ISAC site:

Respectfully submitted,

Sonya L. Armstrong
Associate Professor in the Department of Literacy and Elementary Education
NIU Representative to the IBHE Faculty Advisory Council

NOTE: Full meeting minutes, once approved, can be accessed at http://www.ibhe-fac.org/Meetings.html.
Report on the NIU Board of Trustees Academic Affairs, Student Affairs and Personnel Committee Meeting

November 6, 2014

The NIU Board of Trustees Academic Affairs, Student Affairs and Personnel (AASAP) Committee met on Thursday, November 6, 2014 in DeKalb. Committee Chair Marshall called the meeting to order at approximately 9:00 AM.

The AASAP committee considered a change in degree designation request from the Department of Counseling, Adult and Higher Education within the College of Education. The proposed change was to move the degree designator for the current Ed.D. in Counselor Education and Supervision to a Ph.D. As of September 2013, there were 62 programs in the U.S. accredited by CACREP and 86% offer a Ph.D. degree; the remaining 14% offer an Ed.D. degree. Once approved, the Ed.D. degree will be phased out. It was clarified that the curriculum for the Ph.D. degree differs significantly from the Ed.D. degree in its research focus. The AASAP committee unanimously approved this change in degree designation.

The AASAP committee also considered a new program request for a Doctor of Nursing Practice (D.N.P.) degree. The D.N.P. is a professional practice degree grounded in advanced nursing knowledge, collaborative leadership and evidence-based practices focused on addressing issues and needs of diverse client populations and healthcare systems. The proposed degree program addresses expanding roles for nurses in the healthcare industry. The program will be funded with reallocation of existing resources. This new degree program request passed unanimously.

The one information item provided to the AASAP committee related to the oversight of academic programs. Both the internal and external processes were described. NIU has received permission from the IBHE to align the timing of NIU’s academic program review with that of the accreditation review where applicable.

Respectfully Submitted,

William A. Pitney
UAC Representative
I. Action Items: The Board of Trustees considered and approved seven action items submitted by the Board Committees including:

A. Bowl Game Participation Expenses – Nancy Suttenfield asked for Board approval of expenditure authority for the President, or designee, to undertake all transactions necessary in relation to NIU’s participation in a post-season bowl game competition. Report of any authorizations beyond what is customary to be reported at a subsequent meeting of the Board.

B. FY16 Tuition, Fees, and Room and Board Recommendations

1. Tuition
   a. Undergraduate – Bradley Bond presented a recommendation of a 2.3 percent increase in tuition for undergraduates enrolled in 15 credit hours. It was also recommended that NIU abandon the declining credit hour structure and replace it with a flattened bundled structure because the declining rate structure created confusion to students and parents and was difficult to administer. Recommendation was also made to establish a lower out-of-state tuition for students from surrounding Midwest states (Iowa, Wisconsin, Indiana, Michigan, Ohio, and Missouri) at 140% rather than at the current 200% rate. The recruitment of approximately 80 students would off-set the loss in revenue. Graduate tuition
   b. Graduate – An alternative tuition rate for graduate assistants and fellows was recommended that is equal to in-state rates to ease a tax withholding burden that falls on out-of-state graduate assistants. It was also recommended that “tuition” and “general fee” charges be combined for graduate and law students into one consolidated rate. This will attract students whose employer reimbursement policies only cover tuition. It was recommended that the Board approve a minimum and maximum graduate program and law school differential tuition rate of $30 per credit hour and a maximum of $400 per credit hour to replace program, excellence, and regional delivery fees.
   c. Online – Recommendation was given to establish a minimum tuition rate of $500 per credit hour and a maximum tuition rate of $1000 for graduate and undergraduate online programs

2. Room and Board – Eric Weldy presented a recommendation for one room and board rate that represents a 7.08 percent reduction in rates as a modest step to entice more students to reside on campus. Board rates will be bundled with room rates for a combined one rate. Room rates will be collapsed into two categories; single-occupancy or multiple-occupancy.

3. Student Fees – Eric Weldy presented the recommendation of a two-year phase in that will collapse over a dozen separate dedicated fees into four broad categories of related fees. This is a “cosmetic” change that does not involve any change in policy. It will also aid in publicized pricing and will help make billing explanation easier.
C. New Facility for Campus Distributive Antenna System – Matthew Parks gave a presentation of a proposed land lease agreement with Crown Castle to house a Distributed Antenna System hub. The proposed facility will provide a central collocation point from which providers can expand antenna systems across NIU to improve cellphone coverage for the entire campus. A new fiber optic infrastructure will also be built and interconnected to the university’s main fiber optic arteries. All costs of improvements, equipment, shelters, and fiber optic infrastructure will be covered by Crown Castle.

D. Energy Infrastructure Improvements-Phase XI Performance Contract – John Chaney and Kenneth Pugh presented a request for an amendment to the contract amount that was approved by the Board in December 2013. The original amount was to not exceed $10.8 million. The amendment would include financing an additional $7.2 million to bring the new total to not exceed $18.0 million.

II. Information items (None of which were discussed):

A. Semi-Annual Progress Report of Active Capital Projects
B. Quarterly Summary Report of Transactions in Excess of $100,000
C. Periodic Report on Investments

The meeting adjourned at approximately 4:30 p.m.

Respectfully submitted,

Jay Monteiro
University Advisory Committee Representative
The Legislative Affairs, Research and Innovation Committee of the Board of Trustees met on Thursday, November 6. The meeting was chaired by Trustee Cherilynn Murer. Chair Murer commented on the recent elections and discussed how the public political process has an impact on funding. She commented that the four sources of revenue for public universities are: tuition, state support, philanthropy (e.g. capital campaigns, endowment, especially for scholarships), and grants and awards, particularly research grants. “These define our distinction, our identity and our academic specializations. It is imperative that we provide resources to support our research agenda”.

The Office of Sponsored Projects Annual Report was presented by Vice President Rigg, who acknowledged NIU’s leadership role in their professional organization, where the annual conference was co-chaired by Dara Little, Director of the Office of Sponsored Projects. Vice President Rigg reported on increases in grant revenues in particular areas, in spite of scarce resources. Our research funding was up by $36 million, and research funding up by 26%. Twelve of our research awards were by first year researchers. A major emphasis on research funding is for interdisciplinary areas. The specific report on the distribution of grant funds can be found on the OSP web page. Vice President Rigg emphasized the impact of research funding on our Carnegie Classification, which is a key factor in how we attract faculty and students. We have seen an upward trend in the past three years in funding. Most research funding comes from federal agencies, while most public service funding comes from the state. The need to seek federal funds points out the importance of our federal relations director to our research mission. The Board heard the introduction of Dr. Anna Quider, NIU’s Director of Federal Relations. In her four months with NIU, she has already accomplished a good deal in promoting NIU’s research agendas. She described herself as not only an astrophysicist, but NIU’s “cheerleader”, “scout, listener, builder, adviser, and bridge from NIU to the Washington science, technology and research landscape”. She brings an impressive academic and service record to this work. Dr. Quider spoke of our Federal Engagement Strategies, which are based on four interconnected principles: Leadership, Collaboration, Relationships, and Communication. In the area of Leadership, she has helped showcase areas of expertise, and submitted proposals for the Second White House Summit on College Access. Working with our P-20 Engagement, area, she worked to get an invitation and took four students to Brazil for the Industrial Physics forum. In the area of Collaboration, she has advocated for targeted memberships in peer associations, such as The Science Coalition, the Task Force on American Innovation, the Coalition for National Science, and helped us nominate Senator Durbin as “Champion of Science”, a designation which he received.

In the area of Relationships, she has assisted in building meaningful and sustained connections with decision-makers, hosting meetings with Senator Durbin, Senator Kirk, Representative Bustos, and Representative Kinzinger, who came to NIU to give away a mortgage-free home to a wounded veteran at our last football game.
In the area of Communication, she plans to develop and articulate NIU positions on federal issues and facilitate information exchange. For example, she is working on the forthcoming report on the NIU Presidential Task Force on Violence Against Women. She has achieved results and initial successes by increasing NIU/Congressional activity. She is developing a faculty “Washington Fellows” program, where our faculty will serve as emissaries and representatives. And she plans to develop, in collaboration with our faculty, diverse student educational opportunities. President Baker is working with her on immigration reform, especially in support of our undocumented students.

Respectfully submitted,

Deborah Haliczer
Dan Gebo
University Advisory Committee
The Compliance, Audit, Risk Management and Legal Affairs Committee met on November 6, 2014. The Committee was chaired by Trustee Robert Boey.

Director of Internal Audit, Danielle Schultz, presented her annual report. She meets regularly with the Chair of the CARL Committee to discuss specific issues of risk management, controls and processes, and discusses the audits that are conducted. This office is independent, reporting to the President and the Board, and no specific issues are reported on in public presentations. The office has acquired new auto-audit software. It has been a difficult year due to staffing changes but the office is moving forward on the audit plan. The original plan called for 21 audits, of which 19 were completed, and two moved to FY15. FY14 audits included six compliance audits, one financial audit, one information systems audit, one operational audit, and ten detection/prevention audits.

Sara Cliffe, Director of Risk Management reported on the Clery Report. The university has renewed a number of liability policies, working with procurement, and has transferred management of claims. The proposed work plan for 2015 includes the development of enterprise risk management plans for the wide range of compliance requirements. She will prepare an Action Plan, with identifiable responsible staff. In January, their team will receive training for compliance, following rules for visibility for training programs, especially detailing who will receive training, and when training is voluntary or mandatory.

Chief Tom Phillips continued with further information on our compliance with the Clery Act... The university submitted its Annual Security Report, Annual Crime Log, Fire Safety Report, Violence Against Women Act reports in a timely manner. Chief Phillips reported on comparisons between 2012 and 2013. He commented that it is difficult to get totally accurate statistics or to check validity of anonymous reports. There is no real way to verify these reports for total accuracy. He stated that NIU is a safe campus and compares well with other campuses. To improve reporting, he has established a new NIUPD Clery Team, with the Office of General Counsel, and Student Affairs and Enrollment Management. The team will receive specific training in January 2015. His office will implement a program for bi-weekly tracking of Clery reporting, and will provide an accurate annual report.

Chief Phillips was asked by the Board on our compliance with the law on Concealed Carry. He reported that not one person has brought a weapon to the NIUPD to store while a person is on campus, and there have been no calls or incidents on campus regarding guns. There has been no increase in gun-related calls. NIUPD is collaborating closely with surrounding police agencies to keep the community safe.

Respectfully submitted,

Deborah Haliczer
Greg Waas
University Advisory Committee
November 14, 2014

The NIU Board of Trustees Ad Hoc Committee on Enrollment met on Friday, November 14, 2014 in DeKalb. Committee Chair Marc J. Strauss called the meeting to order at approximately 4:00 PM. The Ad Hoc Committee on Enrollment (CoE) was created so the BOT could possibly identify areas in which they could change or create policy as it relates to the financial sustainability of NIU.

The board received a report on enrollment background and trends, recruitment and retention efforts and scholarship information from Vice President for Student Affairs & Enrollment Management, Dr. Eric Weldy. Dr. Weldy noted the drop in total headcount enrollment at NIU since 2008, and noted that the decline in enrollment has occurred not just at the undergraduate level, but among graduate and law students as well. NIU’s highest retention rates of new freshman cohorts occurred in the late 1990s. Weldy explained that recruitment occurs through collaborative efforts of faculty, staff, students, alumni, and community partners. Efforts to recruit students were highlighted and included, but were not limited to establishing new articulation agreements, MOUs with charter schools, and developing new initiatives that will utilize NIU alumni and friends.

Student retention efforts were also highlighted. These included, but were not limited to Chicago Collaborative for Undergraduate Success, MAP-Works, Early Alert Referral System (EARS) first year composition and various high impact practices.

Retention Summits have been initiated at NIU, starting in Fall 2013 to highlight retention initiatives and student experiences. The goal of these summits is to inform future, integrated plans focused on maximizing students’ ability to persist at NIU.

The BOT expressed an interest in: 1) wanting to understand the relationship between tuition and enrollment, 2) the students’ current debt load, 3) the cost per credit hour, 4) whether students who have returned to NIU have been polled to learn about their decision making, and 5) cost of academic support as well as factors that predict success rate.

The BOT also expressed an interested in learning about the processes in place to recruit students and move toward best practices in obtaining data to assess recruitment progress.

In 2011, NIU committed $10 million toward merit scholarships to align priorities with those outlined in the enrollment management strategic plan and several new categories of merit scholarships were established. NIU is working with Noel-Levitz to propose significant changes to the scholarship awarding structures, introducing the use of an academic index that would weight GPA at 65% and ACT at 35%.

An update was provided related to the searches for an AVP of enrollment management and director of admissions.

Respectfully Submitted,

William A. Pitney
UAC Representative
The NIU Board of Trustees Ad Hoc Committee on Governance met on Friday, November 14, 2014 in DeKalb. Committee Chair John Butler called the meeting to order at approximately 1:00 PM. The Ad Hoc Committee on Governance was created to recommend a set of comprehensive revisions to the BOT Bylaws, recommend a protocol for BOT self-evaluation, and establish BOT goals and policies related to BOT Member education and professional development.

This was largely an organizing meeting to prioritize governance issues and changes to the BOT bylaws. The committee received a list of suggested changes related to the BOT Administration: 1) creating a presidential succession policy, 2) creating a naming rights policy, 3) updating the records retention policy, 3) updating the university insurance and employment benefits policy, and 4) updating the indemnification policy.

Issues related to BOT Business included: 1) updating the conflict of interest policy, 2) establish/clarify administrative leave policy, 3) board and senior management travel and expense reimbursement policy (risk management), 4) Presidential house (whether to mandate living or not), 5) reform all standing committee charges, 6) BOT desire to understand tenure process, and 7) employee residency requirement.

The role of BOT in tenure was clarified—the BOT is not attempting to insert the judgment of the board into the practical processes used to determine tenure, but rather, it wishes to understand the process with a particular focus on what is reported to the BOT. The residency requirement item was restated to whether a residency incentive for faculty and staff would be worth considering. W. Pitney stated that if this is considered it should be done so with sensitivity toward those who live outside of the community for purposes related to their work. The examples provided were that some VPA faculty live closer to Chicago because it facilitates their creative and artistic activities; some of our scientists choose to live closer to their labs located off campus.

NIU constitutional reform items were also identified. These included: 1) reviewing terms of appointments (article 19), 2) presidential evaluation, 3) revision of grievance procedures, and 4) establish/clarify appeal rights to the board.

Respectfully submitted,

William A. Pitney
UAC Representative
The Operating Staff Council (OSC) met on Thursday, November 6, 2014 in the Holmes Student Center Clara Sperling Sky Room. The meeting was called to order at 9:01 a.m. by Carlos Raices, OSC Vice President.

During announcements:
1. It was announced that the NIU vs. Toledo football game on November 11th was a staff appreciation game. Details were given as to how to obtain two complimentary tickets to the game.
2. It was announced that the NIU Veterans Club would be having a Veterans Day Parade on November 11th that would end at Huskie Stadium.
3. There was mention of several local businesses that had special offers for Veterans this year.

Sub-committee reports included:

Work Place Issues
Members of this committee are taking recent Civil Service employee survey sections and aligning them. The final findings will be ready for presentation in December.

Public Relations
Patricia Liberty-Baczek, PR Committee Chair said that PR is still working on the wording of the OSC bylaws. The first reading will be ready for the OSC’s December 4th meeting.

Visiting Committees/Guests
Kathy Smith from Payroll attended the meeting to talk about the issue of time sheets lacking employee signatures being turned into Payroll. At the end of the October 16-31, 2014, pay period, 250 time sheets were submitted without signatures. The mandate for signatures goes back to the Board of Regents and NIU may soon be audited on this. The only exceptions to this are employees who are on Extended Illness Leave and FMLA.

John Kearsing and Rahul Thatte from IT attended the meeting and talked about NIU’s migration to Microsoft Office 365 (O365). Thatte stated that the university’s computer acceptable use policy has been revised. He also stated that the university’s webpage has been redesigned; department pages will be next. O365 offers unlimited cloud storage, e-mail, and IM collaboration. VIBE will still exist, but will be changed. The e-mail client will be different, but e-mail addresses will remain the same. Archives will go into an archives server. E-mail functions that will not transfer over are rules, e-mail forwarding, vacation messages, and signatures. Kearsing explained that there will be two major migrations between January and May 2015. GroupWise will have to remain operational during this time. Phase two of the migration will include retirees. Once migrations are complete, GroupWise will be shut down.

Employee Advisory Council (EAC)
EAC met on October 15-16, 2014, at SIU-Carbondale. Andy Small, Chair of EAC, discussed audit findings. State Universities Civil Service System (SUCSS) audits universities to ensure that positions that are classified as SPS are, in fact, SPS, and should not be Civil Service. NIU was audited in September; results are expected in January. Also discussed was the “Rule of Three.” Currently, when hiring someone, a supervisor only interviews the three applicants with the highest Civil Service test score for that position. SUCSS is testing a number of classifications where a supervisor can interview all applicants scoring the top three scores. This will, in hopes, broaden the interview pool. EAC also discussed residency requirements. Currently, a new employee must be an Illinois resident when accepting a position at an Illinois state university. A demonstration project which would affect around 1200 positions was discussed in which the new employee would have 90 days to become a resident of Illinois once accepting a position.
Old Business:
1. Student retention: What can we do as a council?
   This subject was sent to the Public Relations Committee for discussion
2. City of Chicago evacuation plan
   OSC member Vicky Nay learned from watching Channel 2 News that NIU, along with Benedictine University, and Valparaiso University in Indiana, are “bug out” locations for Chicago in case of a disaster. After discussion, it was decided that Environmental Health & Safety would be the department to contact with questions or concerns.
3. Council of Councils
   Carlos Raices and Andy Small attended Council of Councils this year. This is a meeting of operating staff councils from each Illinois state university. This year it was held at SIU-Carbondale. There was a speaker from the Annuitant’s Association, someone from SUCSS to answer questions about testing, and a session where those in attendance could ask questions about pensions. Next year’s Council of Councils will be held at Illinois State University.
4. Civil Service Advisor
   The Civil Service Advisor subcommittee, chaired by Andy Small, will work to find someone to fill this role. The subcommittee plans to have a job description in place by spring 2015. It is felt that the Civil Service Advisor should be a current NIU Civil Service employee. The advisor will serve a two-year term and there will be a 25% increase in wage for this person. A July 1, 2015, start date is planned for this position.

New Business:
1. The book Prioritizing Academic Programs and Services (Dickeson) Andy Small is part of an 11-member group who will be meeting once a month while university administration will be asking each department and academic unit to prioritize their programs. Employees will not be fired or laid off; they instead will be “retooled.” Outsourcing is included in the book by Dickeson and numerous job types are mentioned. There is no shared governance in this exercise. This is a budgetary, financial, and administrative issue. By summer, possibly August, there will be some academic units or departments eliminated. Small will keep OSC informed.
2. October 16, 2014 Town Hall Meeting Patricia Liberty-Baczek shared her impressions of the meeting. She observed that no one brought up receiving raises. Dr. Baker had already said there was no money for this in his opening remarks. Outsourcing was brought up. It was pointed out there was mold found on some food from an outside vendor source at a recent event.
3. Employee Morale
   John Hulseberg, who is a member of the University Benefits Committee, asked if we (OSC) are going to take a stance on promoting morale. It was decided to create an ad hoc committee out of the Workplace Issues Committee to address morale. The committee will be chaired by Hulseberg. A recommendation is expected to the Council by January 31, 2015.

The meeting was adjourned at 11:52 a.m.

Respectfully submitted,

[Signature]
Jay Monteiro
President, Operating Staff Council
SPS COUNCIL MEETING SUMMARY

November 13, 2014

The Supportive Professional Staff Council met on November 13, 2014.

The Council welcomed a guest, Vice President and CIO Brett Coryell. Vice President Coryell reported on initiatives from the re-named Division of Information Technology (DoIT). Areas where changes will occur are: migration from Novell to Microsoft platforms, which will lead to a migration to Outlook rather than Groupwise email, move to Office 365, which will lead to many changes in systems and functionality. Mr. Coryell summarized some of the advantages, and listened to the group’s questions and concerns. He discussed proposed changes to department cell phones, where the proposed Cell Phone subsidy will be used instead of providing and maintaining cell phones. There will be some exceptions based on departmental necessity. Most of the upcoming changes were welcomed, and questions were addressed.

Gilbert and Haliczer discussed customer service initiatives and training plans. Haliczer reported that online Ethics Training was finished for the year with a good compliance rate. She reported that the NIU Annuitants Association is recruiting more members, and that the membership rate will increase by a modest amount in January.

All Council members were reminded to save a vacation day for the January 2, 2015 closure day.

The Awards Committee reminded members of the deadline for nominations for awards. The Communications Committee reported that the fall newsletter is in the works. The Constitution and Elections committee conducted elections for several replacements of members who have left the university. A representative and alternate were selected for the Search Committee for a Senior AVP of Human Resources.

The Events Committee reminded members of upcoming events, including the December 15, 3-5 holiday reception. There were brief reports from the Finance, Legislative and SPS Dependent Scholarship Committees. The Technology Committee did a short presentation on Office 365.

A committee will be convened to discuss a proposal for SPS Emeritus status. Most of the items for discussion were postponed until the December meeting as time was short. The December meeting will be devoted to more discussion on morale issues and a proposal for Leadership training.

Deadline for all SPS Awards, posted on the SPSC Website, and on NIU Today are December 1, 2014.

Respectfully submitted,

Deborah Haliczer, President, SPSC
UNIVERSITY BENEFITS COMMITTEE
Abbreviated MINUTES for the meeting of November 20, 2014 (12:00 – 1:45, Altgeld 212)

I. Pension – SURS representatives are hearing in Retirement counseling sessions that the change to pensions would not be effective until 7/1/15.

II. The new Money Purchase formula would not take effect until 1/24/16

III. Human Resources is consulting with SURS on what will happen to those faculty/staff who have already made retirement decisions. HR is also consulting with SURS on what publicity will surround the new dates

IV. Metra Pre-tax Transit Benefits Proposal – there is continuing conversation with Bill Pittney. He is working to summarize with a cost/benefit analysis in a spreadsheet.
   a. ACTION ITEM: Need to check into potential for increased bus service to/from Elburn
      i. Feedback is needed on the real level of interest in utilizing the program
   b. ACTION ITEM: Check into ability to purchase a parking pass at Elburn station. Maybe there is a group rate, could be pre-tax, or other discounts if sufficient level of interest.

V. Discussed availability to payroll deduct gym membership dues. This deduction would not be pre-tax. If any employees are interested, a group of at least 25 faculty/staff is needed to begin the deduction. Contact HR for details.

VI. The elective deferral (contribution) limit for employees who participate in 403(b) has increased from $17,500 to $18,000 for 2015. Reference: http://www.irs.gov/uac/Newsroom/IRS-Announces-2015-Pension-Plan-Limitations;-Taxpayers-May-Contribute-up-to-$18,000-to-their-401(k)-plans-in-2015

VII. Annuitants Association Report (Spear)
   a. Email for annuitants – will annuitants have access to email after conversion to Outlook? Yes, but the access will not be within the Outlook program. The software that annuitants will use has not yet been determined. Spear will have an update for the next meeting.

VIII. Employee Morale
   a. ACTION ITEM: Borg will communicate a request for a survey and subsequent report with Faculty Senate, Operating Staff Council, and SPS Council. University Benefits Committee will then draw conclusions from reports and potentially make a recommendation to President Baker.
   b. Faculty Senate – They are working with President Baker to find a place for a faculty “club”. There is a small committee to assist with the search. The “club” would ideally be a lounge with computers or computer access, as well as a safe space to socialize and freely discuss ideas and issues.

IX. Spring 2015 Meeting Schedule
   a. UBC will continue to meet on scheduled Thursdays from 12-2pm. Location TBD.
   b. Meeting dates: January 29th, March 5th, and April 23rd.
It is the intention of the Office of the Provost to: 1) delete the Testing Services Director position; and 2) include two (instead of one) faculty or staff members to represent academic support units. Presently the academic support units have one voting member and another nonvoting member in the representative from Testing Services. The rationale for this change is that the academic support units have grown and warrant additional voting representation which may, at times, include Testing Services, but could also include other representatives from the academic support units.

ARTICLE 15:
ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY

15.8 University Assessment Panel

15.8.1 Composition The University Assessment Panel shall consist of the following members:

- Associate Vice Provost for Academic Planning and Development;
- Two faculty members from each of the university’s academic councils, as follows:
  - from the Academic Planning Council, one member elected by the Council and one member appointed by the Provost to achieve balance among colleges;
  - from the Graduate Council, one member elected by the Council and one member appointed by the Provost to achieve balance among colleges;
  - from the Undergraduate Coordinating Council, one member elected by the Council and one member appointed by the Provost to achieve balance among colleges;
- One faculty member from the College of Law, appointed by the Dean of the college;
- One staff member from student affairs units, appointed by the Vice President for student affairs;
- One faculty or staff member from academic support units, appointed by the Vice Provost responsible for undergraduate education and the Associate Vice Provost for academic support services;
- One associate or assistant dean responsible for assessment, elected by those persons;
- One graduate student appointed by the Graduate Council;
- One undergraduate student appointed by the Undergraduate Coordinating Council;
- Coordinator for assessment services, nonvoting;
- Director of Testing Services, nonvoting;
- Director of Institutional Research, nonvoting

Terms shall be one year for appointed members and two years for elected members.
ARTICLE 15:
ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY

15.9 Committee on Multicultural Curriculum Transformation

15.9.1 Composition Membership of the committee shall consist of the following:

- Vice provost for academic planning and development, ex officio, nonvoting member;
- Director, Center for Black Studies, ex officio, voting member;
- Director, Center for Latino and Latin American Studies, ex officio, voting member;
- Director, Women's Studies, ex officio, voting member;
- Director of Faculty Development and Instructional Design Center, ex officio, nonvoting member;
- Vice Provost for Faculty Affairs, ex officio, nonvoting member;
- One faculty member from each degree-granting college;
- One supportive professional staff member who teaches regularly;
- One curricular dean, ex officio, nonvoting member

Faculty and staff members shall be appointed to serve three-year staggered terms beginning in the fall semester, not to exceed two consecutive terms. All other members, or their designees, shall serve continuous terms. Members shall be appointed by the Provost.

15.9.2 Chair The chair position of the committee will rotate every two years among the directors of the Center for Black Studies, the Center for Latino and Latin American Studies, and Women's Studies.

15.9.3 Duties The duties of the committee shall include the following:

1. To promote multicultural curricular transformation on campus;
2. To coordinate the biennial Multicultural Curriculum Transformation Institute and related programs;
3. To advise the provost and university bodies on multicultural curriculum transformation issues;
4. To submit an annual report on activities of the committee to the provost.

It is the intention of the Office of the Provost to add a new position of Vice Provost for Faculty Affairs to the Committee on Multicultural Curriculum Transformation (CMCT) roster and to eliminate the current position of Director of the Faculty Development and Instructional Design Center. The new position would be an ex officio, nonvoting member of the CMCT. The rationale for this change is that the Vice Provost for Faculty Affairs represents faculty interests, including multicultural interests, broadly across the university, and that the position supersedes the role that the Director of the Faculty Development and Instructional Design Center formerly played on the committee.
Open Access for NIU-produced published journal articles

Whereas the State of Illinois has passed Public Act 098-0295, the Open Access to Research Articles Act;

Whereas the Act requires Illinois public universities to make research produced by faculty accessible to all;

Whereas NIU’s Huskie Commons provides an open access outlet for NIU Faculty produced scholarly manuscripts;

Whereas the Faculty at Northern Illinois University is committed to disseminating its research and scholarship as widely as possible;

Therefore, be it resolved that the Northern Illinois University Faculty Senate endorses the following Open Access Policy for scholarly products produced by all NIU faculty:

1. Each Faculty member is strongly encouraged to retain all copyright rights for all scholarly articles that they publish or produce.

2. Each Faculty member grants Northern Illinois University permission to make available his or her scholarly articles and grants Northern Illinois University license to exercise any and all rights under copyright relating to each of his or her scholarly articles provided these are not sold.

3. The policy applies to all scholarly articles authored or co-authored while the person is a member of the Faculty except for any articles published before the adoption of this policy and any articles for which the Faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy. This policy does not transfer copyright ownership, which remains with Faculty authors under existing Northern Illinois University policy, unless the author chooses to transfer the copyright to a publisher.

4. Application of the license will be waived for a particular article or access delayed for a specified period of time upon expressed direction by a Faculty member to Northern Illinois University.

5. To assist the University in disseminating and archiving the articles, each Faculty member will provide an electronic copy of his or her final version of the article to Northern Illinois University by the date of its publication. Northern Illinois University will make the articles available in an open access repository, Huskie Commons. When appropriate, a Faculty member may instead notify Northern Illinois University if the article will be freely available in another repository or as an open-access publication.

6. The University Council, in consultation with the office of the Executive Vice President and Provost will review the policy within three years, and present a report to the Faculty. The Faculty calls upon the University Council and Northern Illinois University to develop and monitor mechanisms that would render implementation and compliance with the policy as convenient for the Faculty as possible.