

**PUBLIC NOTICE AND AGENDA**

**Faculty Senate Steering Committee  
Wednesday, October 20, 2021, 3 p.m.  
Altgeld Hall 225  
Northern Illinois University  
DeKalb, Illinois**

- I. CALL TO ORDER**
- II. VERIFICATION OF QUORUM**
- III. ADOPTION OF THE AGENDA**
- IV. APPROVAL OF THE SEPTEMBER 22, 2021 MINUTES – Pages 2-3**
- V. PUBLIC COMMENT**
- VI. ITEMS FOR FS STEERING COMMITTEE CONSIDERATION**
- VII. DISCUSSION AND APPROVAL OF FACULTY SENATE DRAFT AGENDA –  
attached packet**
- VIII. ADJOURNMENT**

## MINUTES

**Faculty Senate Steering Committee  
Wednesday, September 22, 2021, 3 p.m.  
Altgeld Hall 225  
Northern Illinois University  
DeKalb, Illinois**

**VOTING MEMBERS PRESENT:** Chomentowski, Collins, Marsh, McConkie, McGowan, Montana, Petges, Richter (for Bohanon), Slotsve

**VOTING MEMBERS ABSENT:** Abdel-Motaleb, Birch, Bohanon, Creed

### **I. CALL TO ORDER**

Faculty Senate (FS) President **P. Chomentowski** called the meeting to order at 3:05 p.m.

### **II. VERIFICATION OF QUORUM**

A quorum was verified.

### **III. ADOPTION OF THE AGENDA**

**G. Slotsve** moved to adopt the agenda, seconded by **B. McGowan**. Motion passed.

### **IV. APPROVAL OF THE AUGUST 25, 2021 MINUTES – Pages 2-3**

**S. Marsh** moved to approve the minutes, seconded by **D. McConkie**. Motion passed.

### **V. PUBLIC COMMENT**

### **VI. ITEMS FOR FS STEERING COMMITTEE CONSIDERATION**

The Faculty Senate Personnel Committee is completing its five-year review of student evaluation of instruction, and a report is expected to be presented to FS during the fall semester.

### **VII. DISCUSSION AND APPROVAL OF FACULTY SENATE DRAFT AGENDA – attached packet**

A review of the September 29 draft FS agenda included the following points:

- FS members will be encouraged to use the microphones so that a higher-quality recording can be achieved. The MP3 recordings will be posted on the FS

agenda/minutes/transcripts webpage. Also the meeting will be streamed as view-only. All FS member discussion and voting, as well as public comment will continue to take place in person.

- President Lisa Freeman will present to FS on university goals.
- A proposed amendment to FS Bylaws, Article 2.1.3, Officers of the Faculty Senate, will be presented for a second reading and vote. The proposal aims to remove the word, “secret” from the existing balloting language in order to comply with the spirit of the Illinois Open Meetings Act.
- A proposed amendment to FS Bylaws, Article 4.3, Academic Planning Council, will be presented for a second reading and vote. This proposal aims to remove the position of vice provost for institutional effectiveness, since that position no longer exists.
- A proposed amendment to FS, Articles 2, 8 and 14 will be presented for a first reading. The proposal aims to eliminate the formal annual evaluations of the FS president and faculty personnel advisor, replacing that process with a required annual report; and brings the language describing the faculty personnel advisor up to date and in alignment with current practice.
- Reports are anticipated from NIU’s representative to the Faculty Advisory Council to the IBHE, University Advisory Committee to the Board of Trustees, FS/UC Rules, Governance and Elections Committee, Social Justice Committee, Student Government Association, Operating Staff Council, Supportive Professional Staff Council.
- Faculty Senate will meet in the Altgeld Auditorium on October 27.

**N. Petges** moved to approve the FS September 29 draft agenda per above discussion, seconded by **S. Marsh**. Motion passed.

## **VIII. ADJOURNMENT**

**D. McConkie** moved to adjourn the meeting, seconded by **I. Montana**. Motion passed.

Meeting adjourned at 3:35 p.m.

**PUBLIC NOTICE AND AGENDA - DRAFT**

**FACULTY SENATE**  
**Wednesday, October 27, 2021, 3 p.m.**  
**Altgeld Hall Auditorium, 2<sup>nd</sup> Floor**  
**Northern Illinois University**  
**DeKalb, Illinois**

**I. CALL TO ORDER**

**II. VERIFICATION OF QUORUM**

**III. ADOPTION OF THE AGENDA**

**IV. APPROVAL OF THE SEPTEMBER 29, 2021 MINUTES – Pages 4-7**

**V. PUBLIC COMMENT**

**VI. FACULTY SENATE PRESIDENT’S ANNOUNCEMENTS**

**VII. ITEMS FOR FACULTY SENATE CONSIDERATION**

- A. Student, Faculty and Staff Wellbeing and Resources  
Timothy Paquette, Director, Counseling and Consultation Services  
Brian Smith, Director, Employee Assistance Program

**VIII. CONSENT AGENDA**

- A. Per FS Bylaws, Article 3, approve updates to 2021-22 Faculty Senate standing committee membership rosters – Pages 8-9

**IX. UNFINISHED BUSINESS**

- A. Proposed amendment to FS Bylaws:  
Article 2, Officers of the Faculty Senate  
Article 8, Personnel Review Responsibilities  
Article 14, Faculty and SPS Personnel Advisor  
Pages 10-14  
SECOND READING/VOTE  
Peter Chomentowski, FS President

**X. NEW BUSINESS**

## **XI. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES**

- A. Faculty Advisory Council to the IBHE – report  
Linda Saborío, NIU representative to FAC-IBHE
- B. University Advisory Committee to the Board of Trustees  
Felicia Bohanon, Holly Nicholson, Peter Chomentowski  
Katy Jaekel, Karen Whedbee, Greg Beyer
- C. Faculty Rights and Responsibilities Committee  
Nancy Petges, Chair
- D. FS/UC Rules, Governance and Elections Committee  
Ben Creed, RGE/FS Liaison/Spokesperson
- E. Social Justice Committee  
Ismael Montana, Chair
- F. Student Government Association – report  
Devlin Collins, President  
Dallas Douglass, Speaker of the Senate
- G. Operating Staff Council – report  
Natasha Johnson, Representative  
Zac Birch, Representative
- H. Supportive Professional Staff Council – report  
Felicia Bohanon, President  
Stephanie Richter, Representative

## **XII. INFORMATION ITEMS**

- A. [Policy Library](#) – Comment on Proposed Policies (right-hand column on web page)
- B. [Minutes](#), Academic Planning Council
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Baccalaureate Council
- E. [Minutes](#), Board of Trustees
- F. [Minutes](#), Campus Security and Environmental Quality Committee
- G. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- H. [Minutes](#), General Education Committee
- I. [Minutes](#), Graduate Council
- J. [Minutes](#), Honors Committee
- K. [Minutes](#), Operating Staff Council
- L. [Minutes](#), Supportive Professional Staff Council
- M. [Minutes](#), University Assessment Panel

- N. [Minutes](#), University Benefits Committee
- O. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- P. [Minutes](#), University Committee on Initial Educator Licensure
- Q. FS meets monthly on Wednesdays, 3 p.m. in the Barsema Alumni & Visitors Center, 231 N. Annie Glidden Road, DeKalb.

2021-22 dates: Sep 1, Sep 29, Oct 27 (Altgeld Auditorium, 2<sup>nd</sup> floor), Nov 17, Jan 26, Feb 23, Mar 30, Apr 27.

### **XIII. ADJOURNMENT**

## MINUTES

### FACULTY SENATE

Wednesday, September 29, 2021, 3 p.m.  
Barsema Alumni & Visitors Center  
231 N. Annie Glidden Road, DeKalb, IL  
Northern Illinois University  
DeKalb, Illinois

#### [Full transcript](#)

**VOTING MEMBERS PRESENT:** Abdel-Motaleb, Akst, Bardolph, Bennett, Birch, Bohanon, Books, Carpenter, Cheyney, Chomentowski, D. Collins, V. Collins, Creed, Douglass, Duffrin, Fredericks, Gorman, Grund, Hu, Ito, N. Johnson, Jong, Keddie, Kim, Knoll, Liberty, Maki, Marsh, McConkie, McGowan, Montana, Montgomery, Nesterov, Palese, Penkrot, Petges, Qin, Richter, Rigert, Serowka, Sharp, Sirotkin, Slotsve, Smith, Sullivan, Vaezi, Vahabzadeh, Valentiner, Whedbee

**VOTING MEMBERS ABSENT:** Allori, Bujarski, Chen, Clark, Duffin, Halverson, Hunter, Lampi, Staikidis

**OTHERS PRESENT:** Bryan, Falkoff, Freeman, Griffin, Groza, McEvoy, Saborío

**OTHERS ABSENT:** Beyer, Ferguson, Jaekel

#### **I. CALL TO ORDER**

Faculty Senate (FS) President **P. Chomentowski** called the meeting to order at 3:01 p.m.

#### **II. VERIFICATION OF QUORUM**

A quorum was verified.

#### **III. ADOPTION OF THE AGENDA**

**G. Slotsve** moved to adopt the agenda, seconded by **I. Montana**. **P. Chomentowski** moved to amend the agenda to remove Item XI. D., FS/UC Rules, Governance and Elections Committee report, seconded by **D. Valentiner**. The motion to amend the agenda passed. The motion to adopt the agenda, as amended, passed.

#### **IV. APPROVAL OF THE SEPTEMBER 1, 2021 MINUTES – Pages 4-8**

**D. Douglass** moved to approve the minutes, seconded by **D. Collins**. Motion passed.

**V. PUBLIC COMMENT**

**VI. FACULTY SENATE PRESIDENT’S ANNOUNCEMENTS**

**VII. ITEMS FOR FACULTY SENATE CONSIDERATION**

- A. University Goals – President Lisa Freeman

**VIII. CONSENT AGENDA**

**IX. UNFINISHED BUSINESS**

- A. Proposed amendment to FS Bylaws, Article 2.1.3, Officers of the Faculty Senate  
Page 9  
SECOND READING/VOTE  
Peter Chomentowski, President, Faculty Senate

**D. Valentiner** moved to approve the proposed amendment, seconded by **I. Montana**. The motion passed.

Yes – 46  
No – 1  
Abstain - 2

- B. Proposed amendment to FS Bylaws, Article 4.3, Academic Planning Council  
Page 10  
SECOND READING/VOTE  
Beth Ingram, Provost  
Omar Ghrayeb, Senior Vice Provost

**D. Collins** moved to approve the proposed amendment, seconded by **D. Douglass**. Motion passed.

Yes – 48  
No – 0  
Abstain - 0

**X. NEW BUSINESS**

- A. Proposed amendment to FS Bylaws  
Article 2, Officers of the Faculty Senate  
Article 8, Personnel Review Responsibilities  
Article 14, Faculty and SPS Personnel Advisor  
Pages 11-15  
FIRST READING  
Peter Chomentowski, FS President



## **XI. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES**

- A. Faculty Advisory Council to the IBHE – report  
Linda Saborío, NIU representative to FAC-IBHE
- B. University Advisory Committee to the Board of Trustees – report  
Felicia Bohanon, Holly Nicholson, Peter Chomentowski  
Katy Jaekel, Karen Whedbee, Greg Beyer
- C. Faculty Rights and Responsibilities Committee –no report  
Nancy Petges, Chair
- D. FS/UC Rules, Governance and Elections Committee – ~~report~~ no report  
Ben Creed, RGE/FS Liaison/Spokesperson
  - A. Per FS Bylaws, Article 4.5.1.1 (D), selection of one tenured or tenure-track faculty member of Faculty Senate to serve as a nonvoting member of the [Baccalaureate Council](#) for 2021-22.  
  
The BC meets the second Thursday of the month, 12:30-3 p.m. via Microsoft Teams.
- E. Social Justice Committee – report  
Ismael Montana, Chair
- F. Student Government Association – report  
Devlin Collins, President  
Dallas Douglass, Speaker of the Senate
- G. Operating Staff Council – report  
Natasha Johnson, Representative  
Zac Birch, Representative
- H. Supportive Professional Staff Council – report  
Felicia Bohanon, President  
Stephanie Richter, Representative

## **XII. INFORMATION ITEMS**

- A. [Policy Library](#) – Comment on Proposed Policies (right-hand column on web page)
- B. [Minutes](#), Academic Planning Council
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- D. [Minutes](#), Baccalaureate Council
- E. [Minutes](#), Board of Trustees
- F. [Minutes](#), Campus Security and Environmental Quality Committee

- G. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- H. [Minutes](#), General Education Committee
- I. [Minutes](#), Graduate Council
- J. [Minutes](#), Honors Committee
- K. [Minutes](#), Operating Staff Council
- L. [Minutes](#), Supportive Professional Staff Council
- M. [Minutes](#), University Assessment Panel
- N. [Minutes](#), University Benefits Committee
- O. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- P. [Minutes](#), University Committee on Initial Educator Licensure
- Q. [2020-21 Annual Reports](#)
- R. FS meets monthly on Wednesdays, 3 p.m. in the Barsema Alumni & Visitors Center, 231 N. Annie Glidden Road, DeKalb. 2021-22 dates: Sep 1, Sep 29, Oct 27 (Altgeld Auditorium, 2<sup>nd</sup> floor), Nov 17, Jan 26, Feb 23, Mar 30, Apr 27.

### **XIII. ADJOURNMENT**

The motion was made to adjourn the meeting, seconded by **D. Valentiner**. Motion passed.

Meeting adjourned at 4:30 p.m.

## Faculty Senate Standing Committees – 2021-22

Updates highlighted in gray

<b><u>FS Steering Committee</u></b>	
Faculty-BUS	Sarah Marsh
Faculty-EDU	Ben Creed
Faculty-EDU	<b>Peter Chomentowski, President</b>
Faculty-EET	Fall-Ibrahim Abdel-Motaleb Spring-Veyssel Demir
Faculty-HHS	Nancy Petges
Faculty-LAS	Ismael Montana
Faculty-LAS	George Slotsve
Faculty-LAW	Dan McConkie
Faculty-LIB	Beth McGowan
Faculty-VPA	Fall-TBD for Grund Spring-Rich Grund
Instructor-LAW	Jeanna Hunter
Operating Staff	Zac Birch
Supportive Professional Staff	Felicia Bohanon
Student Government Association	Devlin Collins
<b><u>FS-Faculty Rights and Responsibilities Committee</u></b>	
Faculty-BUS	Fall-TBD for Mellon Spring-Mark Mellon
Faculty-EDU	Lisa Liberty
Faculty-EET	Fall-Ibrahim Abdel-Motaleb Spring-Veyssel Demir
Faculty-HHS	<b>Nancy Petges, Chair</b>
Faculty-LAS	Phil Carpenter
Faculty-VPA	Kryssi Staikidis
<b><u>FS-Faculty Senate Personnel Committee</u></b>	
Faculty-BUS	Elisa Fredericks
Faculty-EDU	Fall-Jodi Lampi Spring-Laura Johnson
Faculty-EET	TBD for Tatara
Faculty-HHS	TBD
Faculty-LAS	George Slotsve
Faculty-LAS	Yasuo Ito
Faculty-VPA	Rich Grund

### FS-UC Rules, Governance and Elections Committee

FS Faculty-LAS	Shane Sharp
FS Faculty-EET	Gary Chen
FS Faculty-EDU	<b>Ben Creed, Liaison/Spokesperson</b>
FS-Faculty-VPA	David Maki
FS-Instructor-VPA	Brian Penkrot
Student	Devlin Collins
Operating Staff	Holly Nicholson
Supportive Professional Staff	Terry Borg

### FS-Social Justice Committee

Faculty-BUS	Elisa Fredericks
Faculty-EDU	Ben Creed
Faculty-EET	Sahar Vahabzadeh
Faculty-HHS	Bette Montgomery
Faculty-LAS	<b>Ismael Montana, Chair</b>
Faculty-LAW	Dan McConkie
Faculty-LIB	Beth McGowan
Faculty-VPA	David Maki
Instructor-EDU	Victoria Books
Student	Devlin Collins
Operating Staff	Natasha Johnson
Supportive Professional Staff	Felicia Bohanon
Nonvoting Participants	Biagio Palese, Faculty-BUS Xiaodan Hu, Faculty-EDU David Valentiner, Faculty-LAS Kryssi Staikidis, Faculty-VPA

## **Proposed amendment to Faculty Senate Bylaws, Articles 2, 8 and 14**

These proposed amendments are intended to accomplish several goals:

- During the 2020-21 academic year, Faculty Senate discussed and considered that the existing annual evaluation processes of the Faculty Senate president and the faculty personnel advisor, as outlined in Article 8, should be streamlined. This proposal removes the existing evaluation processes outlined in Article 8 and, as an alternative, establishes a streamlined process, which requires that an annual report be provided to Faculty Senate at the last regular meeting of the spring semester and subsequently provided to the executive vice president and provost. This alternative process was piloted during spring 2021. This proposal incorporates the alternative process in Articles 2.5 and 14.2.6.
- The title, scope of duties and compensation of the faculty and SPS personnel advisor have evolved over the years. The person holding this position is now considered to be the faculty personnel advisor, and the scope of duties relates only to faculty. This proposal incorporates amendments to align with current practice.

Gray highlighting indicates language proposed at the time of the first reading. Yellow highlighting indicates proposed language, which has been updated based on first reading feedback.

## **ARTICLE 2: OFFICERS OF THE FACULTY SENATE**

**2.1** The president of the Faculty Senate shall be elected as follows:

**2.1.1** The initial selection of candidates for the office of president of the Faculty Senate shall take place at the third spring semester meeting of the Faculty Senate. Any Faculty Senate voting member may nominate or second the nomination of a candidate. To be qualified to serve, the candidate must be an elected tenure-track faculty member of the Faculty Senate for the current year and for the ensuing year.

**2.1.2** Candidates for the office of Faculty Senate president shall submit a letter of acceptance of nomination to be included with the agenda for the fourth (last) spring semester regularly scheduled meeting of the Faculty Senate.

**2.1.3** An election of the Faculty Senate president shall be conducted by ballot at the last regularly scheduled Faculty Senate meeting of the normal academic year. All Faculty Senate voting members present may cast a ballot for the candidate. If there are more than two candidates, one must receive a majority of the votes cast in order to be elected. If no candidate receives a majority, subsequent ballots will be taken, removing the candidate receiving the fewest votes until one is selected.

**2.2** The Faculty Senate shall elect from its voting members a vice president. The president of the Faculty Senate shall appoint a parliamentarian with the advice and consent of the Faculty Senate. The parliamentarian shall be a member of the faculty but need not be a voting member of the Faculty Senate.

**2.3** The election of the vice president, and the consent of the parliamentarian appointment, shall take place at the first Faculty Senate meeting of the academic year.

**2.4** The term of office for the president shall begin July 1 and shall be for one year. The term of office for the vice president and parliamentarian shall begin August 16 and shall be for one year. The vice president and parliamentarian may serve successive terms.

**2.5** The Faculty Senate president shall submit a written annual report, to be provided to the Faculty Senate at the last meeting of the spring semester and subsequently provided to the executive vice president and provost.

## **ARTICLE 8:—**

### **PERSONNEL REVIEW RESPONSIBILITIES**

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The Faculty Senate has the responsibility for annual reviews of the Faculty Senate president/University Council chair and the faculty personnel advisor. In the case of the president/chair, the Faculty Senate evaluation shall constitute the total personnel rating for that portion of the year the position is held. In the case of the faculty personnel advisor, the Faculty Senate evaluation shall constitute one half of the personnel rating for that portion of the year the position is held. These evaluations shall be forwarded to the executive vice president and provost who shall determine the annual salary increment for the president/chair and who shall determine the salary increment for the faculty personnel advisor after receiving the evaluation given for other professional activities by the faculty personnel advisor's academic department.

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**8.1** The annual evaluation of the services of the faculty personnel advisor shall be conducted by a committee composed of three members of the Faculty Senate chosen by lot and one member of the SPS Council. The annual evaluation of the services of the president/chair in performance of that role shall be conducted by a joint committee composed of seven members of the Faculty Senate and University Council chosen by lot: Two faculty members from the Faculty Senate; two faculty members from the University Council; one supportive professional staff member from either Faculty Senate or University Council; one operating staff member from either Faculty Senate or University Council; and one student member from either Faculty Senate or University Council. The committee is empowered to seek and receive individual recommendations from the members of the Senate and University Council, and to seek such other information as it may find necessary in order to complete its task. The completed evaluation shall be presented to the Faculty Senate for its endorsement, and then it shall be forwarded to the executive vice president and provost of the university for appropriate action.

## **ARTICLE 14: FACULTY AND SPS PERSONNEL ADVISOR**

The Faculty and SPS Personnel Advisor is a resource person whose services are available to any non-unionized faculty members (ranked or no-rank faculty), administrator, Supportive Professional Staff member, or personnel body in the university who are not covered by a collective bargaining unit that negotiates with NIU. Faculty covered by a collective bargaining unit that negotiates with NIU may seek assistance from the personnel advisor only if the advice and assistance they are seeking is not related to their terms and conditions of employment. The advisor's role includes such activities as the following:

- To advise non-unionized faculty and SPS members about the personnel policies and procedures within the university and the courses of action open to non-unionized faculty and SPS members them;
- To advise and assist non-unionized faculty and SPS members who are experiencing difficulties with the personnel process;
- To advise and assist non-unionized faculty and SPS members dissatisfied with personnel decisions;
- To observe the workings of the personnel process and to recommend needed changes or clarification;
- And to serve as grievance officer in cases of non-unionized faculty members pursuing the university grievance procedures set forth in Article 15.2 of these bylaws, advise faculty members pursuing the resolution of other concerns or issues.

### **14.1 Qualifications**

The advisor shall be a full-time, tenured faculty member. The advisor shall have had experience with the personnel process at various levels and be familiar with the administrative structure and operations of the university.

### **14.2 Conditions of Employment**

**14.2.1** The advisor shall receive compensation of \$8,000 annually, equal to one month of the median salary of all tenured professors each semester and summer session a stipend consistent with the stipend of the Operating Staff and Supportive Professional Staff personnel advisors, funded through the budget of the University Council Faculty Senate.

**14.2.2** Secretarial assistance shall be provided.

**14.2.3** The advisor may not hold membership on any personnel committee within the university dealing with matters relating to merit evaluations of faculty not holding administrative positions, salary increments, tenure, promotion in rank, or leaves of absence.



**14.2.43** The advisor shall receive an initial two a three-year appointment consisting of eleven months each year, renewable for an additional 11 months. The advisor shall be ineligible for a successive term.

**14.2.5** Files generated by the Faculty and SPS Personnel Advisor are the property of the office of the Faculty and SPS Advisor and shall be kept for eight years. Only the Faculty and SPS Advisor shall have access to the files. After eight years, the files shall be destroyed, except that non-identifying, aggregate data may be kept indefinitely. The university will keep personnel records pursuant with record and retention regulations. The advisor will keep all active records in a locked secure location in their academic department. All inactive records will be kept for a minimum of three years and then the records will be dispositioned and destroyed by the personnel advisor.

**14.2.6** The Faculty and SPS Personnel Aadvisor shall make submit an written annual report, which will summarize the activities of the advisor (in such a way as to keep clients' identities anonymous), identify the strengths and weaknesses of the personnel process, and make recommendations for changes in the personnel process. The Faculty and SPS Personnel Advisor written annual report shall be submitted to the University Council and the Faculty Senate at the last meeting of the spring semester and subsequently provided to the executive vice president and provost. The FSPSPA Annual Report will be submitted by July 31 of each year.

**14.2.7** The advisor will undergo training with Human Resource Services, Employee Assistance Program, the Office of the General Counsel, the Office of Ethics and Compliance, and the Office of the Ombudsperson in order to ensure that they are familiar with NIU's administrative structure, policies and procedures.

### **14.3 Method of Selection**

Typically, the Faculty and SPS Personnel Aadvisor shall be elected by the Faculty Senate in the spring for a two three-year term to begin at the start of the fall semester.