

PUBLIC NOTICE AND AGENDA

**Faculty Senate Steering Committee
Wednesday, November 10, 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 OCTOBER 20, 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, October 20, 2021, 3 p.m.
Altgeld Hall 225
Northern Illinois University
DeKalb, Illinois**

VOTING MEMBERS PRESENT: Abdel-Motaleb, Birch, Bohanon, Chomentowski, Collins, Creed, Hunter, Marsh, McConkie, McGowan, Montana, Petges, Slotsve

I. CALL TO ORDER

Faculty Senate (FS) President **P. Chomentowski** called the meeting to order at 3:04 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**. Motion passed.

IV. APPROVAL OF THE SEPTEMBER 22, 2021 MINUTES – Pages 2-3

G. Slotsve moved to approve the minutes, seconded by **F. Bohanon**. Motion passed.

V. PUBLIC COMMENT

VI. ITEMS FOR FS STEERING COMMITTEE CONSIDERATION

President Freeman will present the University Goals to the Board of Trustees on November 18. P. Erickson will provide the BOT web page address to access the virtual meeting.

Concern was raised regarding the inability to hire and retain civil service staff at NIU, due to non-competitive wages. It was acknowledged that this is a long-standing issue, which impacts many departments at NIU. Jeffry Royce and Holly Nicholson raised this same issue at the October 6 University Council meeting. What are the details contributing to this situation at NIU? Why are NIU's civil service compensation rates lower than those at many other Illinois universities?

[Integrated Media Services is being replaced by R.R. Donnelley](#), which will be an online printing service. A concern was expressed regarding old copy/print equipment in some departments. How will R.R. Donnelley deliver print jobs to the client? Can exams still be printed?

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

A review of the October 27, 2021 draft FS agenda included the following points:

- FS will meet in the Altgeld Hall Auditorium on October 27.
- Tim Paquette and Brian Smith will present on Student, Faculty and Staff Wellbeing and Resources.
- Updates to the 2021-22 FS standing committee rosters will be approved via the consent agenda.
- Proposed amendment to FS Bylaws Articles 2, 8 and 14 will be presented for second reading and vote; the proposal has been updated based on first reading feedback received at the September 29 FS meeting. Following discussion, there was consensus among the FS-Steering Committee members to further update proposed language in the first paragraph from “...related to their terms and conditions of employment...” to “...covered by a collective bargaining agreement...”
- Reports are anticipated from NIU’s representative to the Faculty Advisory Council to the IBHE and from the Student Government Association.

B. McGowan moved to approve the FS October 27 draft agenda per above discussion, seconded by **Z. Birch**. Motion passed.

VIII. ADJOURNMENT

G. Slotsve moved to adjourn, seconded by **S. Marsh**. Motion passed.

Meeting adjourned at 3:50 p.m.

PUBLIC NOTICE AND AGENDA - DRAFT

**FACULTY SENATE
Wednesday, November 17, 2021, 3 p.m.
Barsema Alumni and Visitors Center
231 N. Annie Glidden Road
Northern Illinois University
DeKalb, Illinois**

- I. CALL TO ORDER**
- II. VERIFICATION OF QUORUM**
- III. ADOPTION OF THE AGENDA**
- IV. APPROVAL OF THE OCTOBER 27, 2021, MINUTES – Pages 4-6**
- V. PUBLIC COMMENT**
- VI. FACULTY SENATE PRESIDENT’S ANNOUNCEMENTS**
- VII. ITEMS FOR FACULTY SENATE CONSIDERATION**
 - A. COVID-19 Updates
Matt Streb, Chief of Staff to the President and Liaison to the BOT
 - B. Role of the NIU Ombudsperson
Merlynette Griffin, Interim Ombudsperson
 - C. Journal Manuscript Peer Review and Publication Process Concerns
Pete Chomentowski, President of Faculty Senate
- VIII. CONSENT AGENDA**
- 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 7-11
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 – no 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 – no report
Ben Creed, RGE/FS Liaison/Spokesperson
- E. Social Justice Committee –
Ismael Montana, Chair
- F. Student Government Association –
Devlin Collins, President
Dallas Douglass, Speaker of the Senate
- G. Operating Staff Council –
Natasha Johnson, Representative
Zac Birch, Representative
- H. Supportive Professional Staff Council –
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 meeting dates: Sep 1, Sep 29, Oct 27 (Altgeld Auditorium), Nov 17, Jan 26, Feb 23, Mar 30, Apr 27.

XIII. ADJOURNMENT

MINUTES

FACULTY SENATE

Wednesday, October 27, 2021, 3 p.m.

Altgeld Hall Auditorium, 2nd Floor

Northern Illinois University

DeKalb, Illinois

[Full transcript](#)

VOTING MEMBERS PRESENT: Abdel-Motaleb, Akst, Bardolph, Bennett, Birch, Books, Carpenter, Cheyney, Chomentowski, D. Collins, V. Collins, Creed, Duffin, Fredericks, Gorman, Halverson, Hu, Ito, N. Johnson, John, Keddie, Kim, Knoll, Lampi, Liberty, Lulinski (for Berke), Maki, Marsh, McConkie, McGowan, Montana, Montgomery, Moraga (for Chen), Nesterov, O’Grady (for Bohanon), Palese, Penkrot, Petges, Qin, Richter, Rigert, Salimi (for Duffrin), Serowka, Sharp, Slotsve, M. Smith, Sullivan, Vaezi, Vahabzadeh, Valentiner, Whedbee

VOTING MEMBERS ABSENT: Allori, Bohanon, Bujarski, Chen, Clark, Douglass, Duffrin, Grund, Hunter, Sirotken, Staikidis

OTHERS PRESENT: Bryan, Ellington, Griffin, Groza, Ingram, McEvoy, Paquette, Saborío, B. Smith

OTHERS ABSENT: Beyer, Falkoff, Ferguson, Jaekel

I. CALL TO ORDER

Faculty Senate President **P. Chomentowski** called the meeting to order at 4:03 p.m.

II. VERIFICATION OF QUORUM

A quorum was verified.

III. ADOPTION OF THE AGENDA

D. Halverson moved to adopt the agenda. The motion was seconded and passed.

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

D. Halverson moved to approve the minutes, seconded by **B. Creed**. Motion passed.

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

D. Valentiner moved to approve the consent agenda. The motion was seconded and passed.

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

Following discussion, **N. Johnson** moved to postpone the vote on this proposal, seconded by **V. Collins**. Motion passed.

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 – no 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 – no report
Ben Creed, RGE/FS Liaison/Spokesperson
- E. Social Justice Committee – no report
Ismael Montana, Chair

- F. Student Government Association – report - report
Devlin Collins, President
Dallas Douglass, Speaker of the Senate
- G. Operating Staff Council – no report
Natasha Johnson, Representative
Zac Birch, Representative
- H. Supportive Professional Staff Council – no 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
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- 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, 2nd floor), Nov 17, Jan 26, Feb 23, Mar 30, Apr 27.

XIII. ADJOURNMENT

D. Halverson moved to adjourn, seconded by **I. Montana**. Motion passed.

Meeting adjourned at 4:05 p.m.

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 language proposed at the time of the second reading, based on first reading feedback.

Green highlighting indicates language proposed at the time of the third review, based on second 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 covered by a collective bargaining agreement. 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 an annual stipend equal to one month of the median salary of all tenured professors, which will be 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.~~ The advisor may serve no more than two consecutive terms.

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 Advisor 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 Advisor~~ 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.