

UNIVERSITY COUNCIL MINUTES
Wednesday, September 10, 2014, 3 p.m.
Holmes Student Center Sky Room

MEMBERS PRESENT: Arado (for Arriola), Baker, Block, Brubaker, Campbell, Chakraborty, Chavez, Chen, Chmaissem, Dawson, Deng, Domke, Donovan, Feurer, Frascello, Fredericks, A. Freeman, L. Freeman, Ghrayeb (for Vohra), Giese, Haliczer, Hathaway, Henning, Jaffee, Kamholz, Khouri, Lee, Lenczewski, Liu, Long, Macdonald, A. Martin, McCord, Mohabbat, Monteiro, Moremen, Naples, Neal, Pitney, Plonczynski, Riley, Sagarin, Schoenbachler, Schwartz-Bechet, Shannon, Smith, Ueckert

MEMBERS ABSENT: Abdel-Motaleb, Arriola (sabbatical), Bond, Doederlein, Farrell (fellowship), Holly, Mogren, Munroe, Perea, Vohra

OTHERS PRESENT: Armstrong, Bryan, Caldwell (for Weldy), Coronado, Coryell, Hardy, Harris, Klaper, Nicklas, Salem, Shortridge, Tucker

OTHERS ABSENT: Blakemore, Gebo, Kaplan, McHone-Chase, Slotsve, Suttenfield, Waas, Weldy

I. CALL TO ORDER

D. Baker called the meeting to order at approximately 3:05 pm.

K. Caldwell presented information about the upcoming NIU Neighborhood Block Party.

II. ADOPTION OF THE AGENDA

Motion to approve agenda received and seconded. Motion passed.

III. APPROVAL OF THE MINUTES OF THE APRIL 30, 2014 MEETING

D. Haliczer moved to approve the minutes. Motion was seconded. Motion passed.

IV. PRESIDENT'S ANNOUNCEMENTS

- Enrollment projections going into this fall were that we would be down about 700 students, but the current numbers are better than projected and we are down 527. This is important because our enrollment has been declining for a decade. In other positive improvement, we are up over 200 international students this fall.
- After a 15-year slide in freshman to sophomore retention rates, rates are up this year by five points. We were at a university low last year freshman retention of 66 percent. This year we are at 71 percent, which is the highest rate in about three years. This is a good indicator that NIU is starting to benefit from its efforts to improve retention.

- At this summer's leadership retreat, we set a goal to reduce the fall to spring retention drop that we have this year by five percent. Traditionally we lose about 10 percent of our students before the next semester and cutting that in half would make a dramatic impact on the university and on our students' lives. The leadership group will reconvene October 3.
- Town hall meetings have been ongoing across campus. One issue that keeps surfacing is the salary of Nancy Suttenfield and Ron Walters and this issue has resulted in misinformation being circulated. The salaries that were quoted in the DeKalb Chronicle were not correct.
- NIU had a clear and present need to identify resources and expenditures as well as a budget process. Two VP positions were eliminated. A VP for Finance position was created and this was filled by interim CFO Nancy Suttenfield. The plan was to have her through May of last academic year. Nancy Suttenfield was outstanding in that process. Once the budget became clear, we estimated that we were about \$15 million in the hole. Also a budget model, principles, and prioritization process was implemented. A search was conducted in the spring for that position but that search ultimately failed. And the capital prioritization process was not yet developed. Nancy was asked to maintain her position at NIU. Because she had other options, she was provided with a salary increase to be retained through December of this year.
- Dr. Freeman will chair the upcoming search for the CFO position.
- Ron Walters was asked to come to NIU last fall to assist with NIU's strategic positioning and strategic planning. Thus, the Bold Futures workshops, the town halls and other sessions have been implemented. When he arrived last fall, a much smaller portfolio and time allotted to the job was anticipated. However, his work was very productive and he was asked to double his time with NIU. Therefore, his pay rate did not change, but the amount of time he was being compensated for was increased. His contract also ends in December.

A. [Information Technology Updates](#) – Brett Coryell, Chief Information Officer

President Baker introduced the Vice President for Information Technology. This position reports to the president.

B. **Coryell** presented an updated on the Division of IT.

The Computing Facilities Advisory Committee structure, composition, and duties will be updated and reviewed by UC as needed. There is a separate type of governance that is going in place now that lends itself more toward the administrative function of information technology (Blackboard, PeopleSoft, Desktop Support, security) and CFAC would be important to DoIT to stay connected with the academic life of the institution and make sure that IT is useful to faculty and staff in that capacity.

A large number of network changes have gone on over the summer or are continuing. There has been a need for a long time for NIU to have a border between it and the wide open internet. The

networking architecture was set back in a time when the internet was a friendlier place. But it is certainly not a friendly place today and many of the practices here at NIU are actively bad practices. So a firewall was put in place over the summer and that is blocking right now over 1,000 malicious attacks per hour. We had actually no visibility into all of those attacks before. The firewall also prevents attacks from going out from NIU. And so the firewall actually works in two directions: It analyzes every traffic flow that goes in and out of the border of the campus, and it will block any traffic where your machine is trying to communicate with a known hostile site.

On our campus there is wiring in the buildings, there is wiring underground that just has been in place for a very long time. Over time the cables deteriorate or cannot address changes in technology. There is ongoing work to pull those cables out of the ground, to pull them out of the walls of the buildings and to replace them with new higher speed cabling. That project will likely go on through the end of next summer.

There was some traction that originated on a blog site earlier this summer regarding NIU's Acceptable Use Policy. What happened is that the firewalls were blocking known hostile traffic outbound, they were also analyzing for other types of traffic flow that would not be acceptable. Unacceptable traffic, according to the law, would be viewing of child pornography or other types of abusive situations. The firewall actually monitors that and blocks it so that NIU is not in violation—NIU does not let you violate the law in that way. Pages that were blocked in that manner would receive a warning message that contained an extract from our existing Acceptable Use Policy. The problem with that policy is that it uses language that states a site may be blocked, but this is not documented in the logs. The Acceptable Use Policy reflects the fact that, if you are an employee and you're spending all of your time on Twitter and Facebook and you're not doing your work, that's an unacceptable use of state resources. It is part of the Illinois state ethics policy and it is prohibited use, although that type of use is not being blocked. It is not prohibited use for the students and that is where the policy is not clear. Updates on the policy will be initiated using CFAC and other individuals as necessary.

DoIT is examining learning spaces. Other campuses around the country are being explored where they're doing innovative things with learning spaces. The hope is to create new, modern learning spaces. The creation of a computer store run by the IT group is an idea that is also being explored from a business perspective. Other ideas being explored is whether a tech fee could pay for every student getting an iPad or a small tablet computer.

The middleware for PeopleSoft will soon be replaced. DoIT is also examining whether to create an RFP to consider the replacement of the PeopleSoft systems.

DoIT is also considering whether to implement Blackboard's MyEdu, a company that they bought back in January. This functionality would essentially allow students to create some sort of a badging or social looking profile where you earn tiles that represent skills. It would represent where you want to work and live after graduation. It would help you schedule classes, and then the interesting part is that employers would be able to search people who have particular skills. And that would help match a graduating student up with internships and then, as a graduating student, it could help students find employers who have jobs that match their skill profile.

B. Coryell took several questions. **R. Chavez** asked about the timing of the updated Acceptable Use Policy. **B. Coryell** responded that this will move at the speed of committee work. The intention is to obtain feedback and update the policy appropriately. He stressed that, if you look at the past history of what has been blocked and what has not, you will find that NIU is not blocking Wikipedia, nor have we ever, nor is social media being blocked.

It was clarified that there is one student on the committee and **B. Coryell** has invited others for input, including the Student Association.

R. Feurer expressed concern about this policy because it is not clear if the CFAC committee approved the recent statement for July. **B. Coryell** stated that CFAC is a longstanding committee, but that CFAC did not approve the Acceptable Use Policy. **R. Feurer** emphasized this as a concern—we need to be sure when these statements are updated or changed so that faculty input can be obtained and considered for policy statements. She also expressed concerns that the ethics statements are misconstrued or could be misconstrued. She emphasized again the need to have a lot of representation of faculty on this committee.

B. Coryell agreed and clarified that there was no new policy that was created. It was only the display of the existing Acceptable Use Policy which has been in place since approximately 2007.

Discussion ensued about whether the policy was actually changed, or if it was simply the division name that was changed. **D. Baker** requested input pertaining to the institutional memory regarding the policy.

G. Long expressed disappointment that online accessibility was not mentioned in the policy. **B. Coryell** stated that at this time DoIT is not doing much with accessibility, except a pilot program with iPads for students who are visually impaired and streaming real time sign language on the internet. Coryell mentioned he would respond well to a specific request to address this issue.

D. Haliczer presented information stating that in September 27, 2012 the Vice President of Administration and the Director of Information Security in Operations updated the Acceptable Use Policy. **D. Coryell:** I'm very sorry for misinforming the committee. I was told 2007.

D. Haliczer read from the website that the policy updates include important clarifications in terms of limitations and responsibilities related to employee utilization of e-mail and information technology resources. Given the close association with professional responsibilities, it is important that all faculty and staff be familiar with these policies and attached are printed copies of both policies. **B. Coryell** asked if this came through CFAC and **D. Baker** responded that it does not say. **D. Haliczer** reported that it came through Jim Fatz and Steve Cunningham.

B. Coryell commented that our security posture on campus is poor today from a comparison with what people in his position would consider the ordinary and usual practices that one should be taking to protect a campus. In order to remedy that situation, we need to have policies before we make changes. Currently, the university doesn't have a method that's reliable, repeatable and documented for creating and approving policies. The university itself would be well served if it were more straight-forward on how to get a policy reviewed and approved so that it had sufficient faculty buy-in, so that it met administrative needs, so that students felt like they had equal representation. **D. Baker** mentioned that this policy topic is one in which the Board of Trustees are interested in as well and Jerry Blakemore is working with them on that.

V. CONSENT AGENDA

D. Baker: All right, shall we go on to the consent agenda. **G. Long** moved to accept the consent agenda. **M.B. Henning** second. Motion passed.

- A. [University Council Standing Committees](#) – Per NIU Bylaws, Article 2, approve 2014-15 membership rosters – Pages 5-10
- B. [University Advisory Committee to BOT](#) – Per NIU Bylaws, Article 16.4.1.1, confirm 2014-15 membership roster and confirm Rebecca Shortridge for a three-year term (2014-2017) – Page 11
- C. [Establish Ombudsperson Review Committee](#) – Per NIU Bylaws, Article 20.5.1 – Page 12
- D. [Campus Violence Prevention Committee](#) – Approve the addition of this committee to the “Committees of the University” section of the University Council Website – Pages 13-15
- E. [University Scholarships Committee](#) – Approve the inclusion of this committee, in its revised version, in the “Committees of the University” section of the University Council Website – Page 16
- F. [Northern Star Publications Board](#) – Approve the nomination of Mark Brown, Chicago Sun-Times, for a new three-year term (2014-2017) – Page 17
- G. [Student Conduct Board](#) – Committee membership guidelines – Page 18

VI. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

- A. FAC to IBHE – Sonya Armstrong – report

[May 16, 2014](#) – Page 19
[June 20, 2014](#) – Pages 20-21

S. Armstrong stated the only critical piece from the May meeting is that all of the IBHE staff vacancies to that point have been filled. For the June meeting that took place in DeKalb, S. Armstrong thanked Pat Erickson for her work to organize the meeting and to Baker, Freeman and Pitney for attending. For June, the most important announcement is that the Faculty Fellowship is still available for those interested in applying.

- B. BOT Academic Affairs, Student Affairs and Personnel Committee –
Dan Gebo and William Pitney – report
[May 29, 2014](#) – Pages 22-25
[August 28, 2014](#) – Pages 26-28

Written report only.

- C. BOT Finance, Facilities, and Operations Committee –
Jay Monteiro and Rebecca Shortridge – report
[May 29, 2014](#) – Pages 29-30
[August 28, 2014](#) – Pages 31-32

J. Monteiro pointed out that there were a lot of internal budget items approved at the August meeting. **L. Freeman** noted that it was misstated during that meeting that NIU’s lab animal

facilities are not in compliance. The HVAC renovation that was approved was to insure maintained compliance, but our facilities are completely in compliance. That error has been corrected with the recording secretary through the Board of Trustees.

- D. BOT Legislative Affairs, Research and Innovation Committee –
Deborah Haliczer and Dan Gebo – report
[August 28, 2014](#) – Pages 33-34

D. Haliczer clarified that this committee is a combination of the Legislative and External Affairs and the Ad Hoc Committee on Sponsored Research and Technology. During that meeting, Vice President Rigg explained the importance of external funding, the process, the support we give to faculty who are research active. Assistant Vice President Mike Mann presented the 2015 budget.

D. Baker added that our budget was reduced this last year by \$223,000. The budget that was not recommended, and did not pass, would have resulted in a 12.5 percent reduction for NIU. After the elections, legislators will need to decide whether to keep the income tax in some form to keep revenues up so cuts don't come mid-year.

- E. BOT Compliance, Audit, Risk Management and Legal Affairs Committee –
Deborah Haliczer and Greg Waas – report
[May 29, 2014](#) – Page 35
[August 28, 2014](#) – Page 36

D. Haliczer commented that the major part of the meeting was devoted to a presentation by Associate Vice President Karen Baker and her staff about Title IX training. All employees will be expected to participate in Title IX training. Universities are under a great deal of scrutiny and we are being very attentive to the law.

D. Baker added that there has been a lot of talk across the country and particularly in the White House regarding violence against women in colleges and universities. The White House put together representatives from higher education to work through a series of issues and issue some policies. NIU's Jerry Blakemore was one of two lawyers from higher education who participated in those discussions. Baker created a Violence Against Women Task Force co-chaired by Lesley Rigg and Eric Weldy. **R. Chavez** stated the task force will be meeting on October 15 to give you our recommendations. **M. Tucker** added the task force will meet next week to update the task force members about the progress that the sub-committees have made. There is broad representation on the task force.

- F. BOT – William Pitney and Greg Waas – report
[May 29, 2014](#) – Page 37
[June 19, 2014](#) – Page 38
[August 28, 2014](#) – Page 39

Written Report Only.

- G. Academic Policy Committee – Virginia Naples, Chair – no report

H. Resources, Space and Budgets Committee – Ibrahim Abdel-Motaleb, Chair – [report](#) – Pages 40-41

W. Pitney stated that this report was brought forward by Paul Carpenter from last May 5 and outlines the vacancy hearing process and the feedback received from the Resource, Space and Budget related to that process.

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

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

K. Student Association – Joe Frascello, President – [report](#) – Page 42

J. Frascello noted that the Student Association plays a critical role in the university's system of shared governance. The S.A. serves as the voice of the student body to the administration and motivates students to be active leaders on campus by cultivating an environment of learning and experiences that could go beyond the classroom. So this year we plan to improve student retention and develop a quality college experience by fostering involvement and supporting student career success initiatives.

Initiatives discussed included:

- S.A. funding available to the different organizations
- Huskie Link
- Expanding student presence on committees
- Acting as the liaison between students and the administration
- Huskie Tracks

Ron Walters will be helping the Student Association in terms of making an action plan about how to go about implementing these programs.

D. Baker noted he has worked closely with the S.A. and he appreciates their participation.

L. Operating Staff Council – Jay Montiero, President – [report](#) – Page 43

J. Monteiro shared that the Operating Staff Council is in the process of updating its website. Andy Small is the president of the [State Universities Civil Service] Employee Advisory Committee and they will be discussing the Supportive Professional Staff positions versus Civil Service positions and how those are transitioning back and forth.

M. Supportive Professional Staff Council – Deborah Haliczer, President – [report](#) – Page 44

D. Haliczer noted that grievance panel training has been initiated.

N. University Benefits Committee – [report](#) – Pages 45-46

D. Haliczer stated that pensions, benefits, and the cost of benefits continue to be concerns for employees in all employment categories.

- O. Elections and Legislative Oversight Committee – Mary Beth Henning, Chair – no report

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Evaluation of Faculty & SPS Personnel Advisor and Evaluation of Executive Secretary of University Council/President of Faculty Senate – revisions to NIU Bylaws [Article 14.6.3.10 – FIRST READING](#) – Page 47

W. Pitney presented that, in the spirit of shared governance, this proposal is to add an SPS member to the evaluation committee for the Faculty and SPS Personnel Advisor and both an SPS and Operating Staff member to the evaluation committee for the Faculty Senate President and Executive Secretary for University Council. **D. Haliczer** commented that both of those councils appreciate this action which has great symbolic meaning since the Faculty and SPS Personnel Advisor also serves SPS and Operating Staff, and SPS are very gratified to be included in this proposal for evaluation of the Executive Secretary.

D. Baker discussed the 45th anniversary celebration of the Ombudsperson's office. He extended congratulations and expressed appreciation for Sarah Klaper's good work as NIU's Ombudsperson.

IX. COMMENTS AND QUESTIONS FROM THE FLOOR

- A. [Accessibility Issues](#) – Greg Long, Professor, School of Allied Health and Communicative Disorders – Pages 48-50

G. Long presented that, at the end of last semester, a resolution was passed that updated the policies for distance education courses which included a statement that distance education courses must be accessible to all NIU students. Accessible distance learning is something that has benefits for a great number of individuals. Technology must be used with caution and with some sense of making sure that what is available is also accessible in terms of web page design, captioning, using tags for images in graphics. In 2008 Illinois passed a law called the Illinois Information Technology Accessibility Act. It is largely symbolic, but it reiterates the importance of making sure that everything that we do from a technology standpoint is accessible to the greatest variety of individuals possible. It also encourages us to have a proactive standpoint on this. NIU does have some pitfalls with it and certainly one of them is just the fact that, as faculty members, we have very little guidance, very little support, little funding to actually make accessible media and do other things that we might do in class. Long encouraged members to look at the issue collaboratively because the issues go beyond just the University Council. He expressed that it is going to take a larger scale effort and view of things to create some sort of policies and guidelines that say more than just our online instruction needs to be accessible. He encouraged the UC to take the issue seriously.

X. INFORMATION ITEMS

- A. [Meeting schedule](#), 2014-2015 – Page 51
- B. [Annual Report](#), Academic Planning Council
- C. [Annual Report](#), Affirmative Action & Diversity resources Advisory Committee
- D. [Annual Report](#), Campus Security & Environmental Quality Committee
- E. [Annual Report](#), Graduate Council
- F. [Annual Report](#), University Assessment Panel
- G. [Annual Report](#), University Benefits Committee
- H. [Annual Report](#), University Council Personnel Committee
- I. [Minutes](#), Academic Planning Council
- J. [Minutes](#), Admissions Policies and Academic Standards Committee
- K. [Minutes](#), Athletic Board
- L. [Minutes](#), Campus Security and Environmental Quality Committee
- M. [Minutes](#), Committee on Advanced Professional Certification in Education
- N. [Minutes](#), Committee on the Improvement of Undergraduate Education
- O. [Minutes](#), Committee on Initial Teacher Certification
- P. [Minutes](#), Committee on the Undergraduate Academic Experience
- Q. [Minutes](#), Committee on the Undergraduate Curriculum
- R. [Minutes](#), General Education Committee
- S. [Minutes](#), Honors Committee
- T. [Minutes](#), Operating Staff Council
- U. [Minutes](#), Supportive Professional Staff Council
- V. [Minutes](#), Undergraduate Coordinating Council
- W. [Minutes](#), University Assessment Panel
- X. [Minutes](#), University Benefits Committee

XI. ADJOURNMENT

Unidentified individual moved to adjourn. **R. Chavez** second. Motion passed.

Meeting adjourned at 4:26 p.m.