

## **PUBLIC NOTICE AND AGENDA**

**University Council**  
**Wednesday, February 27, 2019, 3 p.m.**  
**Altgeld Hall 315**  
**Northern Illinois University**  
**DeKalb, Illinois**

**I. CALL TO ORDER**

**II. VERIFICATION OF QUORUM**

**III. ADOPTION OF THE AGENDA**

**IV. APPROVAL OF THE [DECEMBER 5, 2018](#) MINUTES**

**V. PUBLIC COMMENT**

**VI. PRESIDENT'S ANNOUNCEMENTS**

A. [Strategic Enrollment Management Plan](#)

Chris McCord, Acting Executive Vice President and Provost

Sol Jensen, Vice President, Enrollment Management, Marketing & Communications

**VII. CONSENT AGENDA**

**VIII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES**

A. Faculty Advisory Council to the IBHE – Linda Saborío – report

B. University Advisory Committee to the Board of Trustees – report  
Holly Nicholson, Catherine Doederlein, Therese Arado  
Alex Gelman, Sarah Marsh, Kendall Thu

C. Academic Policy Committee – Vicki Collins, Chair – no report

D. Resources, Space and Budget Committee – Jim Wilson, Chair – [report](#) – Pages 4-6

E. Rules, Governance and Elections Committee – Richard Siegesmund, Chair –  
no report

- F. University Affairs Committee – Hamid Bateni, Chair – report
  - 1. Proposed amendment to NIU Bylaws, [Article 20](#), The University Ombudsperson –Pages 7-14  
FIRST READING
  - 2. Proposed [2028-29 academic calendar](#) – Pages 15-17
- G. Student Association – report  
Khiree Cross, President  
Tristan Martin, Speaker of the Senate
- H. Operating Staff Council – Holly Nicholson, President – report
- I. Supportive Professional Staff Council – Catherine Doederlein, President – report

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

- A. Proposed amendment to NIU Constitution, [Article 6.5](#), Administrative Committees – Pages 18-19  
FIRST READING
- B. Proposed amendment to NIU Bylaws, [Article 18.1](#), President’s Staff – Pages 20-21  
FIRST READING

**XI. INFORMATION ITEMS**

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Athletic Board
- C. [Minutes](#), Baccalaureate Council
- D. [Minutes](#), Board of Trustees
- E. [Minutes](#), Campus Security and Environmental Quality Committee
- F. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- G. [Minutes](#), General Education Committee
- H. [Minutes](#), Graduate Council
- I. [Minutes](#), Graduate Council Curriculum Committee
- J. [Minutes](#), Honors Committee
- K. [Minutes](#), Operating Staff Council
- L. [Minutes](#), Student Senate
- M. [Minutes](#), Supportive Professional Staff Council
- N. [Minutes](#), University Assessment Panel
- O. [Minutes](#), University Benefits Committee
- P. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- Q. [Minutes](#), University Committee on Initial Educator Licensure

- R. 2018-19 University Council remaining meeting dates: Apr 3, May 1
- S. FS-UC RSB Committee – Illinois Open Meetings Act [review](#)

## **XII. ADJOURNMENT**

**RSB Activity Report**  
**Faculty Senate Meeting, Feb. 20, 2019**  
**University Council meeting, Feb. 27, 2019**

RSB Meeting Jan. 11, 2019

1. President Freeman attended this meeting to answer questions and discuss issues brought forward by the RSB committee and their constituents. Additionally, President Freeman announced the upcoming release on January 14<sup>th</sup>, 2019 of the Strategic Enrollment Management Plan. The plan states the goal for stabilizing NIU's enrollment at 17K to 18K over the next several years. To accomplish this goal, addresses several key objectives: the need for growth in the diversity of student enrollment, investment in student retention including advising, closing achievement gaps that exist among NIU's diverse student body, and expanding online programming with aligned investment. The BOT has authorized \$20M to develop and expand online curricula for several programs.
2. A draft of an RSB proposed resolution on the redirection of the IBHE's proposed \$25M allocation to non-public higher education institution to the Monetary Award Program was presented to committee members for review. Reference to the Student Body Association in support was added to the resolution. The resolution was drafted at the request of President Freeman and will be presented to the UC meeting on Feb. 27<sup>th</sup>, pending developments and additional information in the interim.
3. CFO and Vice President McGill provided the following information: NIU is within budget targets for FY19 due to units working within their budgets and some internal trade-offs such as investment in facilities. It was noted that these trade-offs are not sustainable. Due to larger classes continuing to graduate coupled with lower enrollment figures less tuition dollars will be received and for FY20 an approximate \$2.4M budget gap on this front is anticipated.

Additionally, CFO McGill identified several investment themes that are being undertaken:

- a. Enrollment-recruitment and retention \$5-6M
- b. AIM HIGH Scholarship commitment \$2-3M
- c. Salary increments \$6-7M
- d. Northern Illinois Center for Community Sustainability (NICCS) \$1-2M
- e. GA stipends \$1M

These investment themes represent a \$15-20M budget gap, which leads to a consideration of multi-year budgeting over 3 years (FY20-F&22). The administration will be working with division leadership and shared governance to develop a 3-year budget plan.

4. Other issues raised and discussed: 1) concerns about physical plant support were raised and addressed—there is a plan being developed to invest 2-3% of facilities replacement value; 2) concerns about faculty investment and hiring were raised—it was noted that the hiring process will likely unfold on the same timeline as last year, there may be adjustments made to the process once there is a permanent provost on board and current budget discipline is allowing for faculty investment; and 3) concern about the NICCS effort competing with other initiatives was raised—it was noted that communication on this topic will be improved.

5. President Freeman brought up several points that include the increasing capital improvements, the possibility of a capital campaign, taking some buildings offline and possibly leasing, and NIU taking advantage of NIU's location within an economic development zone.
6. Next Steps: Budget planning will be launched in January with details to be worked out through February. Leadership, the Executive Budget Committee, and shared governance members will then convene to make recommendations for FY20 – FY22 to the President.

#### RSB Meeting Feb. 1, 2019

1. President Freeman and Acting Provost McCord attended this meeting to answer questions and concerns raised by RSB committee members and their constituents. Because of the cancellations of FS and UC meetings Acting Provost McCord will present details about the Strategic Enrollment Management Plan/Online Initiative at the Feb. 20<sup>th</sup> FS meeting. Points to be discussed will be state funding, enrollment trends, and the enrollment plan that the SEMP/Online Initiative is intended to address. (The details can be found in the RSB minutes.)
2. Comments:
  - a. It was noted that there is historical skepticism among faculty over large initiatives, but not doing anything is worse.
  - b. Appreciation was noted for the support that the Office of Diversity, Equity and Inclusion in their support in bringing certain candidates to campus.
  - c. The issue of control over online course content and intellectual property was raised with the proposed contract with Wiley.
  - d. Acting Provost McCord offered clarifications and described aspects concerning the Online Initiative with Wiley: 1) NIU will retain control over the course content, delivery, and technology, and instructor's course content remains the their intellectual property; 2) Wiley' marketing will be better able to target potential students; 3) there will be no outsourcing of staff; 4) the \$20M is for Wiley is what NIU is authorized to spend—it will be closer to \$7M; 5) It is estimated that a realistic return will be \$2.50 gross on a \$1.00 investment; 6) there may be some unforeseen obstacles to the Initiative such as the state requirement for licensure on online nursing programs; 7) there will be emphasis on marketing ensembles of online programs (e.g., with health and business programs); and 8) programs marketed by Wiley will have differential tuition.
  - e. It was noted by an RSB committee member that a comprehensive FAQ on the enrollment plan and Wiley contract have been posted (<https://niu.edu/enrollment-plan/wiley-faq.shtml>).
3. President Freeman's comments: Summarizing, President Freeman noted that the upcoming budget process will be more intentional than aspirational. Rather than being reactive on a year-to-year basis the upcoming budget plan will be more proactive and independent over three years.

4. Budget Planning Discussion:

- a. Budget planning process has begun starting with FY20 and projecting to FY23, identifying what we will need which includes investments on facilities, initiatives, financial aid, etc.
- b. The gap between revenues and investments will need to be addressed structurally and consistently over the course of several years.
- c. No rescissions are projected for this FY. The focus will be beyond FY20—a tendency to over-project revenues has been identified.
- d. Faculty, staff, and Gas will have incremental salary increases going forward.
- e. It was commented that the Wiley contract has staff incremental raises built-in. However, it was noted by Provost McCord that costs with Wiley will go down, since there are one-time start up costs. The increase in revenue from the Online Initiative will lead to the ability to fund salary increases at NIU.

5. Responses to Questions for Discussion:

- a. An update on the HR working group was provided (C. McCord). A survey of those involved in hiring processes has been circulating. The response rate has been good. The survey will provide evidence on what needs to be changed. After analysis, the results will be presented to the leadership forum in March.
- b. (President Freeman) There have been challenges in the conversion of SPS to Civil Service positions. This especially true for high-level research positions that aren't faculty. Opportunities for solutions have been identified but have not been implemented yet.
- c. (Acting Provost McCord). Clarification on the maximum tuition waiver was also provided. A tuition waiver for an employee is available up to 8 credits. An employee needs permission from their supervisor for taking 6 credits. There is a rumor that some employees are receiving waivers for taking more than 8 credits. A list has been generated of those employees taking more than 8 credits and will be compared to the list at the bursar's office to see if employees are paying for credits over 8. The current policy is that employees should not be receiving waivers for taking more than 8 credits. However, it was noted that it is sometimes hard to distinguish between an employee and a student.

## **Proposed Amended NIU Bylaws, Article 20**

This proposed amendment is intended to:

- Amend the initial term for the ombudsperson to six years, with four-year subsequent terms bringing it into alignment with the term structure of NIU's other administrative positions.
- Combine the comprehensive performance review process with the evaluation of the need for the ombudsperson position, both to be completed during the penultimate year of the ombudsperson's term. Annual performance reviews will be conducted by the president.
- Rename and restructure the Ombudsperson Search and Review Committee.
- Require annual written reports from the ombudsperson. Oral reports to the University Council are welcome, but not required.

## **ARTICLE 20 THE UNIVERSITY OMBUDSPERSON**

### **20.1 The Ombudsperson**

The ombudsperson is a resource person whose services are available to any member of the university community. Duties of the ombudsperson include the following: Assist members of the university community in accomplishing the expeditious settlement of administrative, academic, and individual complaints or grievances; make reports and recommendations to the president concerning complaints or grievances for which no remedy has been found; report annually, in writing, to the University Council regarding the operation of the Office of the Ombudsperson, and provide an oral summary at a University Council meeting in the beginning of the penultimate year of the term.

### **20.2 Access to Documents**

Whenever necessary to the resolution of specific complaints or grievances, the ombudsperson shall have access to all members of the university community and all university records and reports with the exception of medical, psychiatric, and psychological records which will be released only upon presentation of a notarized waiver signed by the individual whose records are requested.

## **20.3 The Office of the Ombudsperson**

### **20.3.1 Appointment**

The president shall appoint a person to fill the position of ombudsperson from among a list of acceptable candidates submitted to the president by the Ombudsperson Search and Review Committee (OSRC).

### **20.3.2 Term of Office**

The ombudsperson shall serve an initial term of six years, beginning on that incumbent's first day of service in office. The ombudsperson shall be eligible for reappointment to successive four-year terms if recommended by the OSRC.

### **20.3.3 Responsibility**

The ombudsperson shall be responsible to the president for the discharge of the duties of the office.

### **20.3.4 Resources**

The Office of the President shall provide the Office of the Ombudsperson with appropriate financial, secretarial, and office resources to fulfill its responsibilities. The ombudsperson shall annually submit a proposed office budget to the Office of the President.

## **20.4 Selection of an Ombudsperson**

The selection of an ombudsperson shall be conducted by an Ombudsperson Search and Review Committee (OSRC).

### **20.4.1** The OSRC will consist of the following:

- (A) One undergraduate student;
- (B) One graduate student;
- (C) Two faculty members appointed by the Faculty Senate;
- (D) One supportive professional staff member appointed by the Supportive Professional Staff Council;
- (E) One operating staff member appointed by the Operating Staff Council;
- (F) A representative of the university administration appointed by the president.

At the time of appointment, each appointee should expect to be available on campus for the full academic year.

### **20.4.2 Officers**

- (A) Committee chair – The committee shall select its chair from among the faculty members of the committee.

- (B) Secretary – The university administration representative shall serve as secretary of the committee.

### **20.4.3 Voting Power**

All members of the committee, including the chair, shall have the right to participate in all deliberations of the committee and to vote on all questions brought before the committee.

### **20.4.4 Resources**

The Office of the President shall provide the committee with appropriate financial, administrative, and other office resources to fulfill its responsibilities.

### **20.4.5**

The committee shall insure that the constituencies served by the ombudsperson have the opportunity to interview the candidates and provide feedback to the committee regarding the acceptability of the candidates.

## **20.5 Review and Reappointment of the Ombudsperson**

**20.5.1** The performance of the ombudsperson shall be reviewed annually by the president.

**20.5.2** In the beginning of the penultimate year of the ombudsperson's term, if the ombudsperson wishes to be considered for reappointment, a comprehensive review shall be conducted by an Ombudsperson Search and Review Committee (OSRC).

### **20.5.2.1 OSRC**

See Articles 20.4.1-20.4.4.

### **20.5.2.2 Duties**

At the beginning of the penultimate year of the ombudsperson's term of office, the committee shall determine whether the ombudsperson wishes to be considered for an additional term.

When the ombudsperson wishes to be considered for an additional term:

(A) The committee shall conduct a review of the ombudsperson's performance in office, using the operative job description for the office as a guide. The committee shall provide appropriate opportunities for input from members of the university community. Upon conclusion of its review, the committee shall make its recommendation regarding reappointment to the University Council, and such recommendation shall be subject to University Council approval. The University Council-approved recommendation shall then be communicated to the president prior to the end of the penultimate year of the ombudsperson's term.

(B) Simultaneously with the performance review, the committee shall also review the question of the continuing need for the Office of the Ombudsperson. The committee shall give consideration to the recommendations of the Student Association, the Faculty Senate, the Operating Staff Council, and the Supportive Professional Staff Council. Upon conclusion of its review, the committee shall make its recommendation regarding the continuing need for the Office of the Ombudsperson to the University Council, and such recommendation shall be subject to University Council approval. The University Council-approved recommendation shall then be communicated to the president prior to the end of the penultimate year of the ombudsperson's term.

## Currently Existing Language

### **ARTICLE 20: THE UNIVERSITY OMBUDSPERSON**

Students who have grievances relating to a denial of academic freedom, a denial of due process, or inequality of treatment have recourse to the Office of Community Standards & Student Conduct, the Ombudsperson, or the Student Association for assistance in resolving such grievances. Faculty members with similar grievances have recourse to the procedures set forth in Articles 7, 10, and 11 of these bylaws, to the Faculty and SPS Personnel Advisor, and to the Ombudsperson. Other members of the university community with such grievances have recourse to the procedures of Article 11, and may consult with the Ombudsperson.

#### **20.1 The Ombudsperson**

The Ombudsperson is a resource person whose services are available to any member of the university community. Duties of the Ombudsperson include the following: Assist members of the university community in accomplishing the expeditious settlement of administrative, academic, and individual complaints or grievances; Make reports and recommendations to the president concerning complaints or grievances for which no remedy has been found; Report annually to the University Council regarding the operation of the Ombudsperson's office and provide an oral summary at a University Council meeting.

#### **20.2 Access to Documents**

Whenever necessary to the resolution of specific complaints or grievances, the Ombudsperson shall have access to all members of the university community and all university records and reports with the exception of medical, psychiatric, the psychological records which will be released only upon presentation of a notarized waiver signed by the individual whose records are requested.

#### **20.3 The Office of the Ombudsperson**

**20.3.1 Appointment** The president shall appoint a person to fill the position of Ombudsperson from among a list of acceptable candidates submitted to the president by the Ombudsperson Review/Search Committee.

**20.3.2 Term of Office** The Ombudsperson shall serve a term of three years, beginning on that incumbent's first day of service in office. The Ombudsperson shall be eligible for reappointment to successive three-year terms if recommended by the Ombudsperson Review/Search Committee and acceptable to the president.

**20.3.3 Responsibility** The Ombudsperson shall be responsible to the president for the discharge of the duties of the office.

**20.3.4 Resources** The University Council shall provide the Office of the Ombudsperson with appropriate financial, secretarial, and office resources to fulfill its responsibilities. The Ombudsperson shall submit a proposed office budget to, and consult with, the Executive Secretary of the University Council as part of the University Council's annual budgeting process.

## **20.4 Periodic Evaluation of Ombudsperson**

The University Affairs Committee of the University Council will evaluate the performance of each person holding the office of Ombudsperson early in the spring semester of the first and second year of that person's first three-year term of office and during the fall semester of the second year of each three-year term thereafter. In its evaluation, the committee will take into account information obtained from (i) recent annual reports of the Ombudsperson, (ii) a written self-evaluation submitted to the committee by the Ombudsperson, (iii) the results of surveys of members of the university community who have used the services of the Office of the Ombudsperson during the current term of office; and (iv) other information deemed relevant by the committee. The committee will also provide appropriate opportunities for input from other members of the university community. By no later than the end of the semester in which each review is commenced, the chair of the University Affairs Committee will submit the evaluation to the president, with a copy to the University Council.

**20.4.1 Evaluation of the Office of the Ombudsperson** Every eight years, or at the time of the next vacancy in the office, whichever comes first (but not during a review/search year) during the fall semester, the University Affairs Committee of the University Council shall review the question of continuing need for the office of the Ombudsperson. The University Council shall give strong consideration to the recommendations of the Student Association, the Faculty Senate, the Operating Staff Council and the Supportive Professional Staff Council.

## **20.5 The Ombudsperson Review/Search Committee**

**20.5.1 Establishment** The University Council shall establish an Ombudsperson Review/Search Committee when a vacancy in the office is announced and during the fall semester of the last year of an incumbent Ombudsperson's three-year term of office. The committee shall continue until it has completed its assigned task.

**20.5.2 Composition** The Ombudsperson Review/Search Committee shall consist of:

(A) Three undergraduate students and two graduate students appointed by the Student Association;

(B) Two faculty members appointed by the Faculty Senate;

(C) One member of the supportive professional staff appointed by the Supportive Professional Staff Council;

(D) One member of the operating staff appointed by the Operating Staff Council;

(E) A representative of the university administration appointed by the president. At the time of appointment each appointee should expect to be available on campus for the full academic year.

### **20.5.3 Officers**

**20.5.3.1 Committee Chair** The committee shall select its chair from among the faculty members of the committee.

**20.5.3.2 Secretary** The representative of the university administration shall serve ex officio as secretary of the committee.

**20.5.4 Voting Power** All members of the committee, including the chair, shall have the right to participate in all deliberations of the committee and to vote on all questions brought before the committee.

### **20.5.5 Duties**

**20.5.5.1 Review of Performance** During the last year of an incumbent's term of office, the committee shall determine whether the Ombudsperson wishes to be considered for appointment for another three-year term.

(A) When the Ombudsperson wishes to be considered for another three-year term, the committee shall conduct a review of the Ombudsperson's performance in office, using the operative job description for the office as a guide. The committee shall provide appropriate opportunities for input from members of the university community. Upon conclusion of its review, the committee shall make a recommendation regarding reappointment to the president. A recommendation for reappointment shall require a vote of three-fifths of the membership of the committee.

(B) When the Ombudsperson does not wish to be considered for another three-year term, when the committee fails to pass a recommendation for another term by the required three-fifths majority of its membership, or when the president decides not to reappoint the Ombudsperson for another three-year term, the committee shall initiate a search to fill the office upon the expiration of the Ombudsperson's term of office.

**20.5.5.2 Recruitment** When the position of Ombudsperson is vacant, or when a vacancy is anticipated under section 20.5.5.1(B), the Ombudsperson Review/Search Committee shall undertake a search for candidates for the office.

(A) The committee shall develop a job description for the position and criteria for the selection of candidates.

(B) The committee shall conduct a national search for candidates, complying fully in the process with affirmative action guidelines and procedures.

(C) The committee shall insure that the constituencies served by the Ombudsperson have the opportunity to interview the candidates and provide feedback to the committee regarding the acceptability of the candidates.

(D) The committee shall present a list of acceptable candidates, ranked in order of preference if the committee so chooses, to the president.

**20.5.6 Resources** The president shall provide the Ombudsperson Review/Search Committee with appropriate financial, secretarial, and office resources to fulfill its responsibilities.

## ACADEMIC CALENDAR 2028-2029

<b>FALL SEMESTER 2028</b>		
August 21-25	Monday - Friday	Faculty meetings
August 28	Monday	Classes begin
September 4	Monday	Labor Day (university closed)
November 22	Wednesday	Thanksgiving break begins (no classes on Wednesday)
November 27	Monday	Classes resume
December 9	Saturday	Classes end
December 11-16	Monday - Saturday	Final examinations
December 16	Saturday	Fall graduate commencement
December 17	Sunday	Fall undergraduate commencement
<b>SPRING SEMESTER 2029</b>		
January 8-12	Monday - Friday	Faculty meetings
January 15	Monday	Martin Luther King, Jr. Birthday (university closed)
January 16	Tuesday	Classes begin
March 11-18	Sunday - Sunday	Spring recess
March 19	Monday	Classes resume
April 22	Sunday	Honors Day
May 3	Thursday	Classes end
May 4	Friday	Reading Day
May 5, 7-11	Saturday, Monday - Friday	Final examinations
May 11	Friday	Spring graduate commencement
May 12	Saturday	Spring undergraduate commencement
<b>SUMMER SEMESTER 2029</b>		
June 11	Monday	Classes begin
July 4	Wednesday	Independence Day observed (university closed)
August 5	Sunday	Summer session ends

## **GUIDELINES AND PRINCIPLES FOR ESTABLISHMENT OF THE ACADEMIC CALENDAR**

1. Instruction in the fall semester will begin on the last Monday in August and end on a Saturday in December that falls between December 5 and 11. Final examinations for the fall semester will begin on the first Monday after the last day of classes and conclude on Saturday of that same week. Dates for the first day of examinations will range from December 8 to 14.

If the last Monday in August is August 29, 30 or 31, the instruction for that fall semester will begin on the fourth Monday in August and conclude on the first Saturday in December. In any of these events, final examinations will run from December 5 to 10, December 6 to 11, or December 7 to 12, respectively. Graduate commencement will be held on the Saturday that is the last day of final examination week. Undergraduate commencement will be held on the next day, which is the Sunday immediately following final examination week.

2. Instruction in the spring semester will begin on the second or third Monday in January that falls between January 11 and 17, unless this date coincides with Martin Luther King Jr.'s birthday (the third Monday in January). In such an event, instruction will begin on the Tuesday following Martin Luther King Jr.'s birthday. The spring semester will conclude on a Thursday that falls between April 30 (April 29 in some leap years) and May 6. The Friday immediately after the last day of classes will be Reading Day.

University Honors Day will be included in the academic calendar so as to occur each spring on the second Sunday prior to Reading Day (two weeks before the end of the spring semester). In those years when this date is also Easter Sunday, University Honors Day will be scheduled on the third Sunday prior to Reading Day.

Final examinations for the spring semester will begin on the first Saturday after Reading Day and continue Monday through Friday of the next week. Graduate commencement will be held on the Friday that is the last day of final examination week. Undergraduate commencement will be held on the next day, which is the Saturday immediately following final examination week.

3. Fall and spring semesters will formally begin one week prior to the beginning of classes and conclude within one week after final examinations. When classes start on Monday, August 22, faculty meeting week will be adjusted to take place from Tuesday to Friday, August 16 to 19, in order to comply with nine-month faculty contracts (which begin August 16 and conclude May 15).
4. Summer session will begin on the sixth Monday after final examinations of the spring semester and conclude on a Sunday, eight weeks later. Some academic departments may offer limited enrollments in workshops, field trips, or other classes during the four weeks prior to the traditional start of the summer session.
5. Student-faculty vacation periods and holidays will include:

Thanksgiving – the Wednesday prior to the fourth Thursday through Sunday

Period between Christmas and New Years – university usually closed

Martin Luther King Jr.'s birthday – the third Monday in January

Spring recess – the ninth week after the beginning of classes, Sunday - Sunday

Memorial Day – observed the last Monday in May

Independence Day – one day only, observed on Friday when July 4 occurs on Saturday and observed on Monday when July 4 occurs on Sunday

Labor Day – the first Monday in September

6. The academic calendar for the College of Law will conform to the student-faculty vacation periods and holidays in section 5, as amended from time to time, but may otherwise vary from the above guidelines and principles.

These guidelines will provide the necessary 35 days between the end of pre-registration in the fall and the first day of registration in the spring; provide the requested one-week recess between the end of the summer session and the first contract day for faculty in the fall; and allow early access to the summer job market in May for NIU students.

*Approved by the University Council April 12, 1978; revised and approved on May 2, 1979; revised and approved on May 2, 1984; revised and approved on March 9, 1988; revised and approved March 20, 1996; revised and approved March 18, 1998; revised and approved February 12, 2003; revised and approved February 16, 2011; revised and approved February 22, 2012; revised and approved April 3, 2013.*

**Proposed Amendment to  
NIU Constitution Article 6.5: Administrative Committees**

Rationale:

A challenge from a community member has revealed that the University’s Constitution and Bylaws contain outdated and unclear language that needs to be addressed. This community member believes that the Senior Leadership Roundtable should be subject to the Illinois Open Meetings Act and is using the fact that the Constitution and Bylaws list the “President’s Staff” as an administrative committee as a basis for their argument. In addition, it appears that this community member believes that any entity (i.e., committees, sub-committee, etc.) listed in the NIU Constitution and Bylaws should be considered a “public body” under the Open Meetings Act.

The “President’s Staff” is not currently a functioning committee of the University, as there is no such committee that makes policy recommendations to the University Council, or that serves as a liaison body between the administrative divisions and their constituent parts, as described in the Constitution and Bylaws. In addition, it appears that no other Illinois public university has a reference to the equivalent of the “President’s Staff” in their constitutions or other governing documents. Therefore, the language in the Constitution and Bylaws is out-of-date and non-operational. These proposed changes are intended to remove this outdated language and provide more clarity.

President Freeman holds informal staff meetings with members of the senior leadership – these meetings are known as the Senior Leadership Roundtable. These meetings are usually held on a weekly basis, depending on the schedule of the president and other considerations. The members of the Senior Leadership Roundtable are determined at the direction of the president. Additionally, the Senior Leadership Roundtable is not formally appointed by, report to, or otherwise accountable to the University Council, or any other public body of the state. The Senior Leadership Roundtable’s sole function is to advise the president on matters pertaining to internal university affairs. As such, the Senior Leadership Roundtable is not the same as the “President’s Staff.”

Therefore, removal of the “President’s Staff” from the Constitution and Bylaws is appropriate in order to (1) eliminate references to a committee that does not currently function at NIU, to (2) remove the confusion between the Senior Leadership Roundtable and the “President’s Staff,” and (3) would be more compatible with governing documents from similarly situated universities in the state of Illinois.

**NIU CONSTITUTION**

**ARTICLE 6:**

**FACULTIES, STANDING COMMITTEES, COUNCILS AND BOARDS OF THE  
FACULTY AND ADMINISTRATION**

**6.5 Administrative Committees**

**6.5.1 The President's Staff**

~~The president's staff shall consist of the president and such other members as determined by the president.~~

**6.5.2 Other Administrative Committees**

There shall be such ~~other~~ administrative committees as may be established by the bylaws, by the University Council, or by the president.

**Proposed Amendment to  
NIU Bylaws Article 18.1: The President's Staff**

Rationale:

A challenge from a community member has revealed that the University's Constitution and Bylaws contain outdated and unclear language that needs to be addressed. This community member believes that the Senior Leadership Roundtable should be subject to the Illinois Open Meetings Act and is using the fact that the Constitution and Bylaws list the "President's Staff" as an administrative committee as a basis for their argument. In addition, it appears that this community member believes that any entity (i.e., committees, sub-committee, etc.) listed in the NIU Constitution and Bylaws should be considered a "public body" under the Open Meetings Act.

The "President's Staff" is not currently a functioning committee of the University, as there is no such committee that makes policy recommendations to the University Council, or that serves as a liaison body between the administrative divisions and their constituent parts, as described in the Constitution and Bylaws. In addition, it appears that no other Illinois public university has a reference to the equivalent of the "President's Staff" in their constitutions or other governing documents. Therefore, the language in the Constitution and Bylaws is out-of-date and non-operational. These proposed changes are intended to remove this outdated language and provide more clarity.

President Freeman holds informal staff meetings with members of the senior leadership – these meetings are known as the Senior Leadership Roundtable. These meetings are usually held on a weekly basis, depending on the schedule of the president and other considerations. The members of the Senior Leadership Roundtable are determined at the direction of the president. Additionally, the Senior Leadership Roundtable is not formally appointed by, report to, or otherwise accountable to the University Council, or any other public body of the state. The Senior Leadership Roundtable's sole function is to advise the president on matters pertaining to internal university affairs. As such, the Senior Leadership Roundtable is not the same as the "President's Staff."

Therefore, removal of the "President's Staff" from the Constitution and Bylaws is appropriate in order to (1) eliminate references to a committee that does not currently function at NIU, to (2) remove the confusion between the Senior Leadership Roundtable and the "President's Staff," and (3) would be more compatible with governing documents from similarly situated universities in the state of Illinois.

**NIU BYLAWS  
ARTICLE 18:  
ADMINISTRATIVE COMMITTEES**

**18.1 The President's Staff**

~~**18.1.1 Composition** The president's staff shall consist of the president and other members determined by the president.~~

~~**18.1.2 Duties**~~

~~**18.1.2.1** To act as an advisory body to the president regarding the administration of the university.~~

~~**18.1.2.2** To discuss basic university policy as requested by the president and to make recommendations to the University Council concerning such policies.~~

~~**18.1.2.3** To serve as a liaison body between the administrative divisions of the university and between the constituent parts of these divisions.~~