PUBLIC NOTICE AND AGENDA

University Council
Wednesday, April 28, 2021, 3 p.m.
Microsoft Teams Meeting
Northern Illinois University
DeKalb, Illinois

All University Council members will receive an Outlook invitation to this Teams meeting. Others wishing to join the meeting, please send your request to Pat Erickson at pje@niu.edu.

I. CALL TO ORDER

II. VERIFICATION OF QUORUM

III. ADOPTION OF THE AGENDA

IV. APPROVAL OF THE MARCH 31, 2021 MINUTES – Pages 3-5

V. PUBLIC COMMENT

VI. NIU PRESIDENT LISA FREEMAN’S ANNOUNCEMENTS

VII. ITEMS FOR UNIVERSITY COUNCIL CONSIDERATION

A. Recognition of University Council members who have completed their service

B. Budget report
   Provost Beth Ingram
   CFO Sarah Chinniah

VIII. NEW BUSINESS

A. Student Grievance Annual Report per NIU Bylaws, Article 6.6 – Kendall Thu

   Two student grievances were submitted during the 2020-21 academic year. In each case, a Student Grievance Committee concluded its review process.

B. Proposed amendment to NIU Bylaws, Article 1.2, Terms of Office – Page 6
   FIRST READING
   Holly Nicholson, Operating Staff Council representative to UC

C. Proposed amendment to NIU Bylaws
   Creation of new Article 12, Supportive Professional Staff Personnel Advisor and Operating Staff Personnel Advisor – Pages 7-9
   FIRST READING
   Holly Nicholson, Operating Staff Council representative to UC
IX. UNFINISHED BUSINESS

X. 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
Natasha Johnson, Catherine Doederlein, Kendall Thu
Katy Jaekel, Sarah Marsh, Greg Beyer

C. Rules, Governance and Elections Committee – no report
Therese Arado, Chair

D. Student Government Association – report
Antonio Johnson, President
Bradley Beyer, Speaker of the Senate

E. Operating Staff Council – Natasha Johnson, President – report

F. Supportive Professional Staff Council – Catherine Doederlein, President – report

XI. 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. UC 2021-22 dates: Sep 8, Oct 6, Nov 3, Dec 1, Feb 2, Mar 2, Apr 6, May 4

XII. ADJOURNMENT
MINUTES
University Council
Wednesday, March 31, 2021, 3 p.m.
Microsoft Teams Meeting
Northern Illinois University
DeKalb, Illinois

All University Council members will receive an Outlook invitation to this Teams meeting. Others wishing to join the meeting, please send your request to Pat Erickson at pje@niu.edu.

VOTING MEMBERS PRESENT: Arado, B. Beyer, G. Beyer, Borg, Bohanon (for Costello), Brinkmann, Chinniah, Collins, Conderman, Cripe, Doederlein, Douglass, Freeman, Garcia, Ingram, N. Johnson, Martin, Monteiro, Narayanan, Nicholson, Olson, Rogers (for Boughton), Royce, Scheibe, Stange, Teso-Warner, Vaughn, Weffer

VOTING MEMBERS ABSENT: Boughton, Costello, Stange

OTHERS PRESENT: Barnhart, Blazey, Boston, Bryan, Elish-Piper, Falkoff, Frazier, Ghrayeb, Gregory, Henry, Hunt, Jaekel, Jensen, Klaper, Kushnick, McCord, McEvoy, Moyer, Rhode, Thu

OTHERS ABSENT: Saborío

I. CALL TO ORDER
NIU President L. Freeman called the meeting to order at 3 p.m.

II. VERIFICATION OF QUORUM
A quorum was verified.

III. ADOPTION OF THE AGENDA
T. Arado moved to adopt the agenda, seconded by L. Garcia. Motion passed.

IV. APPROVAL OF THE FEBRUARY 24, 2021 MINUTES – Pages 3-5
T. Arado moved to approve the minutes, seconded by C. Doederlein. Motion passed.

V. PUBLIC COMMENT
VI. NIU PRESIDENT LISA FREEMAN’S ANNOUNCEMENTS

VII. ITEMS FOR UNIVERSITY COUNCIL CONSIDERATION

A. Budget report
   President Lisa Freeman
   Provost Beth Ingram
   CFO Sarah Chinniah
   CLAS Dean Robert Brinkmann

VIII. CONSENT AGENDA

IX. NEW BUSINESS

A. Proposed amendment to NIU Constitution, Article 6.1.1,
   Definition of University Faculty – Pages 6-7
   SECOND READING/VOTE

   T. Arado moved to approve the proposed amendment, seconded by G. Beyer.
   Motion passed.

   Yes – 18
   No – 3
   Abstain - 1

X. UNFINISHED BUSINESS

A. Ombudsperson Penultimate Year Review/Recommendation – Page 8
   Katy Jaekel, Chair, Ombudsperson Review Committee

   H. Nicholson moved to approve the committee’s reappointment recommendation,
   seconded by S. Weffer. Motion passed.

B. Advancing Administrative Efficiency – Update
   Chris McCord, Senior Advisor to the Vice President, Administration and Finance

XI. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. Faculty Advisory Council to the IBHE – Linda Saborío – no report

B. University Advisory Committee to the Board of Trustees – report
   Natasha Johnson, Catherine Doederlein, Kendall Thu
   Katy Jaekel, Sarah Marsh, Greg Beyer

C. Rules, Governance and Elections Committee – no report
   Therese Arado, Chair
D. Student Government Association – report
   Antonio Johnson, President
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E. Operating Staff Council – Natasha Johnson, President – report

F. Supportive Professional Staff Council – Catherine Doederlein, President – report

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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. UC 2020-21 dates: Sep 9, Oct 7, Nov 4, Dec 2, Jan 27, Feb 24, Mar 31, Apr 28
   All 2020-21 UC meetings will be held via Microsoft Teams. The Teams meeting link and the agendas will typically be sent via email on the Friday preceding the UC meeting.

XIII. ADJOURNMENT

N. Johnson moved to adjourn, seconded by L. Garcia. Motion passed.

Meeting adjourned at 4:42 p.m.
ARTICLE 1: MEMBERSHIP ON THE UNIVERSITY COUNCIL

1.2 Terms of Office

1.2.1 Persons elected to the position of University Council voting member shall serve terms of three years, except for persons elected as student representatives and operating staff representatives who shall serve terms of one year. The university president, the executive vice president and provost, and the chief financial officer shall serve for the duration of their term of office. The dean representative and the Faculty Senate president/University Council chair shall serve terms of one year.
Proposed amendment, NIU Bylaws Article 12

The Operating Staff Council has been overseeing a pilot program for an Operating Staff Personnel Advisor (OSPA) since 2016, and the SPS Council has been overseeing a pilot program for an SPS Personnel Advisor (SPSPA) since the following year. Operating Staff previously did not have a personnel advisor available to them. A Faculty/SPS Personnel Advisor exists, but due to the unique needs of faculty and SPS employees, a separate SPSPA is needed. These pilot positions have been well-utilized by staff, and due to the demonstrated need of personnel advisors for different employee classes, this article will officially recognize the two positions. Faculty Senate Bylaws, Article 14, establishes a Faculty/SPS Personnel Advisor bylaw; it is understood this bylaw will be reviewed in fall 2021 and references to SPS will be removed if NIU Bylaws, Article 12, (below) is approved.

ARTICLE 12:
Supportive Professional Staff Personnel Advisor and Operating Staff Personnel Advisor

There will be a unique personnel advisor appointed for supportive professional staff (SPS) and operating staff (OS). These two personnel advisors will act as a resource for their respective staff bodies.

Though there will be some elements unique to an individual employment class, overall, the advisor roles will each include (but not be limited to) the following activities:

- Providing confidential advice and assistance about the personnel policies and procedures within the university and the courses of action open to SPS and OS members respectively.
- To advise and assist staff members who are experiencing difficulties with the personnel process.
- To advise and assist staff members dissatisfied with personnel decisions.
- To observe the workings of the personnel process and to recommend needed changes or clarification.
- To serve as grievance officer in cases of staff pursuing the grievance procedure set forth in their respective body’s governing documents.
- Other duties as specified by each shared governance body’s individual position description.

Upon the request of an employee, the personnel advisor(s) may:

- Accompany the employee to scheduled disciplinary meetings.
- Accompany the employee to performance evaluation meetings.
- Accompany the employee to meetings with AAEOE staff when filing a complaint or serving as a witness.
- Accompany the employee to meetings with Human Resource Services staff.
• Upon receipt of written authorization from an employee, the personnel advisor may serve as liaison between Human Resource Services and the employee (with the exception of testing for Civil Service positions).

When attending meetings with an employee, the personnel advisor’s role is to advise and provide support for the employee, but not to respond on the employee’s behalf.

12.1 Qualifications

The Supportive Professional Staff Personnel Advisor (SPSPA) shall be a full-time, permanent SPS member. The Operating Staff Personnel Advisor (OSPA) shall be a full-time, non-probationary (initial probation) status employee. For all personnel advisors, a minimum of four years within the employment classification is required. Additionally, experience with the personnel process at various levels, and familiarity with the administrative structure and operations of the university are preferred. Additional parameters for each personnel advisor will be established by each individual shared governance body (Supportive Professional Staff Council (SPSC) and Operating Staff Council (OSC)) and shared as part of the nomination and election process.

Each personnel advisor will undergo training with Human Resource Services, Employee Assistance Program, the Office of the General Counsel and the Office of the Ombudsperson in order to ensure that the advisors are familiar with NIU’s administrative structure, policies and procedures.

12.2 Conditions of Employment

12.2.1 Each advisor shall receive compensation funded through the budget of the University Council. Such compensation shall be equitable for all three personnel advisors (Faculty, SPS and Operating Staff Personnel Advisors) and shall not result in any personnel advisor making substantially more than any other personnel advisor (compensation shall not be a 20% or greater increase over any other personnel advisor.) Appropriate release time from current responsibilities (not to exceed 20%) is to be arranged in conjunction with supervisory input and personnel advisor candidates must coordinate supervisor approval in advance of running for the position.

12.2.2 Secretarial assistance shall be provided through the existing administrative support for SPS Council and Operating Staff Council.

12.2.3 The advisor may not hold membership on any personnel committee within the university dealing with matters relating to merit evaluations, salary increments, promotion in rank or leaves of absence or hold a position with the university that has responsibility for any NIU personnel contract negotiations.

12.2.4 The advisor shall receive a three-year appointment. The advisor can be considered for two successive terms. Process for evaluation of the advisor (and potential removal, if warranted) will be determined by each individual shared governance body.
12.2.5 Files generated by the personnel advisors are the property of the office of the advisors and shall be kept for eight years. Only the corresponding personnel advisor(s) shall have access to the files. After eight years, the files shall be destroyed, except that non-identifying, aggregate data may be kept indefinitely.

12.2.6 The personnel advisors shall each make an 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. Each personnel advisors’ annual report shall be submitted to the University Council and the corresponding governance body (SPSC or OSC). These annual reports will be submitted by July 31 of each year.

12.3 Method of Selection

The personnel advisors shall be elected by the corresponding governance body in the spring for a three-year term to begin at the start of the fiscal year.