PUBLIC NOTICE AND AGENDA

University Council
Wednesday, October 6, 2021, 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 SEPTEMBER 8, 2021 MINUTES – Pages 3-5

V. PUBLIC COMMENT

VI. NIU PRESIDENT LISA FREEMAN’S ANNOUNCEMENTS

VII. ITEMS FOR UNIVERSITY COUNCIL CONSIDERATION

A. University Goals – President Lisa Freeman

VIII. CONSENT AGENDA

IX. UNFINISHED BUSINESS

A. Proposed amendment to NIU Bylaws
   Creation of new Article 12, Supportive Professional Staff Personnel Advisor and
   Operating Staff Personnel Advisor – Pages 6-8
   SECOND READING/VOTE
   Holly Nicholson, Operating Staff Council President

X. NEW BUSINESS

XI. 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
   Felicia Bohanon, Holly Nicholson, Peter Chomentowski
   Katy Jaekel, Karen Whedbee, Greg Beyer

C. Rules, Governance and Elections Committee – no report
D. Student Government Association – report
   Devlin Collins, President
   Dallas Douglass, Speaker of the Senate

E. Operating Staff Council – Holly Nicholson, President – report

F. Supportive Professional Staff Council – Felicia Bohanon, President – report

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. 2020-21 Annual Reports
R. UC 2021-22 dates: Sep 8, Oct 6, Nov 3, Dec 1, Feb 2, Mar 2, Apr 6, May 4

XIII. ADJOURNMENT
MINUTES
University Council
Wednesday, September 8, 2021, 3 p.m.
Altgeld Hall 315
Northern Illinois University
DeKalb, Illinois

Full Transcript

VOTING MEMBERS PRESENT: Beyer, Bohanon, Borg, Boughton, Chinniah, Collins, Conderman, Costello, Cripe, Douglass, Elish-Piper, Freeman, Garcia, Holmes, Ingram, Johnson, Kozumplik (for Royce), Nicholson, Olson, Saborío (for Weffer), Scheibe, Teso-Warner, Vaughn, Yates (for Monteiro)

VOTING MEMBERS ABSENT: Martin, Monteiro, Royce, Stange, Weffer

OTHERS PRESENT: Bryan, Chomentowski, Falkoff

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
J. Holmes moved to adopt the agenda. The motion was seconded and passed.

IV. APPROVAL OF THE APRIL 28, 2021 MINUTES – Pages 3-5
H. Nicholson moved to approve the minutes, seconded by L. Garcia. Motion passed.

V. PUBLIC COMMENT

VI. NIU PRESIDENT LISA FREEMAN’S ANNOUNCEMENTS

VII. ITEMS FOR UNIVERSITY COUNCIL CONSIDERATION

VIII. CONSENT AGENDA
A. Approve the 2021-22 University Advisory Committee to the Board of Trustees membership roster, confirming Karen Whedbee for a three-year term, per NIU Bylaws, Article 8.4.1.1 – Page 6
B. Approve UC Chair Peter Chomentowski to serve as NIU’s academic representative to the State Universities Retirement System Members Advisory Committee (SURSMAC)

**G. Beyer** moved to approve the consent agenda, seconded by **D. Collins**. Motion passed.

**IX. UNFINISHED BUSINESS**

A. Proposed amendment to NIU Bylaws, Article 1.2, Terms of Office – Page 7
   Holly Nicholson, Operating Staff Council President
   SECOND READING/VOTE

   **G. Beyer** moved to approve the proposed amendment, seconded by **F. Bohanon**. Motion passed.

   Yes – 22
   No – 0
   Abstain - 0

**X. NEW BUSINESS**

**XI. 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
   Felicia Bohanon, Holly Nicholson, Peter Chomentowski
   Katy Jaekel, Karen Whedbee, Greg Beyer

C. Rules, Governance and Elections Committee – no report

D. Student Government Association – report
   Devlin Collins, President
   Dallas Douglass, Speaker of the Senate

E. Operating Staff Council – Holly Nicholson, President – report

F. Supportive Professional Staff Council – Felicia Bohanon, President – report

**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
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XIII. ADJOURNMENT

L. Garcia moved to adjourn. The motion was seconded and passed.

Meeting adjourned at 3:40 p.m.
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) who are not covered by a collective bargaining unit that negotiates with NIU. Operating staff covered by a collective bargaining unit that negotiates with NIU may seek assistance from the personnel advisor only if the advice and assistance they are seeking is not related to their terms and conditions of employment. 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:

- Provide advice and assistance about the personnel policies and procedures within the university and the courses of action open to SPS and OS members respectively.
- Advise and assist non-unionized staff members who are experiencing difficulties with the personnel process.
- Advise and assist non-unionized staff members dissatisfied with personnel decisions.
- Observe the workings of the personnel process and to recommend needed changes or clarification.
- Serve as grievance officer in cases of staff pursuing the university 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 non-unionized 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, the Office of Ethics and Compliance 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 personnel advisor shall receive a stipend consistent with the stipend of the faculty personnel advisor. Appropriate release time from current responsibilities (not to exceed 20 percent) 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 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.

12.2.4 The university will keep personnel records pursuant with record and retention regulations. The personnel advisor will keep all active records in a locked secure location in their 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.

12.2.5 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

Typically, 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.