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UC Minutes 2014-04-02

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UNIVERSITY COUNCIL MINUTES
Wednesday, April 2, 2014, 3 p.m.
Holmes Student Center Sky Room

VOTING MEMBERS PRESENT: Arriola, Baker, Barry, Block, Bond, Boughton (for Holly), Carpenter, Clark, Doederlein (for Smith), Domke, Donovan, Farrell, Ferguson, Fredericks, Freeman, Garcia, Giese, Grace, Gupta, Haliczzer, Henning, Julion, Kapitan, Kowalski, Lee, Lenczewski, Leonhardt, Long, R. Lopez, Stephen (for Kolb), Middleton, Millis, Mogren, Moremen, Munroe, Naples, Newman, Perkins, Pitney, Plonczynski, Polzin, Roberts, Rollman, Rosato, Rosenbaum, Schwartz-Bechet (for Neal), Small, Theodore, Thu, Towell (for Schoenbachler), VandeCreek, Vohra, Walker, Xiao

VOTING MEMBERS ABSENT: Abdel-Motaleb, Cripe, Dawson, Downing (PTP leave), Downs, Feurer, Holly, E. Lopez, McCord, Mohabbat, Neal, Sagarin, Schoenbachler, Smith

OTHERS PRESENT: Bryan, Caldwell (for Weldy), Falkoff, Gonzales, Hardy, Hathaway, Klaper, Roberson, Sutfenfield

OTHERS ABSENT: Armstrong (sabbatical), Blakemore, Gebo, Kaplan, McHone-Chase, Nicklas, Slotsve, Thompson, Waas, Weldy

I. CALL TO ORDER

D. Baker called the meeting to order at 3:12 p.m.

II. ADOPTION OF THE AGENDA

D. Baker noted several revisions to the agenda:

1. Move Item VII. A. to just after the Consent Agenda.
2. Deans Review Statement – walk-in under New Business
3. Review Guidelines for Online Courses – walk-in proposal under Academic Policy Committee
4. Board of Trustees March 27, 2014 meeting report – walk-in

S. Farrell moved to adopt the agenda as revised, seconded by **R. Lopez**, motion passed.

III. APPROVAL OF THE MINUTES OF THE FEBRUARY 26, 2014 MEETING

J. Kowalski moved to approve the minutes, seconded by **W. Pitney**, motion passed. The minutes were approved as written.

IV. PRESIDENT'S ANNOUNCEMENTS

D. Baker made the following report:

- Updated the council on the budget hearings in Springfield. The governor has proposed a flat budget for the universities, predicated on extending the temporary tax increase and a 12.5 percent cut if the tax is allowed to lapse.
- Reported that we are anticipating 500-800 fewer students in the fall requiring us to carefully manage our budget.
- Introduced L. Freeman to discuss the budgeting process.

L. Freeman reported that the process that we're putting forward is largely a strategic process for resource reallocation focused around the expected wave of retirements. Unsurprisingly, the case that the deans are being asked to be made to refill positions, is going to be linked to the university's mission, to student career success, thriving communities, ethically inspired leadership and financial sustainability and to be aligned with the budget priority statement that was developed by the Resource, Space and Budget Committee and passed by University Council. The next two Wednesdays of April we will be hearing from the deans about the vacancy priorities that they have developed within their units. We will be, as provost staff, looking at what's going on in the academic colleges, the libraries, the Graduate School, and our own office, creating sort of a master prioritization list reflecting that back to the deans who lead those units to make sure that they have a chance to feed back on our prioritization and then that prioritized list will go to a joint meeting on May 5 of the Academic Planning Council and the Resource, Space and Budget Committee of the University Council. I will then be taking that information for the academic division that I oversee as a vice president to the president's cabinet. My colleagues in the other division, Research and Innovation Partnerships, Operations and Community Development, Marketing and Communication, Student Affairs and Enrollment Management, why didn't I start with the easy one, will be doing the same things and we will be bringing all of those positions to president's cabinet where we will have a thoughtful discussion about having a prioritization across the university.

N. Suttentfield added that we will be following exactly the same process of managing our vacancies in all of our operating units comprised of my own area, the operating division for Facilities, Human Resources, Community Affairs which encompasses our police department, Student Affairs and all the rest; and we will be making data driven decisions in that area as well. We are asking all of those departments to be thinking about metrics and we'll be looking at ways that we can eliminate steps in all of our business and administrative processes so that we can become more effective and efficient and help to absorb some of our revenue losses through cost reduction. I think we're well positioned because we have invested the time at the cabinet level in thinking through guiding principles for how we want to develop an overall budgeting process for our operating and capital needs and longer term for multi-year financial planning, so we have a very strong mission statement. We have a clear set of priorities centered on student career success. We're doing everything that we can to align our resources through reallocation so that we balance the budget and also address our strategic priorities and I think that positions us in a way that enables us to make both prudent and responsible decisions on behalf of the entire university community.

D. Baker answered questions about the anticipated wave of retirements and the difficulty confronting all of the public university presidents regarding academic planning in the face of unknown numbers.

L. Freeman addressed the hiring of retirees to teach classes. We have actually exempted that from the approval process. The hiring of temporary people and the rehiring of retirees for instructional staffing purposes is not constrained by any vacancy position or prior approval process so those decisions, which are real stop gap decisions for FY15, for fall of 2014, can be made. The larger questions of permanently replacing faculty, looking at opportunities to replace staff who may have specific expertise in managing vital equipment or doing external programming, those things will come through the vacancy control process and it will be May when those decisions are made.

A. Rosenbaum noted that the SURS retirement calculator is up and running again so people can see whether they are on general formula or money purchase, with those in the latter category being the most immediately impacted by the pension reform changes.

D. Baker discussed the second round of Bold Futures workshops that have been going on, and announced the big bold celebration to be held in the HSC Ellington ballroom on April 24, 5 p.m.

A. Rosenbaum updated the council on the provost search.

V. CONSENT AGENDA

A. The following four items were necessitated by the elimination of the positions identified in each of the articles. For example, we no longer have a position called VP for Administration (formerly Steve Cunningham's title). These changes update the Constitution and Bylaws to reflect the correct titles for the individuals intended in the articles. With the agreement of the president, we are considering these to be non-substantive alterations and will make the changes with the consent of the council. Council members taking exception to this procedure can make a motion to remove any or all of these items from the consent agenda and they will then be subject to the normal process for amending the bylaws.

1. **Article 2.8.1.1 – Composition of Resources, Space and Budget Committee** – Update position title of “executive vice president for business and finance, chief of operations” to “chief financial officer,” and add “senior administrator responsible for facilities” to accurately reflect current titles and responsibilities.
2. **Article 11 – Grievance Procedures for Faculty and Staff** – Update position title of “vice president of administration” to “senior administrator responsible for human resource services” to accurately reflect current titles and responsibilities.
3. **Article 16.2.1.1 (F) – Composition of University Benefits Committee** – Update position title of “vice president of administration” to “senior administrator responsible for human resource services” to accurately reflect current titles and responsibilities.

4. **Article 16.3.1.1 – Composition of the Campus Security and Environmental Quality Committee** – Update position title of “vice president for public safety and community relations” to “vice president for operations and community relations” and remove “vice president for administration” to accurately reflect current titles and responsibilities.

B. Approve proposed 2023-2024 academic [calendar](#) – Page 4

A. Small moved to approve the consent agenda, seconded by **M. Theodore**. The consent agenda was passed without dissent or abstention.

VI. UNFINISHED BUSINESS

- A. Proposed Grievance [Procedures](#) for Students – Pages 20-25
SECOND READING – ACTION ITEM

W. Pitney reviewed some of the changes made in response to the discussion after the first reading and gave a brief PowerPoint presentation.

D. Plonczynski suggested a friendly amendment. In Section 12.5, under Formal Procedures, Step 2, the very last sentence of the first paragraph the phrase, “60 days” is used. But when calculating the timeline, it appears that the time is actually 70 days. **W. Pitney** accepted the amendment and will make the correction.

The motion was approved by the following vote:

50 – YES
5 – NO
0 – ABSTAIN

Having more than the requisite two-thirds, the article has been added to the Bylaws as Article 12.

VII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

- A. FAC to IBHE – Sonya Armstrong – [report](#) – Page 5-6
- B. BOT Academic Affairs, Student Affairs and Personnel Committee – Dan Gebo and Andy Small – [report](#) – Pages 7-9
- C. BOT Finance, Facilities, and Operations Committee – Alan Rosenbaum – [report](#) – Page 10
- D. BOT Legislation and External Affairs Committee – Deborah Haliczzer and Rosita Lopez – [report](#) – Pages 11-12
- E. BOT Compliance, Audit, Risk Management and Legal Affairs Committee –

Deborah Haliczzer and Alan Rosenbaum – [report](#) – Page 13

F. BOT Ad Hoc Committee on Sponsored Research Activity and Technology Transfer – Greg Waas – [report](#) – Pages 14-15

G. BOT – Alan Rosenbaum – report

1. [February 27, 2014](#) – Page 16
2. [March 3, 2014](#) – Page 17
3. [March 27, 2014](#) – walk-in

D. Baker reported, in response to a question about the search for a diversity officer, that two people had been selected to co-chair that, Laura Vasquez and Sean Frasier. **L. Freeman** added that the diversity and inclusion task force will be named, which is the group that will lead the campus and community conversations. It looks as though that group will have about ten to 15 people on it.

H. Academic Policy Committee – Sean Farrell, Chair – report

1. [Review](#) of Guidelines for Online Courses Carrying Undergraduate Credit Offered by NIU, APPM Section III, Item 23 – walk-in

S. Farrell reported that over 12 and a half years ago, the University Council approved guidelines for online courses carrying undergraduate credit. As part of those guidelines, there was a five-year process that was also approved and included in that. There is no evidence that that has every happened. Thus the charge to our committee was to review the guidelines as articulated originally in 2001. That review revealed certain problems that I think needed to be addressed.

First was the outdated language, e.g., references to correspondence courses.

Secondly, the original guidelines didn't include key definitions. Dean McCord has been especially helpful on this in making sure that such definitions were integrated into the proposed, revised guidelines. Those also have the added benefit of bringing us into line with federal guidelines.

Finally, given the fast-growing and changing nature of online distance education as it were, there was a concern expressed throughout our committee meetings and e-mail discussions, that it be important that the language that's included in the guidelines be flexible enough to allow for development and change, not to constrain types of developments that are happening in a rapidly changing field.

S. Farrell moved acceptance of the rewritten guidelines, seconded by **G. Long**.

G. Long suggested adding language regarding our commitment to online accessibility. A discussion ensued suggesting that this was not a quick fix and needed to be thought out by the committee. It was suggested that the issue be postponed until the next meeting.

K. Thu moved to postpone until the next meeting, seconded by **V. Naples**. The motion passed.

I. Resources, Space and Budgets Committee – Paul Carpenter, Chair – no report

J. Rules and Governance Committee – Jeff Kowalski, Chair – no report

K. University Affairs Committee – Bill Pitney, Chair – no report

L. Student Association – Jack Barry, President – report

J. Barry encouraged the council to weigh in on the campus master plan. He spoke about the Latino empowerment event coming up on Saturday; advanced registration is more than double last year's number. Elections last week resulted in the second highest voter turnout in school history so that was great to see that more students are trying to get involved and learn about the SA. Paul Julion is Student Trustee elect.

M. Operating Staff Council – Andy Small, President – no report

A. Small reported that Outstanding Service Award selection has come to fruition and an announcement will be coming out shortly. He thanked all who either nominated or wrote a letter of support. Three times the number of nominations from last year were submitted. In a year of stress, this is vitally important to our staff that they be acknowledged through these types of programs. Even for those who didn't get nominated, these are times where an acknowledgment of a job well done is very crucial. So if you could do that also when you see the announcements, remember there were a number of people that obviously were not selected but we did have four very, very, outstanding people this year and congratulate them when you see them.

N. Supportive Professional Staff Council – Deborah Haliczzer, President – [report](#) – Page 18

D. Haliczzer reported that the Supportive Professional Staff reception is April 15 from 2 to 4:30 p.m. in the HSC Ellington Ballroom.

O. University Benefits Committee – Deborah Haliczzer, Chair; Therese Arado, FS-Committee on the Economic Status of the Profession Liaison – [report](#) – Page 19

D. Haliczzer reported that SURS will be on campus from 10 a.m. to noon April 24 to discuss pension reform. Because the Sandburg Auditorium will not hold all the people expected to attend, extra space will be available in the Regency Room. The presentation will be streamed so employees don't have to leave their offices, and it will be posted on the NIU TV station. SURS will not allow us to tape it and so we're working on trying to get the tape from another university which was the one that they allowed to tape. Retirees are being steered away from the April 24 session because there's a different session for them with slightly different information on April 23.

Also we're offering sessions in groups of five or more to fill out your retirement applications. If you're retiring and have had your estimate, you are allowed to attend. We will assist you in filing out the paperwork. Some of the content in the retirement application sounds Greek to me and I

know something about pensions.

P. Elections and Legislative Oversight Committee – Abhijit Gupta, Chair – no report

VIII. NEW BUSINESS

A. [Deans Review Statement](#) per NIU Bylaws Article 18.9 – walk-in

IX. COMMENTS AND QUESTIONS FROM THE FLOOR

X. INFORMATION ITEMS

D. Baker noted under X. J. the Computing Facilities Advisory Committee minutes have been added to the normal informational items list. And, NIU welcomes new CIO, Brett Coryell on Monday, April 7, who is coming to us from Emory University.

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Admissions Policies and Academic Standards Committee
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Campus Security and Environmental Quality Committee
- E. [Minutes](#), Committee on Advanced Professional Certification in Education
- F. [Minutes](#), Committee on the Improvement of Undergraduate Education
- G. [Minutes](#), Committee on Initial Teacher Certification
- H. [Minutes](#), Committee on the Undergraduate Academic Experience
- I. [Minutes](#), Committee on the Undergraduate Curriculum
- J. [Minutes](#), Computing Facilities Advisory Committee
- K. [Minutes](#), General Education Committee
- L. [Minutes](#), Honors Committee
- M. [Minutes](#), Operating Staff Council
- N. [Minutes](#), Supportive Professional Staff Council
- O. [Minutes](#), Undergraduate Coordinating Council
- P. [Minutes](#), University Assessment Panel
- Q. [Minutes](#), University Benefits Committee

XI. ADJOURNMENT

D. Baker: The governor is coming tomorrow. He'll be at Barsema Alumni Center at noon and he will make an announcement about increasing MAP funding.

Meeting adjourned at 4:42 p.m.