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

I. CALL TO ORDER

II. ADOPTION OF THE AGENDA

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

IV. PRESIDENT’S ANNOUNCEMENTS

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

VI. **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


D. BOT Legislation and External Affairs Committee – Deborah Haliczer and Rosita Lopez – report – Pages 11-12

E. BOT Compliance, Audit, Risk Management and Legal Affairs Committee – Deborah Haliczer 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

H. Academic Policy Committee – Sean Farrell, Chair – no report

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

M. Operating Staff Council – Andy Small, President – no report
N. Supportive Professional Staff Council – Deborah Haliczer, President – report – Page 18

O. University Benefits Committee – Deborah Haliczer, Chair; Therese Arado, FS-Committee on the Economic Status of the Profession Liaison – report – Page 19

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

VII. UNFINISHED BUSINESS

A. Proposed Grievance Procedures for Students – Pages 20-25
SECOND READING – ACTION ITEM

VIII. NEW BUSINESS

IX. COMMENTS AND QUESTIONS FROM THE FLOOR

X. INFORMATION ITEMS

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
# ACADEMIC CALENDAR 2023 – 2024

## FALL SEMESTER 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21-25</td>
<td>Monday-Friday</td>
<td>Faculty meetings</td>
</tr>
<tr>
<td>August 28</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>Labor Day (university closed)</td>
</tr>
<tr>
<td>November 22</td>
<td>Wednesday</td>
<td>Thanksgiving break begins</td>
</tr>
<tr>
<td>November 27</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 9</td>
<td>Saturday</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 11-16</td>
<td>Monday-Saturday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 16</td>
<td>Saturday</td>
<td>Fall graduate commencement</td>
</tr>
<tr>
<td>December 17</td>
<td>Sunday</td>
<td>Fall undergraduate commencement</td>
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## SPRING SEMESTER 2024

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>January 8-12</td>
<td>Monday-Friday</td>
<td>Faculty meetings</td>
</tr>
<tr>
<td>January 15</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Birthday (university closed)</td>
</tr>
<tr>
<td>January 16</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March 10-17</td>
<td>Sunday-Sunday</td>
<td>Spring recess</td>
</tr>
<tr>
<td>March 18</td>
<td>Monday</td>
<td>Classes resume</td>
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<tr>
<td>April 21</td>
<td>Sunday</td>
<td>Honors Day</td>
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<tr>
<td>May 2</td>
<td>Thursday</td>
<td>Classes end</td>
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<tr>
<td>May 3</td>
<td>Friday</td>
<td>Reading Day</td>
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<tr>
<td>May 4, 6-10</td>
<td>Saturday-Monday-Friday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 10</td>
<td>Friday</td>
<td>Spring graduate commencement</td>
</tr>
<tr>
<td>May 11</td>
<td>Saturday</td>
<td>Spring undergraduate commencement</td>
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## SUMMER SEMESTER 2024

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<tr>
<th>Date</th>
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<th>Event</th>
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<tbody>
<tr>
<td>June 17</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Thursday</td>
<td>Independence Day observed (university closed)</td>
</tr>
<tr>
<td>August 11</td>
<td>Sunday</td>
<td>Summer session ends</td>
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The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on March 21, 2014, in Sugar Grove at Waubonsee Community College (WCC).

FAC and IBHE Update

FAC Chair Abbas Aminmansour reported that he will be giving a presentation (on behalf of the FAC) at the April IBHE meeting. Several suggestions emerged as possible topics; these included the state’s financial situation and higher education as an investment for the state.

Guest Presentations

Anthony Fiorentino from the IBHE Student Advisory Committee (SAC) presented “The Student Debt Crisis in Higher Education Today.” He noted that student debt has quadrupled in the last decade and is now $1.3 trillion. He also reported that an SAC subcommittee has been focusing on the failure of federal student loan policies (for example, there is no bankruptcy protection for student debt as there is for other types of debt). His presentation included the following background and key points:

The federal guaranteed student loan program, which began in 1965, provided loans guaranteed by the federal government. In 1976, a five-year moratorium on declaring bankruptcy on these loans was instituted. This was despite a 1977 GAO study that showed less than 0.2% of student loan debt was being discharged through bankruptcy. In 1991, the moratorium was extended to seven years and in 1998 such loans became permanently non-dischargeable. In 2005, private student loans became treated the same way. The federal government has tremendous collection powers. Overall, this has become a predatory lending system. The government makes money from this despite the fact that it has no credit risk and unlimited credit availability. This system is a major reason that tuition has increased. If loans were dischargeable under bankruptcy, there would be significant limits on how much would be lent out and this would significantly limit how much tuition could go up. Consequently, states would have to take a bigger role in funding higher education.

As well, he noted that there is a SAC resolution and a state bill to lobby Congress for equal debt treatment.

The next speakers were Amy Sherman, Associate Vice President for Policy and Strategic Alliances for the Council for Adult and Experiential Learning (CAEL) and Cynthia Rathunde from NEIU. Sherman also serves as Chair of the Education Working Group for Illinois Joining Forces (IJF). IJF is a statewide public-private network of veteran and military serving organizations focusing on a wide range of veteran issues. They presented on the topic of recognizing military learning for college credit through prior learning assessment (PLA). This would not just be experience but what could be documented as “learned.”
New Business
FAC Vice Chair Marie Donovan introduced her two-part proposal relative to teacher licensing. The first was to ask IBHE for a moratorium on approving alternate licensing programs until a state statute can be crafted and approved. The second piece of the proposal calls on IBHE and ISBE to delay the implementation of edTPA (teacher performance assessment) for two years. More time is needed to gather data and consider the implications of this exam.

Caucus Updates
The Public Caucus discussed ideas to bring to the IBHE at the April meeting. These included the following: alerting legislators about financial issues, student debt issues, 3+1 programs and quality, issues related to adjunct instructors, and identifying and networking with FAC (or similar) organizations in other states.

Respectfully submitted,

Sonya L. Armstrong
Associate Professor in the Department of Literacy Education
NIU Representative to the IBHE Faculty Advisory Council

NOTE: This report is based on the minutes taken at that meeting by IBHE FAC Secretary, Steven Rock (WIU). Full meeting minutes can be accessed at http://www.ibhe-fac.org/Meetings.html.

ALSO NOTE: I welcome any questions, comments, or requests for clarification at sarmstrong@niu.edu.
The AASAPC Committee of the Board of Trustees met on February 27th, 2014

Higher Learning Commission Accreditation Update was given as an information item.

Update was given and received by Interim Provost Lisa Freeman on the search for a Chief Diversity Officer/Associate Vice President for Academic Diversity.

Two faculty presentations were given regarding the scholarly work they completed during their sabbatical leave.

A request was voted on and passed regarding the deletion of the Concentration in Southeast Asian Studies.

Two new emphases were approved:

Emphasis in Applied Manufacturing Technology (within the B.S. in Technology)

Emphasis in Instructional Technology, Training and Evaluation (within the B.S. in Applied Management)

A new minor was approved:

Minor in LGBT Studies

A new specialization was approved:

Specialization in Engineering Management (within the M.S. in Industrial and Systems Engineering)

The Oral English Proficiency Report for 2012-2013 was given and approved.

The Transfer of Tenure and Tenure-Track Locations was received and approved transferring tenure-track location from the Department of Literacy Education to the Department of Literacy and Elementary Education.

The recommendations for Faculty and SPS staff sabbatical leaves for 2014-2015 academic year was accepted and approved. The sabbatical leaves that were approved are as follows:
RECOMMENDATIONS FOR FACULTY AND SUPPORTIVE PROFESSIONAL STAFF
SABBATIONAL LEAVES FOR THE 2014-2015 ACADEMIC YEAR

The following individuals are being recommended to the President for sabbatical leave. The President may also approve a request by an individual to change the period of the leave from one semester to another within the academic year.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Department/School</th>
<th>Time Period</th>
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<tbody>
<tr>
<td><strong>COLLEGE OF BUSINESS</strong></td>
<td></td>
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<tr>
<td>Jensen, Gerald R.</td>
<td>Finance</td>
<td>Fall 2014</td>
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<tr>
<td>Smith, Pamela</td>
<td>Accountancy</td>
<td>Fall 2014</td>
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<td><strong>COLLEGE OF EDUCATION</strong></td>
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<tr>
<td>Fisher, Teresa A.</td>
<td>Counseling, Adult and Higher Education</td>
<td>Spring 2015</td>
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<tr>
<td>Gilson, Todd A.</td>
<td>Kinesiology and Physical Education</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Hsu, Pi-Sui</td>
<td>Educ. Technology, Research &amp; Assessment</td>
<td>Spring 2015</td>
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<tr>
<td>Jung, Jinhong</td>
<td>Kinesiology and Physical Education</td>
<td>Fall 2014</td>
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<td>Jung, Myoungwhon</td>
<td>Special and Early Education</td>
<td>Fall 2014</td>
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<tr>
<td>Taines, Cynthia</td>
<td>Leadership, Educ. Psychology &amp; Foundations</td>
<td>Fall 2014 &amp; Spr 2015</td>
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<tr>
<td>Van Laarhoven, Toni</td>
<td>Special and Early Education</td>
<td>Spring 2015</td>
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<tr>
<td>Wickens, Corrine</td>
<td>Literacy Education</td>
<td>Fall 2014</td>
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<td><strong>COLLEGE OF ENGINEERING &amp; ENGINEERING TECHNOLOGY</strong></td>
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<td>Liu, Lichuan</td>
<td>Electrical Engineering</td>
<td>Fall 2014</td>
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<td>Otieno, Andrew</td>
<td>Technology</td>
<td>Spring 2015</td>
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<td><strong>COLLEGE OF HEALTH AND HUMAN SCIENCES</strong></td>
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<tr>
<td>Chung, King</td>
<td>Allied Health and Communicative Disorders</td>
<td>Fall 2014</td>
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<td><strong>COLLEGE OF LAW</strong></td>
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<td>Arriola, Elvia R.</td>
<td>College of Law</td>
<td>Fall 2014</td>
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<td><strong>COLLEGE OF LIBERAL ARTS AND SCIENCES</strong></td>
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<td>Buller, David J.</td>
<td>Philosophy</td>
<td>Spring 2015</td>
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<td>Carpenter, Philip J.</td>
<td>Geology and Environmental Geosciences</td>
<td>Spring 2015</td>
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<td>Feurer, Rosemary</td>
<td>History</td>
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<td>Finch, Alicia</td>
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<td>Fall 2014</td>
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<td>Fogleman, Aaron Spencer</td>
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<td>Hanley, Anne G.</td>
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<td>Jones, Eric</td>
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<td>Porter, Leila Miriam</td>
<td>Anthropology</td>
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<td>Radasanu, Andrea</td>
<td>Political Science</td>
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<td>Rodgers, Diane M.</td>
<td>Sociology</td>
<td>Spring 2015</td>
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<td>Ryzhov, Victor</td>
<td>Chemistry and Biochemistry</td>
<td>Spring 2015</td>
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<td>Saborio, Linda</td>
<td>Foreign Languages and Literatures</td>
<td>Spring 2015</td>
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<td>Thurmaier, Kurt Michael</td>
<td>Public Administration</td>
<td>Spring 2015</td>
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<td>Van Wienen, Mark</td>
<td>English</td>
<td>Fall 2014</td>
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<td>Vanýsek, Petr</td>
<td>Chemistry and Biochemistry</td>
<td>Fall 2014 &amp; Spr 2015</td>
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<tr>
<td>Name</td>
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<td>Semester</td>
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<tr>
<td>Vazquez, Laura</td>
<td>Communication</td>
<td>Fall 2014</td>
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<tr>
<td>Zhou, Shengde</td>
<td>Biological Sciences</td>
<td>Spring 2015</td>
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**COLLEGE OF VISUAL AND PERFORMING ARTS**

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<tr>
<th>Name</th>
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<tr>
<td>Allmendinger, Leif</td>
<td>Art</td>
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<td>Barnes, Michael</td>
<td>Art</td>
<td>Fall 2014 &amp; Spr 2015</td>
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<tr>
<td>Barrett, Gregory M.</td>
<td>Music</td>
<td>Spring 2015</td>
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<tr>
<td>Boughton, Douglas</td>
<td>Art</td>
<td>Spring 2015</td>
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<tr>
<td>McClellan, Terrence L.</td>
<td>Theatre and Dance</td>
<td>Fall 2014 &amp; Spr 2015</td>
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<tr>
<td>Morrissey-Doherty, Mary Lynn</td>
<td>Music</td>
<td>Fall 2014 &amp; Spr 2015</td>
</tr>
<tr>
<td>Schultz, Kurt</td>
<td>Art</td>
<td>Fall 2014</td>
</tr>
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**Recommendation:** The university recommends that the Academic Affairs, Student Affairs and Personnel Committee endorse this request and ask that the President forward it by means of the President's Report to the Board of Trustees for approval at its March 27, 2014, meeting.
NIU Board of Trustees Finance, Facilities and Operations
Committee Meeting
February 27, 2014

The Finance, Facilities and Operations Committee of the NIU Board of Trustees met on Thursday, February 27th. The Committee was chaired by Trustee Mark Strauss.

1. Consent agenda. The following action items were moved to the consent agenda: Items 8 b-q, and 9 a & b.

2. The first item was a presentation on the guiding principles for annual budget development by interim CFO, Nancy Suttenfield. Followed by questions on the previous budget, directed to Steve Cunningham.

3. Action item 8a asked the FFO to give its approval to the proposed changes in the COA (cost of attendance) for FY 2014-2015. This represented a change in the procedures in that all the costs (tuition, room and board, and fees) were considered together. In the past, each of these items was considered at a different meeting, with tuition often not approved until the June BoT meeting. President Baker has initiated this procedure as a way of giving prospective students and their parents the financial information they need to make an informed decision in a timely fashion. This year, the President is asking for a 2% increase in tuition, coupled to a comparable reduction in room costs, in essence keeping those costs flat for resident students. One projected advantage of this is to encourage more students to opt for on-campus housing.

Regarding fees, this year, the various fee committees were asked by President Baker to review the necessity of each fee, ensure the fee was being utilized for the intended purpose, and assume a zero percent fee increase, unless compelling documentation could be provided that would support the need for an increase. Excluding the health insurance fee increase, the increases recommended for approval represent a 2.0 percent increase for undergraduate students, 1.96 percent for graduate students, and .95 percent for law school students. After some discussion, the FFO committee approved the item (by a vote of 6-2) and sent it on to the full board.

Note: The Student Health Insurance Fee Review Committee recommended acceptance of the proposal offered by Academic Health Plans (plan administrator), with Blue Cross Blue Shield as the underwriter, claims payer and preferred provider for discounted healthcare services. Acceptance will result in a $211.00 per semester increase in the Health Insurance Fee, from $548 per semester to $759 per semester. The health insurance fee was moved to the consent agenda which was passed by the FFO for consideration by the full board.

Respectfully submitted,
Alan Rosenbaum, Ph.D.
University Advisory Committee
The LEA meeting was called to order by Chair Cherilyn Murer at 9:00 a.m. in the Board of Trustees Room. The Chair welcomed all present at the meeting and recognized guests Senator Edward Maloney and Dr. Elaine Johnson, VP of Academic Affairs & Workforce Development Illinois Community College Board in Springfield.

Chair Murer commented on President Baker's full schedule these days making a name for NIU throughout Illinois including an appearance on WTTW radio. She thanked him on behalf of the BOT's for his commitment to moving NIU forward.

Kathy Buettner presented the 2013-14: Annual Report and 2014: Roadmap to Integrated Marketing utilizing a Power Point presentation. She presented a comprehensive report of the marketing efforts throughout the year. She mentioned Noel-Levitz, the foremost recruiting organization for higher education, work in providing the strategies to NIU for cutting edge recruitment practices. Kathy covered many areas including multiple technology methods used to communicate and recruit students. It is a well-run effort that is focused on all possible facets for best recruitment. Major initiatives include the HLC self study, 'We've got that*' radio, cable TV, phone calls, and direct print to moms, dads, high school students and the general public. The NIU cable channel has been upgraded to HD to expand communication efforts throughout the DeKalb community and beyond. Online digital has proven to be a growing marketing area.

Over 60 flat screen digital displays, or digital signage, have replaced bulletin boards for ongoing and most updated information throughout the university. We also maintain a university Facebook, Twitter, YouTube, etc. all supported through NIU.

NIU's website has been a user friendly tool that has been successful in communicating clear and concise information about what we do, who we are, and why we are a best choice for higher education. The mobile apps have grown in popularity and have incredibly high usage. On a side note, The Higher Education Marketing Association awarded NIU Marketing and Communications the gold award for top-level marketing. Ms. Buettner thanked her team for their hard work in getting this award.

The question from Trustee Strauss was, 'how much did we spend on recruitment and retention activities?’ Kathy responded that because we do most of the work in house the cost is about 1 million dollars not including staff resources and hours. Kathy stated that her shop is focused on recruitment. Retention is critical, but at the moment the focus is recruitment. Retention is being built in as they go through the process of this aggressive marketing campaign. Kathy's emphasis is on increasing student enrollment. The BOT thanked Ms. Buettner for her presentation.
Chair Murer asked Senator Maloney and Dr. Johnson to say a few words about their visit. Both expressed their appreciation to NIU and the BOT for allowing them to talk about their partnership with NIU through their company, which serves only higher education organizations that are true to education. That is why they have chosen NIU as an organization they would like to continue to represent in Springfield.

The meeting was adjourned at 10:15 a.m.

*Note: Since June 2013, employees from Northern Illinois University Admissions and the Division of Marketing and Communications have been partnering with students to create a new campaign focused on taking the rhetoric out of advertising by making NIU students the face and voice of the university. That’s the concept behind NIU’s “We’ve Got That” campaign, where current students respond to frequently asked questions about the university from prospective freshmen and transfer students.

- See more at: http://www.niutoday.info/2014/02/11/student-university-colaboration-weve-got-that/#sthash.HW2Qqayr.dpuf
The Compliance, Audit, Risk Management, and Legal Affairs Committee of the NIU Board of Trustees met on Thursday, February 27th. The Committee was chaired by Trustee Bob Boey.

1. There was only one substantive action item: the CARL committee received the Fiscal Year 2013 External Audit Report.

Respectfully submitted,
Alan Rosenbaum, Ph.D.
University Advisory Committee
NIU Board of Trustees  
Research and Technology Transfer Ad Hoc Committee Meeting  
February 24, 2014

The Sponsored Research Activity and Technology Transfer Ad Hoc Committee met on Monday, February 24, 2014 at the NIU Naperville campus. The meeting was called to order by Chair Cherilyn Murer at approximately 9:00 a.m. and was adjourned at approximately 10:30 a.m.

Dr. Lesley Rigg announced a name change of the “Division of Research and Graduate Studies” to “Division of Research and Innovation Partnerships.” This change in division name reflects the increased emphasis on partnerships that drive entrepreneurial initiatives, and it is consistent with similar divisions nationally. The division will continue to house and administer The Graduate School.

In follow-up to the last meeting of the committee, during which a broad overview of issues related to sponsored research and technology transfer was provided, the focus of this meeting was on: “Drilling Down into the Research Enterprise: Process, Content and Accountability.”

Dr. Lisa Freeman provided a review of initiatives and support services provided to enhance research efforts at NIU. It was noted that whereas the national average for start-up packages to support STEM related Ph.D. faculty is approximately $506,000, the average start-up package for STEM related faculty at NIU is approximately $200,000. NIU is able to remain competitive with peer institutions in recruiting high quality faculty by leveraging its affiliation with regional resources such as the Argonne and Fermilab national laboratories. NIU also provides extensive assistance in the development of grant proposals through the Office of Sponsored Projects, consultation related to research methodology and statistics through Research Methodology Services, and peer review of proposals for external funding through the A1 Program. Funding support is available to faculty through such mechanisms as the Great Journeys Graduate Assistantship program, intramural grants (e.g., Research & Artistry; Venture), collaboration between NIU and the Illinois Manufacturing Extension Center, and the award of travel grants.

Dr. Freeman reviewed the grant proposal process, emphasizing the length, complexity, competitiveness, and iterative nature of the process. A comparison in R&D expenditures was provided between NIU and two peer institutions (Kent State University and University of North Texas). It was noted that, since 2010 NIU has lagged behind these peers and that UNT has exhibited very significant growth in research expenditures. Dr. Freeman cited efforts by the state of Texas to support its emerging research universities, including UNT. In particular, UNT has emphasized the importance of research clusters.
and focused efforts on maximizing the productivity of current faculty; attracting high quality senior and junior faculty; expansion of research space, infrastructure, and funding; and enhancing research collaboration and partnerships.

Dr. Julie Crouch, Director of the Center for the Study of Family Violence and Sexual Assault, presented an overview of the Center’s research, training, and service activities. She highlighted the Center’s diverse portfolio of external funding sources (federal, state, military), high research productivity, contributions to graduate and undergraduate training, and service to the region. It was noted that the Center maintains a close partnership with the Department of Psychology and has also worked with faculty in several other departments within the university.
Report on the NIU Board of Trustees Special Meeting
February 27, 2014

The NIU Board of Trustees met on Thursday, February 27 at DeKalb. The BoT approved the following action items:

- Refinancing of the revenue bonds in order to take advantage of lower interest rates.
- Costs of Attendance for FY 2014-2015 including tuition, student fee, and room and board recommendations. The BoT approved a 2% increase in tuition, coupled to a comparable reduction in room costs, in essence keeping those costs flat for resident students. Regarding fees, this year, the various fee committees were asked by President Baker to review the necessity of each fee, ensure the fee was being utilized for the intended purpose, and assume a zero percent fee increase, unless compelling documentation could be provided that would support the need for an increase. Excluding the health insurance fee increase, the increases approved represent a 2.0 percent increase for undergraduate students, 1.96 percent for graduate students, and .95 percent for law school students.
- The board went into executive session and subsequently resumed the meeting for purposes of adjournment.

Respectfully submitted,

Alan Rosenbaum
UAC Representative
Report on the NIU Board of Trustees Special Meeting
March 3, 2014

The NIU Board of Trustees met on Monday, March 3 at DeKalb. The purpose was to meet with the HLC peer evaluator team and to answer their questions. The meeting was convened by Chair John Butler at 11:05 and adjourned at 12:05. There was no other business.

Respectfully submitted,

Alan Rosenbaum
UAC Representative
The SPS Council met on March 13. Announcements included the April 24 SURS presentation on campus for current employees, 10-12 in Sandburg auditorium, with overflow seats available in the Regency Room. The event will be streamed live. See the HR website for information. A special session on April 23 will be for annuitants/retirees. A Diversity and Inclusion Summit will be held April 3; Bold Futures workshops will begin March 18; a new benefits usage form was discussed.

The SPS Presidential awards reception will be held April 15, 2-4:30, HSC Ellington ballroom. Four presidential awards, a council service award, five new awards and 32 Certificates of Recognition will be presented. All are welcome to the celebration of excellence event for SPS. Articles will appear soon in NIU Today. The Communication committee will be publishing a spring online SPSC newsletter in early April. The Constitution and Elections Committee is preparing for the representative and presidential elections in early April. The elections will be an electronic election, with notices sent through Groupwise. The Events Committee is planning a number of informational and networking events for the spring. The Finance Committee is in positive shape for upcoming expenses. The Legislative report included a brief report on legal challenges to the pension law, and the committee is monitoring a piece of proposed legislation to eliminate dependent tuition waivers for university employees.

The SPS Dependent Scholarship will be awarded at the SPS awards event, along with a public presentation to last year’s recipient. The Technology Resources committee discussed use of VIBE, and is planning another technology learning and networking event this spring in conjunction with the Events committee. The Workplace Issues committee will be studying the SPS Survey report, which was posted to VIBE yesterday. The Vice President reported on a variety of committee reports.

Brief reports were given on the visits to campus by the new CIO, and brief reports were given on the timing of the CFO and Provost searches. The SPS Council will host a table at the March 26 Wellness Fair, to be held at the Ellington ballroom from 10-2. There was a brief follow up discussion of the Higher Learning Commission site visit. A presentation of the campus “Master Plan” was posted on VIBE and a short discussion ensued. The Council discussed upcoming changes to employee recognition, and Council members expressed appreciation at their successful campaign to have more recognition for SPS and Faculty. Beginning this spring, all will be recognized with a luncheon honoring their service starting at 10 years, and every five years afterward. People reported already receiving an invitation.

New business: an ad-hoc committee was formed to organize an SPS sabbaticals information workshop in May. Haliczer requested that the Council review a proposal for a policy on university service that the SPS Council looked at a number of years ago and never was able complete its collaboration on this project with Operating Staff Council and Human Resources.

Next meeting: April 10.

Respectfully submitted, Deborah Haliczer, President, SPSC
The University Benefits Committee met on March 6, 2014.

The staff of Insurance and Benefits discussed their upcoming briefing on this year’s benefits choice changes. Little will be known until their benefits managers meeting later this month, and the benefits choice briefing on April 22. What we know is that the audit of covered dependents will not take place until later this year, perhaps August. It seems unlikely that there will be many changes, though this is not certain. It is unlikely that the announced “high deductible” coverage plan will be offered this year.

Guest, Dave Long, chair of the Parking Committee, met with the committee in response to the parking letter that was sent last month. He informed the committee that there had been no increases in parking fees for several years. He explained the work of the committee and the way parking fees are the source of income to maintain our parking facilities. He said there is a chance that fees may have to be increased in the coming year.

Davito, Guess, Haliczer and Spear discussed the status of pensions. SURS has been offering webinars on pensions, and is increasing available counseling due to high demand. The universities have been told by SURS not to do any counseling on pensions due to the many changes. At this time, all of the on-campus appointments in April were taken, and very few individual sessions are left at our Naperville campus, or in Champaign. Individuals are urged to contact SURS if they believe they are near retiring, and SURS is looking at doing group counseling, phone appointments, or written estimates. The committee discussed campus concerns about pensions, and the potential need to retire or risk losing scheduled increases for those whose advantageous calculation is the “money purchase” formula.

The committee discussed morale issues, largely centering on the pension issue, and widespread fears of a large-scale flight of faculty and staff, and the difficulties in replacing these positions given current fiscal constraints. Committee members felt that the pension concerns, and related workload issues are the critical morale issue this year.

Haliczer reported that the agenda item on SPS contracts had been researched and addressed by HR and the Office of the Provost, and at least some of those SPS who were less than 12 months had been issued new 12 month contracts with benefits. The Committee thanked HR and the Provost staff.

It was reported that PCSW continues to research Dual Career issues.

Next meeting: April 10.

Respectfully submitted,

Deborah Haliczer, Chair, University Benefits Committee
Grievance Procedures for Students

Article 12

12.1 Preamble

As a student-centered institution of higher learning, Northern Illinois University strives to create a professional environment that is free from incivility, misuse of authority, intimidation, or retaliation. This grievance policy is intended to be consistent with the preamble of the Northern Illinois University Constitution which declares that “Respect for the intrinsic dignity of each member of the university community, both by the university itself and by each member of that community, is the basic cornerstone governing all community activities.”

Enactment of the grievance procedures shall promote the values inherent in the American Association of University Professors’ “Statement of Principles on Academic Freedom and Tenure.” That is to say, faculty and staff have an obligation to (a) promote the common good, (b) pursue a free search for truth, and (c) protect students’ freedom in learning. The pursuit of these values shall not be cause for grievance, especially if conducted within the individual’s discipline or as a member of a learned profession. Students do, however, have a right to expect that these values be demonstrated throughout the university.

Throughout these procedures, all persons involved should exercise discretion in receiving and transmitting information pertaining to the complaint.

12.2 Summary of Time Lines for the Grievance Process

Initiating the formal grievance process is possible once an attempt at informal resolution has been completed. A written complaint must be filed with the executive secretary of the University Council within the next ten (10) work day period (see Section 12.5 Formal Procedures).

Within five (5) work days of receipt of the formal grievance, the executive secretary will forward a copy of the formal grievance and accompanying materials to the respondent(s). Each respondent will have ten (10) work days to submit a response to the executive secretary.

Also within five (5) work days of receipt of the formal grievance, the executive secretary will forward to the grievant and respondent(s) the names of Grievance Panel (GP) members eligible to serve on the Student Grievance Committee (SGC) to oversee the complaint. The grievant and respondent(s) will have ten (10) work days from receipt of the GP members’ names to request the executive secretary to exclude people from consideration as members of the SGC.

Within ten (10) work days of the establishment of a pool of acceptable candidates, the executive secretary will select by random drawing the SGC members, provide them with copies of the grievance and response(s), and convene the SGC. The SGC will elect one of its members to serve as chair of the committee at this first meeting.
The SGC will have fifteen (15) work days from the first meeting to review the facts, gather additional information as necessary, and come to a decision regarding the complaint. The SGC may remand the matter to Affirmative Action Diversity Resources if the nature of the complaint should be addressed by another procedure; it may also remand to other personnel who may have been bypassed during the required informal process; it may deny the grievance if there is not sufficient grounds, or it may initiate an informal hearing.

If the SGC determines that a hearing is necessary, it must call for the hearing no later than the end of its 15 work day review period and the hearing must then be executed within 15 work days of being called for.

The SGC will meet immediately after the hearing in a private session to reach a conclusion pertaining to the grievance.

The SGC must issue its final report no later than fifteen (15) work days following the decision.

12.3 Grounds for Grievances

These procedures provide opportunity for a student to seek resolution of allegations of unfair treatment by faculty or staff in the university setting. Grievances may include good faith claims of incivility, misuse of authority, intimidation, retaliation or professionally inappropriate acts or decisions by a member of the faculty or staff of the university that adversely affects the status, rights, or privileges of a student in a substantive way.

12.3.1 Exceptions. These grievance procedures apply only to those claims that are not expressly covered under other university, Board of Trustees, or state procedures. Other procedures exist for the following matters, which will not be subject to this grievance procedure: discrimination, sexual harassment, Title IX, appeals of disciplinary decisions, claims pertaining to student employment, graduate assistantships, and grade complaints. In some situations (e.g., situations involving violence, or the threat of violence), informal conciliation may not be appropriate. In such cases, response should follow procedures established in accordance with Illinois state law, including workplace violence protocols, and established threat assessment procedures. A formal grievance cannot be filed for complaints that have been addressed by another procedure (e.g., discrimination).

12.3.2 Academic Rigor and Performance. These procedures do not pertain to the level of academic rigor and performance expected by faculty of students in the classroom. Moreover, these procedures are not applicable to issues pertaining to the enforcement of academic policies, or those related to curricular change.

12.4 Informal Procedures

STEP 1. The university encourages the maintenance of positive student-faculty/staff relations that includes effective communication and feedback and attempts to informally resolve
complaints. The university strongly encourages attempts to resolve issues through informal procedures, beginning, if possible, with the faculty or staff member against whom the student has a complaint, and, prior to invoking formal grievance procedures, must include his/her immediate supervisor (e.g., department chair, unit supervisor). Initial attempts will normally include discussions with those alleged to have committed the action or conduct described above. Where confidential mediation or alternative resolution option is agreed to by the parties, such processes may be used as a substitute for these grievance procedures to conclusively resolve grievable issues. The complainant must be notified of the right to end the informal process at any time and initiate a formal grievance.

12.4.1 Facilitation. In an effort to resolve complaints informally, those involved in the discussion are urged to invite the assistance of other university employees or offices, such as, but not limited to, the university ombudsperson, Human Resource Services, and/or the faculty and SPS personnel advisor, to facilitate communication and strive toward resolution of disputes. In all discussions the complainant and respondent(s) will have the right to choose, and be accompanied by, a representative (including student, faculty, or staff member) as a non-participating advisor, other than a person acting in the capacity of legal counsel. This is an administrative process, not a legal process, and legal representation is not appropriate at this time. As these discussions look toward conciliation, no transcripts or recordings shall be made.

12.5 Formal Procedures

STEP 2. Should the problem not be satisfactorily resolved on an informal basis, the complainant becomes a grievant and may initiate the formal grievance procedures. The grievant must complete and submit a formal grievance form to the executive secretary of the University Council. The executive secretary will forward a copy of the grievance form and accompanying materials to the respondent(s). Each respondent will have ten (10) work days to submit a response to the executive secretary. The executive secretary will provide both the grievant and the respondent(s) with GP names and both parties can provide a written request to exclude any individual from consideration for inclusion on the SGC. The executive secretary will then select, by random drawing, a five-member SGC to screen and review the complaint. The SGC will examine the complaint, any response received, and obtain further information as necessary from either party, and determine whether an investigation, in collaboration with Human Resource Services, is necessary to collect more information to make an informed decision. If the SGC determines that it would be appropriate to elicit more facts, assess credibility, or develop a record for potential serious disciplinary action, it may call for a hearing. If a hearing is necessary, it must be called for within sixty (60) work days of the formal grievance submission.

In the event a hearing is conducted, all parties may have a representative present at the hearing for support, but not to speak for them. Following the hearing, the SGC will prepare and submit a report with written findings of fact and identify an appropriate course of action.

In instances when the SGC calls for a hearing, the SGC may request legal counsel support for itself concerning procedural and substantive matters. The grievant and respondent(s) are entitled to consult with any person(s) they choose, prior to, or outside of, the hearing. In addition, each party is allowed to have present during the hearing one non-participating advisor. The hearing
shall be closed to all other non-participants. Witnesses shall be present only if invited by the SGC and only when providing testimony or being otherwise involved as invited by the SGC. Prior to the hearing, the grievant and the respondent(s) shall each deliver to the SGC all relevant written information and other material as evidence supporting their respective positions, including a description of the original grievable act. This information will be shared with both the grievant and respondent(s).

The specific hearing proceedings will be conducted consistent with these stipulations and in a manner determined by the SGC. The grievant and respondent(s) are entitled to be present during any presentation by another party. The SGC may admit any evidence it feels may be important in addressing the issues under consideration, including written or oral testimony from any persons who might provide evidence or information relevant to the grievance. If a witness is unable to appear personally at the hearing, a signed written statement may be accepted by the SGC. These statements will be made available to all parties.

The grievant, the respondent(s), and each member of the SGC shall have the opportunity to question each witness. Grievants and respondents may not question each other without express permission of the SGC chair. The senior administrator responsible for human resource services or his/her designee will facilitate the participation of all respondents and witnesses summoned by the SGC including the guarantee of work-release time as necessary for participation.

The SGC will meet immediately after the hearing in a private session to reach a conclusion pertaining to the grievance. The SGC will then create a report to be disseminated as identified in the post-hearing process.

12.6 Post-Hearing Process

Appropriate courses of action can include: 1) Denial of the grievance (grievance not sustained), 2) Referral of the matter to Affirmative Action Diversity Resources, 3) Referral of the matter to alternative dispute resolution (e.g., mediation), or 4) Referral to administrative authority (e.g., unit director and supervisor(s) to whom the director reports) with a SGC recommendation for action. Recommended actions may include, but not be limited to, a letter of apology or an educational intervention. Within fifteen (15) work days of the SGC decision, the chair of the SGC will forward a written report of the findings and recommendations to the executive secretary, who will then distribute it to all parties involved. This report need not contain negative judgment of the actions of any party and it may include recommendations for systemic change, such as modification of procedures or working conditions.

In instances where an action is recommended by the SGC, the SGC will send a report to the division director and unit director with a recommended action. The unit and division director is expected to work with Human Resource Services to act on the recommendation.

The executive secretary is to maintain records pertaining to each grievance including the outcome. The executive secretary will provide a summary report of the number of grievances filed and the disposition to the University Council at the April meeting each year.
12.7 Composition of the Grievance Panel (GP)

The GP is to be composed of 60 members with 15 representatives from each of the following constituencies: faculty, operating staff, supportive professional staff, and students. The GP will also include the senior administrator responsible for human resource services or his/her designee who must be included in any SGC constructed to oversee a complaint. The GP members are selected as follows:

a) The faculty, operating staff, and supportive professional staff members of the GP are those selected as per Article 11.5.3.1 (b) for faculty and staff grievances.

b) The student representatives are to be selected by the Student Association in conjunction with the student advisory committees in each college, including the College of Law, and must include both undergraduate and graduate students with at least one representative coming from each college.

These names will be forwarded to the executive secretary at the beginning of the academic year.

12.8 Composition of the Student Grievance Committee (SGC)

The SGC will be selected by the executive secretary by random drawing from the GP. The SGC is to be composed of five members with representation from at least one faculty and one student, and the senior administrator responsible for human resource services or his/her designee. At least two members must be from the same employment classification as the respondent(s). The SGC will elect one of its members to serve as chair of the committee.

12.9 Conflicts of Interest

In instances where a grievance involves a member of the GP or relates to a GP member’s organizational unit (e.g., department), that member is prohibited from serving on the SGC that will screen the grievance. In the event that a member of the SGC has a conflict of interest related to the alleged act, he/she must recuse himself/herself and is to be replaced by an alternate. The grievant and the respondent(s) each have the right to present written justification to request exclusion from SGC membership any grievance panelist(s) as described in Section 12.8. Also, any SGC member can request to be excluded on the basis of a real or potential conflict of interest or personal relationship.

12.10 Retaliation

Retaliation is strictly prohibited against any individual(s) who participate(s) in the process in the following manner(s): utilizing the grievance procedures, providing information under these procedures, cooperating in an investigation under these procedures, serving as a witness in a grievance hearing, or otherwise participating in grievance proceedings. Claims of retaliation should be reported to the senior administrator responsible for human resource services and the
executive secretary, and proven claims will subject the offender(s) to corrective measures, including disciplinary action.

12.11 Appendix

12.11.1 Definitions

**Complainant.** A student presenting a complaint.

**Complaint.** An allegation that there has been an adverse situation as described in Section 12.3.

**Executive Secretary.** The executive secretary of the University Council. Please visit [http://www.niu.edu/u_council](http://www.niu.edu/u_council) to identify the executive secretary.

**Grievance.** A formal, written allegation, not resolved by the informal steps of Section 12.4, that there has been an adverse situation as described in Section 12.3.

**Grievance Panel (GP).** The pool from which student grievance committees are drawn.

**Grievant.** A student who is presenting a grievance.

**Respondent.** A person whose action is identified as possibly contributing to the adverse situation described in the grievance.

**Student Grievance Committee (SGC).** The five-member committee selected from the Grievance Panel to hear a specific complaint.

**Work days(s).** All days during which the university is normally scheduled for operations, excluding weekends, official holidays, and closure periods. For employees on appointments of less than 12 months per year, “work days” do not include any days outside of the period of their appointment.