PUBLIC NOTICE & AGENDA

University Council Steering Committee
Wednesday, March 21, 2018, 3 p.m.
Altgeld Hall 225
Northern Illinois University
DeKalb, Illinois

I. CALL TO ORDER

II. VERIFICATION OF QUORUM

III. ADOPTION OF THE AGENDA

IV. APPROVAL OF THE FEBRUARY 14, 2018 MINUTES

V. PUBLIC COMMENT

VI. ITEMS FOR UC STEERING COMMITTEE CONSIDERATION

VII. DISCUSSION AND APPROVAL OF UNIVERSITY COUNCIL DRAFT AGENDA – Pages 2-12

VIII. ADJOURNMENT
Below is a draft of the upcoming University Council agenda, which we will use to shape discussion at the UC-Steering Committee meeting.

PUBLIC NOTICE AND AGENDA

University Council
Wednesday, April 4, 2018, 3 p.m.
Holmes Student Center Sky Room
Northern Illinois University
DeKalb, Illinois

I. CALL TO ORDER

II. VERIFICATION OF QUORUM

III. ADOPTION OF THE AGENDA

IV. APPROVAL OF THE **FEBRUARY 28, 2018** MINUTES

V. PRESIDENT’S ANNOUNCEMENTS

VI. CONSENT AGENDA

A. Approve [Appearances Before the University Council](#) policy per 5 ILCS 120/Open Meetings Act, Section 2.06(g) – Pages 4-5

The proposed policy is consistent with the Bylaws of the Board of Trustees, Article II-Board Operating Procedures, Section 4-Appearances Before the Board, currently in effect.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

A. [Temporary appointment timeline waiver request](#) per NIU Bylaws, Article 19.5.2.2
Nancy Valentine, Interim Chair, School of Nursing – Pages 6-7

IX. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. Faculty Advisory Council to the IBHE – Linda Saborío – [report](#) – Page 8

B. University Advisory Committee to the Board of Trustees
Barbara Andree, Catherine Doederlein, Alex Gelman, Mark Riley, Linda Saborío, Kendall Thu
C. Academic Policy Committee – Terry Bishop, Chair

D. Resources, Space and Budget Committee – Jim Wilson, Chair, and Sarah McHone-Chase Faculty Senate Liaison/Spokesperson

   1. Proposed amendment to NIU Bylaws, Article 2.6, Resources, Space and Budget Committee – Page 9

   **FIRST READING**

E. Rules, Governance and Elections Committee – Therese Arado, Chair

F. University Affairs Committee – Reed Scherer, Chair

   1. Approve the 2027-28 academic calendar – Pages 10-12

G. Student Association – Rachel Jacob, President; Christine Wang, Speaker of the Senate

H. Operating Staff Council – Barbara Andree, President

I. Supportive Professional Staff Council – Catherine Doederlein, President

X. **PUBLIC COMMENT**

XI. **INFORMATION ITEMS**

   A. Minutes, Academic Planning Council
   B. Minutes, Athletic Board
   C. Minutes, Baccalaureate Council
   D. Minutes, Board of Trustees
   E. Minutes, Campus Security and Environmental Quality Committee
   F. Minutes, Comm. on the Improvement of the Undergraduate Academic Experience
   G. Minutes, General Education Committee
   H. Minutes, Graduate Council
   I. Minutes, Graduate Council Curriculum Committee
   J. Minutes, Honors Committee
   K. Minutes, Operating Staff Council
   L. Minutes, 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. NIU Libraries’ Textbook Task Force request for Fall 2018 purchase recommendations

XII. **ADJOURNMENT**
A. Consistent with applicable law, the Council shall provide an opportunity for members of the public to address the Council at each regular or special meeting of the Council or its committees. The opportunity for public comment shall be on the approved agenda of the meeting. In lieu of oral presentations, individuals may present brief written materials not to exceed five (5) pages to the Administrative Assistant for University Council for distribution and consideration by the Council in advance of the meeting.

B. Committees of the Council review university proposals for action and make adjustments and endorsements as appropriate for further consideration by the full Council. Public comments are generally most useful at meetings of Council committees where proposals are first considered and the time for interaction most feasible.

C. For those appearances that constitute formal presentations (i.e. any presentations intended to last more than five (5) minutes and utilize communication means beyond verbal presentation, including, but not limited to, PowerPoint, video, or other electronic or audio), those members of the public who wish to address the Council must register on a Council-provided request form which must be completed by the requester and provided to the Executive Secretary or his/her designee at least 24 hours prior to the scheduled start of the Council meeting. To be recognized, the appearance request must include the name of the individual wishing to speak, a method of contacting the requester (whether by phone, e-mail, or other means), the anticipated length of the presentation, and the communication means (beyond verbal presentation) that the requester will use in the presentation. This information is necessary so that the University has enough time and information to reasonably attempt to accommodate the formal presentation request. The requester can, but is not required to, provide the following information on the Council-provided request form: address, position, name of any organization or group represented, concise summary of the presentation, whether the requester has appeared earlier on the topic before any other meeting of the Council, and any other pertinent information that the requester would like to provide on the form to inform the Council as to the content or purpose of the public comment. All requests received by the Executive Secretary or designee shall be forwarded to the Council’s Administrative Assistant. While not required, written copies of the presentation are welcomed by the Council.

D. For those appearances that do not represent a formal presentation as described above and are intended to be less than five (5) minutes in length, those members of the public who wish to address the Council must register on a Council-provided request form which must be completed by the requester and provided to the Council’s Administrative Assistant before the scheduled start of the meeting. To be recognized, the appearance request must include the name of the individual wishing to speak. The requester can, but is not required to, provide the following information on the Council-provided request form: address, contact information (such as phone number, e-mail address, or other), position, name of any organization or group represented, concise summary of the presentation, whether the requester has appeared earlier on the topic before any other meeting of the Council, and any other pertinent information that
the requester would like to provide on the form to inform the Board as to the content or purpose of the public comment.

E. The Chair of the meeting will recognize duly registered individuals at the appropriate point during the meeting. The Chair of the meeting has the discretion to set reasonable time, place and manner constraints on any appearance before the Council in order to maintain decorum at the public meeting, assure that such meetings are efficiently conducted, or when it is otherwise necessary to further a significant University interest. All appearances before the Council must be relevant to the business and operations of the University or matters within the Council’s jurisdiction. Unduly repetitive comments may be restricted by the Chair. Those appearances that are not relevant or unduly repetitive will be ceased and not allowed to continue, so as to not inappropriately disrupt the business and operations of the Council.

F. While requesters who properly register to appear before the Council pursuant to this policy will be provided a reasonable opportunity to address the Council, as required by law, they are not guaranteed any specifically allotted amount of time or any particular means of communication with the Council beyond verbal communication. The time references mentioned in this policy are just for informational and planning purposes only. When feasible, the Chair will attempt to at least provide five (5) minutes for each requester to address the Council. However, the scheduling of such appearances in relation to (a) the meeting agenda, (b) the number of requests for appearances, and (c) other relevant University interests is at the discretion of the Chair, who may delay or defer appearances when appropriate, and defer or refer questions received from presenters for answers if available. The Administrative Assistant shall confer with registered speakers to cooperatively assist the Chair of the meeting in assuring coordinated issue presentation and an efficient use of allocated time. The Administrative Assistant shall acquaint requesters with the generally accepted procedures and decorum for presentations before the Council.

G. All participants in Council meetings should cooperate with the Chair of the meeting and show due respect to other meeting participants. Meeting participants should adhere to Robert’s Rules of Order and all applicable Council protocols. A copy of this policy and any other Council protocols, if applicable, will be reasonably available from the Council’s Administrative Assistant upon request.
Temporary Appointment Waiver – NIU Bylaws Article 19.5.2.2
Nancy Valentine, Interim Chair School of Nursing, College of Health and Human Sciences

From Dean Derryl Block

Dr. Nancy Valentine was appointed to the position of Interim Chair of the School of Nursing on August 16, 2017. Per Article 19.5.2.2, I request a waiver of the time line restrictions outlined in Article 19.5.2. Dr. Valentine reports directly to me as Dean of the College of Health and Human Sciences.

After discussion at the March 5, 2018 School of Nursing General Faculty Council, the waiver was approved with a 2/3 voting majority. The search for a new chair will begin ASAP.

Dr. Valentine holds degrees from Brandeis University (PhD), Harvard University (MPH), University of Pennsylvania (MSN) and Rutgers University (BSN). Bringing extensive leadership experience to this role, her previous positions include leadership roles with the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs and Main Line Health in Pennsylvania. Her most recent position was associate dean for Practice, Policy and Partnerships at the University of Illinois at Chicago’s College of Nursing’s Institute for Health Care Innovation.

The relevant bylaw article can be found on the next page:
NIU BYLAWS

Article 19.5 Acting and Other Temporary Administrative Appointments

19.5.1 If it is necessary to fill an administrative office, either because the incumbent is on leave of absence or because the office must be filled on a temporary basis while the search procedures specified in section 19.3 of these bylaws or in other university regulations are being completed, the administrative officer to whom the person to be appointed will report may appoint a temporary, acting replacement. This appointment shall be made only after consultation with the principal faculty committee and other committees routinely involved in advising the administrative office being filled. Questions regarding the appropriate committees for such consultation in any particular instance shall be resolved by the University Council Rules and Governance Committee.

19.5.2 When a vacant administrative office is being filled with a temporary or acting appointment, search procedures to secure a permanent incumbent for the office must be instituted within six months of such an appointment. Temporary or acting appointments made under such circumstances shall be for a term of no more than one year, and may not be renewed unless the subsequent search to fill the position fails to produce a permanent appointee.

19.5.2.1 This section of these bylaws may be waived when the office responsible for making the acting or temporary appointment is itself filled by an administrative officer holding office on an acting or temporary basis. In such instances, this section shall become operative on the date that an administrative officer who has a regular appointment as the incumbent in the appointing office assumes the responsibilities of that office.

19.5.2.2 This section of these bylaws may be waived if approval for such a waiver is obtained by the officer making the acting or temporary appointment from appropriate advisory committee and subsequently from the University Council. Questions about the appropriate advisory committee for any position shall be resolved by the University Council Rules and Governance Committee.
1. SIUC Chancellor Carlo Montemagno and Faculty Senate President Kathleen Chwalisz were introduced to the group. They were asked a series of questions related to the reorganization structure at SIUC. After reviewing data and possible areas of synergies, Montemagno decided to eliminate two colleges and create a system of 20 schools to replace the current 42 departments. According to Montemagno, the focus is on the students, not FTEs and it is a culture shift. The FS President described the role of the Faculty Union (wages, hours, working conditions, unit structure), the Faculty Senate (undergraduate academic programs and policies) and the Graduate Council. The Union wishes to keep the current departmental structure and has been the loudest voice against the reorganization.

2. Jaimee Ray from IBHE presented the legislative report. We received a handout outlining a number of bills that have been introduced. Gretchen Lohman mentioned that at the IBHE meeting earlier this month, the Board passed a budget request to send to the legislature. The next Board meeting is March 13 in Quincy. Senate appropriation hearings are coming up next week. There are two positions in Academic Affairs that are in the process of being filled.

3. The FAC is working on a one-page document currently titled “Making Illinois Great Again (through funding higher education).” Some ideas shared with the group were tying higher education to the Public Agenda and noting the public good aspect of higher education (broadening the goal of providing skills to go beyond “build high tech investment”). Also, we should note on the document the social impacts of higher education: lower crime, less welfare spending, better health. Some questions include: the budget situation, IBHE vacancies, and how we are viewed by legislators.

4. The decision last month to cancel our June meeting was reconsidered. A motion was offered to restore that meeting in conjunction with the IBHE meeting on June 5 at the College of Lake County. The motion passed.

5. The Community College Caucus noted the link they play between K-12 and the four-year institutions. They are a local focal point that responds to business needs and community-based activities. Also, community colleges are accessible geographically, financially, and can adjust quickly to changing needs.
This proposed amendment increases the number of Supportive Professional Staff members and Operating Staff members, from one each to two each, on the Resource, Space and Budget Committee.

ARTICLE 2:
STANDING COMMITTEES OF THE UNIVERSITY COUNCIL
2.6 Resources, Space and Budget Committee

2.6.1 Composition

2.6.1.1 The Resources, Space, and Budget Committee shall consist of the following members

(A) Twelve faculty members, six of whom shall be members of the University Council, and shall be appointed by the executive secretary of the University Council (with the advice and consent of the University Council). The remaining six shall be members of the Faculty Senate, and shall be appointed by the president of the Faculty Senate (with the advice and consent of the faculty Senate). Faculty membership shall include at least one representative from each academic college and University Libraries. Faculty members shall serve one-year terms and are eligible for reappointment. No two faculty members shall be from the same department.

(B) One student appointed by the Student Association. The student shall be a member of the University Council. The student member shall serve a one-year term and shall be eligible for reappointment.

(C) One Two Supportive Professional staff members and one two Operating Staff members who shall be members of the University Council. They shall serve one-year terms and shall be eligible for reappointment.

(D) One nonvoting member selected by and from the deans of the degree-granting colleges, who shall serve a one-year term and shall be eligible for reappointment.

(E) The Chief Financial Officer who shall be ex officio nonvoting.

(F) The senior administrator responsible for facilities who shall be ex officio nonvoting.
# ACADEMIC CALENDAR 2027-2028

## FALL SEMESTER 2027

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 16-20</td>
<td>Monday - Friday</td>
<td>Faculty meetings</td>
</tr>
<tr>
<td>August 23</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 6</td>
<td>Monday</td>
<td>Labor Day (university closed)</td>
</tr>
<tr>
<td>November 24</td>
<td>Wednesday</td>
<td>Thanksgiving break begins</td>
</tr>
<tr>
<td>November 29</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 4</td>
<td>Saturday</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 6-11</td>
<td>Monday - Saturday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 11</td>
<td>Saturday</td>
<td>Fall graduate commencement</td>
</tr>
<tr>
<td>December 12</td>
<td>Sunday</td>
<td>Fall undergraduate commencement</td>
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## SPRING SEMESTER 2028

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<tr>
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<tbody>
<tr>
<td>January 10-14</td>
<td>Monday - Friday</td>
<td>Faculty meetings</td>
</tr>
<tr>
<td>January 17</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Birthday (university closed)</td>
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<tr>
<td>January 18</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March 12-19</td>
<td>Sunday - Sunday</td>
<td>Spring recess</td>
</tr>
<tr>
<td>March 20</td>
<td>Monday</td>
<td>Classes resume</td>
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<tr>
<td>April 23</td>
<td>Sunday</td>
<td>Honors Day</td>
</tr>
<tr>
<td>May 4</td>
<td>Thursday</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 5</td>
<td>Friday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 6, 8-12</td>
<td>Saturday, Monday - Friday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 12</td>
<td>Friday</td>
<td>Spring graduate commencement</td>
</tr>
<tr>
<td>May 13</td>
<td>Saturday</td>
<td>Spring undergraduate commencement</td>
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## SUMMER SEMESTER 2028

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 12</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>Independence Day observed (university closed)</td>
</tr>
<tr>
<td>August 6</td>
<td>Sunday</td>
<td>Summer session ends</td>
</tr>
</tbody>
</table>
1. Instruction in the fall semester will begin on the last Monday in August and end on a Saturday in December that falls between December 5 and 11. Final examinations for the fall semester will begin on the first Monday after the last day of classes and conclude on Saturday of that same week. Dates for the first day of examinations will range from December 8 to 14.

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

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

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

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

3. Fall and spring semesters will formally begin one week prior to the beginning of classes and conclude within one week after final examinations. When classes start on Monday, August 22, faculty meeting week will be adjusted to take place from Tuesday to Friday, August 16 to 19, in order to comply with nine-month faculty contracts (which begin August 16 and conclude May 15).

4. Summer session will begin on the sixth Monday after final examinations of the spring semester and conclude on a Sunday, eight weeks later. Some academic departments may offer limited enrollments in workshops, field trips, or other classes during the four weeks prior to the traditional start of the summer session.

5. Student-faculty vacation periods and holidays will include:
Thanksgiving – the Wednesday prior to the fourth Thursday through Sunday

Period between Christmas and New Years – university usually closed

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

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

Memorial Day – observed the last Monday in May

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

Labor Day – the first Monday in September

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

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

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