

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
January 26, 2006
Spotlight Room, Bone Student Center

Council members present: Donna Banner, Mike Baum, Kim Hays, Steve Klay, Rick Olshak, Jess Ray, Amy Roser, Mark Vegter

Ex-officio members present: Paul Jarvis, Julie Jenson, Mboka Mwilambwe, Maureen Smith

Vice-Chair Jess Ray presided over the meeting in Chair Mindy Mangialardi's absence.

Approval of minutes

The Council approved the minutes of the January 12 meeting, as submitted. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

Chair's Remarks – Jess Ray

Ray had no formal report, but introduced new Council member, Pam Cooper, who will complete the remainder of Sally Pyne's term. Ray also shared that Annette States Levitt has resigned from the Council. A new member will be appointed to complete the remainder of States Levitt's term.

HR Liaison Remarks – Julie Jenson

- A meeting has been scheduled to aid in the benchmarking process for A/P employees and their inclusion in the ongoing salary implementation program. Mindy Mangialardi and Mark Vegter are scheduled to participate.
- The Civil Service biennial review process is approaching.
- As an update on PeopleAdmin – the new program has been working well. Those who are new employers tend to like it better than those who have been used to traditional processes. They are moving to include student employment soon, which will replace the existing E-Recruiting process.

Committee Reports

Brown Bags – Steve Klay, Nikki Brauer, & Kim Hays

To date, the committee has been unable to schedule the February session with President Bowman. He is not available for any of the dates that have been proposed. The committee will continue to pursue other dates, but this may preclude the need to re-schedule other sessions, or pursue other guests.

Scholarship – Donna Banner, Maureen Smith & Kim Hays

The committee met with Martha Burk, the Civil Service Council Chair, to discuss their scholarship program. The Foundation currently provides them with funds that they use for 4 scholarships. The Council funds another 6 scholarships through their fundraising efforts. These scholarships are awarded to the students of Illinois State Civil Service employees.

The committee felt their meeting was very productive and that the information gained will provide a starting place for the development of a similar A/P Council scholarship program. They plan to have a proposal ready for the next Council meeting. When a potential scholarship

program could be instituted depends, somewhat, on how quickly the Foundation would be able to move on their end of the process.

Distinguished Service Awards – Maureen Smith

Nomination forms for these awards will be coming out soon. We are able to give out up to 3 awards each. Smith will be putting together the selection committee soon, which will be made up past winners of the award.

Smith also shared that she had participated in the selection of the Team Excellence Award winners. These recipients will be announced at the upcoming Founder’s Day ceremonies.

Academic Senate Report – Mboka Mwilambwe

Mwilambwe attended the January 25 meeting of the Senate, and provided the report that appears at the end of these minutes.

Business

No business was brought forward.

Adjournment

The Council adjourned at 55 p.m. Moved and seconded by Mike Baum and Maureen Smith, respectively.

Future 2006 Meetings

All meetings will begin at 1:15 p.m.

February 9	Spotlight Room, Bone Student Center
February 23	SSB 314
March 9	Spotlight Room, Bone Student Center
March 23	SSB 314
April 13	Spotlight Room, Bone Student Center
April 27	SSB 314
May 11	Spotlight Room, Bone Student Center
May 25	Spotlight Room, Bone Student Center
June 8	Spotlight Room, Bone Student Center
June 22	SSB 314
July 13	Spotlight Room, Bone Student Center
July 27	SSB 314
August 10	Spotlight Room, Bone Student Center
August 24	Spotlight Room, Bone Student Center

Respectfully submitted,

Steven Klay, Secretary

Academic Senate Report:

The meeting was called to order at 7pm.

Chair and Vice Chair Remarks:

Senator Crothers welcomed back senators.

Senator Garrison provided the following remarks:

- SGA is hosting a realtor forum on February 8.
- SGA is sponsoring 2 “pack the place” events for men and women’s basketball.

Administrator’s Remarks:

President Bowman provided the following remarks:

- The 1st phase of the salary implementation program is under way and those who have been identified will see an adjustment in their checks starting at the end of January. For this phase, 1015 employees were eligible but not all received an adjustment (that decision was left to the managers closest to those individuals and their decisions were reviewed through the hierarchy, with the president having final approval). 61% of civil service and 93% of faculty received adjustments. Adjustments ranged from 0.5% to 17%. A total of \$500,000 was dedicated to this effort.
- The second phase of the salary implementation program will address Administrative Professional staff and will be announced soon. The analysis is about 50% done. Adjustments will only be retroactive to January.

Provost Presley provided the following remarks:

- Total Freshman applications are up by 13%. Their academic profile is just as strong as last year’s applicants. Minority applications are up by 24%
- They have noted a decrease in the number of students dismissed or on probation.
- An online degree audit is now available on the portal through efforts from the registrar’s office. This allows students to check their progress towards graduation.

Vice President Mamarchev provided the following remarks:

- She announced that the University Programming Board just began a music series that will mostly feature student musicians. The series will be held every Wednesday.
- She also explained a software glitch that caused meal plan holders not to be charged (the transactions were recorded though) for meals they consumed. CDS sent a letter to those students to explain that they were making the necessary adjustments.

Vice-President Bragg provided the following remarks:

- He was gearing up for the appropriations process which is about to begin in Springfield.
- He expects another flat budget year as IBHE is about to issue its recommendation for higher education funding next week. They are not expected to recommend an increase of more than 2.5%.
- He and President had a conference call with bond rating agencies in preparation for a bond issue that will go to the Board of Trustees in February. If approved by

the board, the bond will be issued in March to support the long range plan for housing and dining. Although the state has been downgraded, he is hopeful that the agencies will be able to dissociate ISU from the state's woes and give ISU a better rating.

Committees Reports:

- *Academic Affairs - Paul Borg*
His committee received feedback from the Senate Executive Committee and will discuss that feedback in the future.
- *Administrative Affairs - Peter Smith*
The committee reviewed the commentary on the president and will forward it to the Senate Executive Committee.
- *Faculty Affairs - Chris Desantis*
The committee discussed the results of its survey on retention of faculty. More than 300 responses were received. Once analyzed, they would like to make the results widely available.
- *Planning and Finance - Martha Burke*
The committee did not meet.
- *Rules - Dan Holland*
The committee did not meet.

IBHE-FAC Report

The report is available at the following address:

<http://www.academicsenate.ilstu.edu/Committees/IBHE-FAC/05-06IBHE-FAC/Report2005-12-02.htm>

Action Items:

09.14.05.01 *University Commemorative Day Policy – Deletion
(Administrative Affairs Committee) (Information Item on
11/09/05)*

This item was passed.

09.23.05.03 *Creation of Policy Policy (Administrative Affairs Committee)
(Information Item on 11/09/05)*

This item was changed so that its title reflects what actually was intended. It is now called the "Creation of Academic Policy" policy.

Communications:

RE: Senate Resolution – Trustee Bergman (Senators op de Beeck and Fowles)

NOTE: Resolution in Senate Packets of 12/7/05; Documents Re: Petco Incident in Senate Packets of 11/9/05.

Senator Op de Beeck indicated that Trustee Bergman settled his company's lawsuit with the office of the Attorney General. As a result, she no longer believes that this resolution is necessary. However she wanted to commend the efforts of the student group who provided information to the Senate about this issue and encourage the Senate to remain vigilant about issues of this nature in the future.

01.18.06.02 Faculty Code of Ethics – Request for Comments from Academic Senate (Rules Committee)

Senator Holland indicated that he is looking for feedback (email) from members of the Senate on this. His committee benchmarked documents from other universities.

Documents Approved by President Bowman on January 5, 2006

10.31.05.01 COB Bylaws – Revised

Senate Approved on November 9, 2005

10.27.05.01 124-Hour Limitation for Undergraduate Degree Programs Policy

The Senate approved the policy, as well as the Academic Affairs Committee's request to append the policy to the Baccalaureate Degree Document, on November 9, 2005.

10.24.05.01 Academic Standards Committee on Teaching Policy-Deletion

Senate approved policy deletion on November 9, 2005.

11.29.05.02 CAS Bylaws-Revised

Senate approved on December 7, 2005.

11.09.05.01 Equitable Treatment of Students Policy-Revised

Senate approved on December 7, 2005.

11.29.05.01 Library Policy-Revised

Senate approved on December 7, 2005.

11.01.05.02 University Review Committee Revisions to ASPT Document Regarding CFSC Reporting Requirements

Faculty Caucus approved on December 7, 2005.

On December 16, 2005, the Senate approved the following curricular proposals on its web-based Consent Agenda:

Marketing Sequences (2):

Integrated Marketing Communication Sequence Proposal
Professional Sales Sequence Proposal

Music Education Minor Deletion

Curricular proposals are available on the Senate website at:
<http://www.academicssenate.ilstu.edu/consent.html>

President Bowman was also informed of Advisory Items.

Advisory to the Senate on December 7, 2005:

- 11.10.05.02 Employment in Excess of Full Time Appointment Policy
- 11.10.05.03 Secondary/Outside Employment Policy
- 11.10.05.04 Classroom Disruption Policy-Draft
- 12.01.05.01 Sabbatical Leave Policy

Adjournment around 8pm.
