

**Illinois State University
Administrative / Professional Council**

1:15-3:00 pm; Thursday, February 28, 2013
State Farm Hall of Business, Room 412

MINUTES

Council Members present –Anjie Almeda, Gina Bianchi, Nikki Brauer, Jennifer Frobish, Ron Gifford, Emily James, Debbie Lamb, Becky Mentzer, Stacey Mwilambwe, Stacy Ramsey, Soemer Simmons, Alex Skorpinski, Beth Snyder and Derek Story.

Approval of minutes-Minutes from February 14, 2013 were approved, motion by Emily James, second by Anjie Almeda.

Chair's Remarks-Stacy received an update from Amelia and Susan regarding the status of the Presidential search. The University is working with the search firm of Greenwood/Asher and Associates. We have worked with this firm before on other searches. As of right now, the timeline for the search is as follows:

- April 4th -The committee will review applicants.
- April 8th & 9th -The Executive Committee group members from the larger search committee will conduct interviews in Chicago.
- April 22nd -May 3rd -On-campus interviews will be held.
- May 7th -Search committee members will review and discuss candidate recommendations.
- May 10th -Candidates will have interviews with the Board of Trustees.
- July 1st -Start date of new president.

Amelia and Susan stressed that candidate confidentiality is essential at this point in the process. Both will try to attend AP Council meetings as their schedules allow and will continue to send updates to the Council members.

Committee/Representative Reports

- **HR Liaison** – Derek Story
 - Nursing Mothers in the Workplace Policy-Illinois State University now has a policy whereas there must be a designated space for nursing mothers which cannot be a public restroom. Mothers will also be allowed time and appropriate areas to nurse. The Policy is 3.1.47 and can be found at <http://policy.illinoisstate.edu/employee/3-1-47.shtml>
 - Human Resources are working with Administrative Technologies staff to revitalize the job recruitment web site. The changes are expected to increase productivity/visibility and potentially open the door for other employee groups to begin to recruit online.
 - Policy/Legislature:
 - An attorney was present at the last Board of Trustees meeting to discuss proposed SURS legislation regarding pensions. HR is

continuing to watch SURS and other legislative proposals. Not expecting ONE specific change at this time.

- Illinois State University will be the host site for CMS Benefits Fairs. No dates and times have been assigned yet.
 - AP job performance appraisals will be due May 1st. Derek can share different formats used by different areas. Stacey Mwilambwe also offered to share the questions that University Housing uses on their appraisals.
 - Several Council members have received questions from consultants regarding job descriptions. Derek was asked if it is alright to answer questions posed by the consultants and if other members should expect to receive such calls. Derek said staff should answer the consultants' inquiries as HR is working with these consultants to update job descriptions
- **Academic Senate** —Tuwana Wingfield-The Finance and Planning Committee met to approve proposed changes to the 2013-2014 Institutional Priorities Report. If the Academic Senate approves the changes, the Committee will not meet again for the remainder of this school year.
<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
- **CCC** – Jennifer Frobish – The Board of Trustees met on Friday. The Coffee Hour was Dawn Sanner from the Student Recreation Center. Jennifer provided a copy of the letter read to the Board of Trustees. The Trustees updated everyone on the presidential search timeline. They congratulated the campus for Founder's Day as well as the Student Recreation Center for its usage and positive feedback. President Bowman thanked everyone for the support since he announced his retirement and congratulated Founder's Day award winners. According to President Bowman, the University continues to be financially healthy. We have received \$11.3 million of our FY13 appropriation. We can expect to see flat funding and probable cuts for FY14 but the University will be able to handle this. There continues to be an increase in giving by donors to the University as we are up 23% in donor giving from last year. There has been the addition of a Donor Wall in the Bone Student Center to recognize donor contributions. The Admissions Office has seen an increase in applications and the University has been recognized for gains in the graduation rates for Hispanic students. The Board of Trustees heard about several legislative updates. The University can now sell alcohol. There continues to be discussion in Springfield regarding pension reform. The Governor's budget address will be held on March 6th and he is expected to announce more cuts. Lawmakers have been given until June 9th to get a conceal and carry law in place. However, it is expected that educational institutions will be able to opt out. It was also mentioned in the meeting that the topic of abolishing tuition waivers will be raised again.
- **Foundation** – Gina Bianchi –No report- The next Foundation meeting is March 1st.
- **Awards**-Beth Snyder-No report.
- **Communications** – Alex Skorpinski-The *AP Report* email went out at noon today. The Civil Service Council now has an electronic newsletter as well.
- **Elections** – Anjie Almeda- The tentative timeline for the elections was discussed. Self-nominations will be accepted March 4th-11th with a reminder email going out March 7th. The Council decided to announce and open voting on March 18th and allow voting through March 29th. There will be an email reminder sent out on March 26th. Alex will

need a list from Derek of eligible AP staff. Once Alex receives the list, he needs approximately two days to get everything set up. Because all nominees must be self-nominated, it was decided to remove the list of eligible employees from the AP Council web site. Council members were reminded to reach out to colleagues who may be interested in serving on the Council.

- **Programming** –Nikki Brauer-The food has been ordered for the March 4th Brown Bag. It will be held from noon-1pm in SSB 375. After discussion, it was decided not to pursue another Brown Bag for the remainder of this semester.
- **Scholarship** –Debbie Lamb –No report

Business/Discussion Items

- Semester accomplishments discussion-Council members were asked what the Council hopes to accomplish by the end of the spring semester. One suggestion was to hold a coffee hour as a social which would also tie into the Council's marketing efforts. After much discussion, it was decided that the Council will continue to work on current ideas/projects and will discuss new ideas/projects at a later date. During the months of April and May, there will be many on-campus interviews for various searches and it was decided that it would be best if Council members attend these interviews as well as encourage others to attend. Council members were reminded that there will be Executive Board positions opening within the Council as current members will either be leaving the Council or will not be pursuing a Board position.
- Summer work groups-The Council will need to review last year's list/suggestions to determine what yet needs to be accomplished. The Council will also need to determine the summer meeting schedule. Current work groups include:
 - Grievance Panel
 - Awards Process
 - Marketing
 - Onboarding
 - Job/Position Description updatesTeam leaders will need to be selected for each group. Members were asked to brainstorm for other work groups and bring suggestions to the next meeting.
- Other Items
 - The Council wished Beth Snyder a Happy Birthday.
 - Council members expressed thanks to the Secretary for the detailed minutes.
 - The Social will be held tonight at the Firehouse.

Adjournment – motion by Alex Skorpinski; seconded by Nikki Brauer

Next meetings – 1:15-3pm

- March 13th-Spotlight Room, Bone Student Center
- March 28th –Spotlight Room, Bone Student Center

Socials – 5pm see website/Facebook for specific locations

- March 28th
- April 25th