

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, March 14, 2013
Hovey Hall, Room 209

MINUTES

Council Members present –Gina Bianchi, Nikki Brauer, Debbie Lamb, Becky Mentzer, Stacey Mwilambwe, Stacy Ramsey, Soemer Simmons, Alex Skorpinski, Beth Snyder, Derek Story and Tuwana Wingfield.

Approval of minutes-Minutes from February 28, 2013 were approved, motion by Nikki Brauer, second by Debbie Lamb.

Guest Speaker:

Tammy Carlson, Assistant Vice-President of Human Resources, updated the Council regarding the status of Exemption Authority Plans. The State University Civil Service System (SUCSS) recently considered an amendment that would remove exemption authority from local institutions and place it within SUCSS. The amendment was under consideration because the numerical trend suggested that job positions were mistakenly being classified as AP rather than Civil Service although an exact cause was unable to be determined. This was not approved by the Merit Board. According to Ms. Carlson, SUCSS has not yet published their final audit findings from their last visit to ISU. Human Resources staff is working with SUCSS representatives to remove any barriers to compliance and to address and remove any compliance challenges. Ms. Carlson told Council members that positions will be reviewed and evaluated as they become vacant to determine if they are properly classified. Unless required by SUCSS, current staff positions will not be effected at this time. SUCSS is also working to update the Civil Service tests. Ms. Carlson had been in consultation with Vice Presidents regarding preliminary expectations of an audit report. Once Illinois State receives final audit findings, Ms. Carlson plans to speak directly with unit supervisors that may be most affected by the findings.

Chair's Remarks-Stacy will be meeting with Dr. Bowman next week and asked if any Council member had anything for her to bring up in this meeting. Council members discussed and it was decided to have Stacy express the Council's concern to Dr. Bowman regarding Exemption Authority and its potential effect on AP employees. Stacy asked Council members to send her any additional questions/concerns. It was also announced that candidates for the Honors Director position will be on campus interviewing April 16th-19th.

Committee/Representative Reports

- **HR Liaison** – Derek Story—The HR report was in conjunction with guest speaker Tammy Carlson. Derek reminded Council members to update job descriptions as well as complete performance appraisals.
- **Academic Senate** —Tuwana Wingfield
 - Dr. Jonathan Rosenthal gave an overview of the General Education Review. The Outer Core Social Science requirement will be merged with

the Middle Core Individuals and Society requirement bringing the total number of hours required to complete the General Education core from 42 to 39 hours. Dr. Rosenthal hopes to have the change approved before the new catalog is published.

- SGA elections will be held April 2nd-3rd.
- The Student Bereavement Policy will be going before the Academic Affairs Committee for review.
- VP Larry Dietz informed the Senate that 230 individuals would be performing 800 volunteer service hours for Alternative Spring Break.
- VP Daniel Layzell discussed budget issues. The possibility of discontinuing employee tuition waivers is once again being discussed.

<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>

- **CCC** – Jennifer Frobish –No report.
- **Foundation** – Gina Bianchi –The Foundation Board met on March 1st at the Alumni Center. The next meeting will be held on June 21st at the Alumni Center. President Bowman commented on the following items:
 - The success of Founders Day and the Alumni Association’s 150 anniversary kick-off celebration
 - The Governor’s announcement of the release of \$54 million for the CFA project and the use of Hamilton, Whitten, Atkin, Colby as relocation space during the Fine Arts complex construction
 - The Admissions applicant pool has hit an all-time high of 14,700 applicants vs. 11,000 applicants a year ago. The average ACT of admitted students is 24.7 and nearly 2,000 of those are above 28. Dr. Bowman credited this to better marketing, University reputation and strong academic rankings.
 - The state of Illinois is paying bills and we received 3.5 million at the end of February. To date, 20% of appropriations are paid. Our overall budget is only 18% paid by the state.
 - Graduation is at an all-time high at 71%, with retention rate at 80+%
 - The Speech and Hearing Clinic will be moving from Fairchild to the Kingsley street property when renovations are complete.

Executive Director’s Report-Erin Minne’

- Many have inquired about plans to honor Dr. Bowman as he leaves the Presidency. There will be a celebration around commencement time, as well as a dinner event at the Marriott in July. More details to come as they are determined. A brochure has been created to detail where gifts can be made in honor of Dr. Bowman; the Bowman Fellow program, assisting minority teaching candidates build leadership expertise, the Speech and Hearing Clinic, to help in the renovation of the facility, and to the area of the donor’s choice to support the area of campus that they feel passionate about.
- Fundraising report- we are up in the area of number of donors, but down in the amount of gifts from one year ago.
- There has been a website created to house updated information on the Presidential Search. All are encouraged to attend the public forums.

- There are conversations being had on campus about the possibility of an upcoming capital campaign. A consultant will be hired to assist in defining the readiness of campus and its processes.
- The Development Office is in the process of hiring to fill two current vacancies.
- The announcement of the release of \$54.3 million from the state is a boost to the fundraising effort for the College of Fine Arts complex
- The MBA program in Chicago is off and running as of February. There are 15 students enrolled, nine of which earned undergraduate degrees from ISU.
- The Hancock Stadium project is on track. All private suites have been sold and the project will be completed in time for the late September first home game.
- A nice story was shared about Mr. Alcorn, a building service worker on campus who over the years has contributed over \$30,000.

University Advancement's Strategic Plan- Jill Jones and Doris Groves have been charged with creating the University Advancement Strategic Plan. Seven members of a core team have been assembled to identify a mission, core function and a timeline for the strategic plan that aligns with the four goals from *Educating Illinois*. Updates will soon be shared with the units within University Advancement.

Ewing Cultural Center- A comprehensive six-year capital maintenance plan has been created to address the ongoing maintenance and repair work of the property (including the manor, theatre, and the Genevieve Green Gardens) for Ewing to remain an asset to the University and the community. Achieving this goal requires a comprehensive strategy for the property, which is the purpose of this comprehensive six-year plan.

Funding- Ewing Manor is supported by two major funding sources: A \$50,000 operating budget allocation provided annually by the Foundation Board and income from the rental of the facility for events such as weddings, reception, holiday gathering, and the Illinois Shakespeare Festival. Last year the facility generated \$122,000. Projected revenue for the current budget year is \$25,000.

Operations- The budget to support the day-to-day operations of the manor runs approximately \$126,000 annually. Annual expenses include utilities, security, parking (the current contract expires 9/14, future exploration is recommended for alternative options), insurance, salaries and benefits for the director's assistant, hostess, and residential manager and other expenses incurred in operating the manor.

Committee Reports:

- Committee on Directors- James Knecht
 - The COD is currently engaged in the re-nomination process for five Board members whose terms expire June 2013. Board member Tom Heimsoth has resigned after long service because of his business work schedule.

- The COD has arranged Directors on Campus program for Friday, April 26th 2013 at Ewing Cultural Center. In addition to aiding our understanding of the need for a comprehensive six-year maintenance plan, the visit will engage our sense of history, culture and beauty.
- Investment committee- Eric Burwell
 - The Investment Committee met on February 13th. It was reported that the market value of the portfolio has increased from the prior quarter to \$1,825,083 to a quarter ending value of \$81,895,957. In the fourth quarter the portfolio returned 2.19% exceeding the policy benchmark of 1.82%.
 - In accordance with our spending policy the committee is recommending a distribution. For calendar year 2012 the portfolio returned 11.27%. The committee is recommending a 4.5% distribution in accordance with the policy. The total projected distribution is \$3,410,120. This will result in a net spending distribution to the University Departments in the amount of \$2,429,405.33.
- Finance –Bob Rush
 - The FY2014 budget totals \$1,493,425 and reflects a 7.9% increase over the FY 2013 budget total. Budgeted Foundation Operating Expenses are up \$109,000 primarily due to the planned Ewing Manor Capital Maintenance expenditures and the In-Exchange debt service.
 - The proposed FY2014 budget has been reviewed and approved by the Finance committee and the Executive committee and both committees recommend its approval.
- Ewing Advisory –Kathy Bohn
 - Six-year capital maintenance plan for Ewing Cultural Center was presented by Toni Tucker. The committee recommended the plan move to the Finance committee for consideration.
 - There is an urgent need to repair the skylight in the portico, located between the house and the garage, before wedding and the Shakespeare Festival begin this spring.
 - The roof replacement was discussed in length; repairing the slate roof verses replacing with a synthetic roof. The committee requested Toni work with Russel Francois to provide a cost analysis of the two options for Kathy Bohn to present at the Executive Board meeting on Feb. 20. Mr. Francois is providing his expertise at no cost to Ewing.
 - The committee discussed the ways how to demonstrate the value of Ewing to the community and educational institutions.
 - Toni Tucker recommended the House Attendant position be eliminated. After the resignation of the current House Attendant, Toni researched the history of the need for a house

attendant. The Ewing committee supported that the position be eliminated.

- It was reported in 2012, Ewing hosted 11 weddings, and this season, 20 wedding are scheduled. This increase is possible by opening up Friday and Sundays in addition to Saturday weddings.
- **Awards**-Beth Snyder-No report.
- **Communications** – Alex Skorpinski-Our article will appear in next week’s *Report*. Alex has received permission to set up file shares so both the AP and Civil Service Council can store and share documents in the future. Alex or Computer Help Desk staff can grant access to the file shares at this time.
- **Elections** – Alex Skorpinski & Soemer Simmons reported on behalf of Anjie Almeda-Elections began on Monday with an email going out to all AP staff on the same day. A reminder email will be sent out on March 26th. All candidate statements are available online. There are 11 total candidates vying for various Council positions. It was suggested that the Council review the voting process as most other areas allow two-three days of voting and we currently allow approximately two weeks.
- **Programming** –Nikki Brauer-The Brown Bag went well and was very interesting. Approximately 15 people attended. The presenters welcome any feedback as they are hoping to present the same program at a regional conference. February’s Social was attended by approximately 10 people. Council members discussed other possible programs that staff would find interesting/beneficial. Council members suggested contacting ISU MQM professor Dr. Goodman. Another suggestion was a session in verbal judo training by Illinois State Police Officer Reinfeld.
- **Scholarship** –Debbie Lamb –Debbie has received quite a few inquiries for scholarship information. The Scholarship Committee will be meeting soon and the application process will begin earlier than usual due to strong interest.

Business/Discussion Items

- Summer meetings-The following summer meeting dates were set: May 9th & 23rd, June 27th and July 25th.
- Summer work groups-There was discussion to possibly consolidate some of the summer working groups as they are closely related. Stacy will review and consolidate so the Council can discuss at the next meeting. Council members were asked to consider which groups they wish to serve on next year as group assignments and chairs for each group will be discussed at the next meeting. Stacy also reminded the Council that outgoing members will need to meet and set the Executive Board slate for next year.
- Other Items
 - Emily James’ mother-in-law passed away. Council members signed a condolence card.
 - Social Work Day will be held on March 20th at the Alumni Center.

Adjournment – motion by Debbie Lamb; seconded by Nikki Brauer

Next meetings – 1:15-3pm

- March 28th-Spotlight Room, Bone Student Center
- April 11th –Room 412, State Farm Hall of Business

Socials – 5pm see website/Facebook for specific locations

- March 28th
- April 25th