

Illinois State University
Administrative/Professional Council

1:15 – 3:00 pm; Thursday, October 12, 2006
Spotlight Room

MINUTES

Members Present - Steve Klay, Amy Roser, Mark Vegter, Debbie Lamb, Mindy Mangialardi, Nikki Brauer, Pam Cooper, Teri Farr, Becky Mentzer, Maureen Smith, Jerry Abner

Ex-officios present - Stacey Ramsey, Larry Lyons, Derek Story

I. Guests: Deb Smitley, Assistant Vice President, Finance and Planning

Smitley reported on the AP mid year salary increase, reviewing the history of the process and the framework for developing the methodology used in the last round.

Illinois State University looked at comparative data for public research institutions. The same set of institutions used for faculty data. 64 institutions similar to ISU in terms of research, enrollments, etc were part of this cohort. Smitley explained some of the challenges in collecting comparable data for specific positions. She indicated the current methodology is a good start for looking at AP salaries, but should be refined before the next round.

Fall 2005 salaries - 655 AP, 96 excluded from the analysis. Those excluded included staff with less than 50% employment, retirees who have returned to work, individuals affiliated with the university who are not paid by ISU.

Members of the Council discussed outcomes of the Salary Enhancement process and the methodology used. No AP increases this year. The plan is for a multi year process. To assist with the process supervisors are encouraged to update job descriptions with Human Resources.

Educating Illinois - Smitley updated the council on the review of Educating Illinois for 2007. Items under review include: Is the plan meeting the University's challenges? What changes have occurred in the University's environment? 1) Financial situation has changed since 2003 -2004, Annual increases from state lapsed during this time. State contributions not expected to increase significantly. Original plan was created during a better fiscal environment. Task Force will lead the examination of Educating Illinois with the campus community. Once the information is gathered, the task force will look to see how it fits in Educating Illinois. In late spring a draft revision of Educating Illinois will be prepared. 2) Leadership changes on campus. Two current members of BOT involved in the original plan. President Bowman will appoint a task force with representatives from each of the governance groups, each college, the Presidents Office, and a student representative. Steve Klay will represent AP council. Jan Shane, Associate Provost and Deb Smitley, Assistant Vice President of Business and Finance will co-chair the committee.

II. Approval of minutes – September 14; September 28

Minutes approved without corrections.

III. Chair's remarks — Steve Klay

Klay's meeting with the President is later in the month. Margaret Coleman serves as chair of the Campus Communication committee, meetings are being scheduled. Education Illinois coordinating committee meets ever other week. Let Steve Klay know if there is information that needs to be brought up for the committee.

IV. Committee/Representative Reports

Derek Story - Graduate Assistants will be going online for recruitment, job employment. Story will help train supervisors on the use of the program.

V. Business/Discussion Items

- A/P list for VP search.

Klay discussed the search committee for Vice President for University Advancement. Council has been asked to provide a list of 5 AP staff from University Advancement. The President will select one from the list of five. Klay e-mailed staff asking for interest. The council discussed criteria for who should represent AP. Based on the criteria and the list of interested parties the council sent 5 nominations for the President's consideration.

- Fall open meeting

Possible dates Nov 1, 8, SSB 375 11:30 to 1:30, Nov 14 & 16, SSB 11:30 to 1:30 tentatively set for November 16.

- Holiday party (Nicki) - Derek, Stacy will also be assisting. Gamma Phi Circus will kick off the event. Plenty of activities planned. Horton Field House from 10:00 to 12:00 on Santa and Mrs. Claus will attend.

VI. Adjournment

Maureen Smith motioned for adjournment, Seconded by Pam cooper