

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, October 25, 2007
314 Student Services Building

MINUTES

Council Members present - Mboka Mwilambwe, Mindy Mangialardi, Nikki Brauer, Anjie Almeda, Teri Farr, Pam Cooper, Debbie Lamb, Becky Mentzer, Michelle Schuline, Maureen Smith, Melissa Moody, Annette Leavitt, and Alex Skorpinski

Ex-Officio Members present – Stacy Ramsey, Rachel Calhoun, Ron Gifford, Larry Lyons, and Len Grinstead

Approval of minutes – October 11, 2007 minutes were approved -Motion made by Debbie Lamb, second by Becky Mentzer.

Chair’s remarks – Mboka Mwilambwe

Mboka reminded council members of his scheduled meeting with President Bowman on 10/29/07 and asked for agenda items to be sent to him. Mboka thanked the council members for their participation in the homecoming parade (photos will soon be available for viewing on the A/P website) and had positive comments regarding the parade and 150th Gala event. Mboka mentioned that he has spoken with Deb Smitley about interest in the salary analysis process as a brown bag topic. Mboka also had preliminary conversations with Shane McCreery regarding interest in creating a shared web board for staff to buy and sell items.

Committee/Representative Reports

- **WebPac** – Annette Levitt – Annette gave a brief report on the purpose of the WebPac committee and some of the items they decide on including the A-Z listing on the university website and policies and procedures for web use. She will forward meeting minutes as an information piece to A/P staff.
- **Foundation** – Larry Lyons – No report (next Board meeting 11/3/07)
- **Scholarship** – Debbie Lamb – Currently updating application for January applicants - \$2000 available to award in the spring.
- **CCC** – Stacy Ramsey – see attached report
- **Academic Senate** – Ron Gifford – see attached report
- **HR Liaison** – Len Grinstead – No report

Business/Discussion Items:

- **New AP Award** –Criteria draft for award was discussed with a final draft copy to be sent via email to members 10/26/07 for approval and inclusion in the next issue of the *Report* as a call for nominations. Motion by Anjie Almeda and second by Nikki Brauer – approved.

- **Holiday Party** – tabled to 11/8/07 meeting due to time constraints
- **Grievance Administrator Appointment** - tabled to 11/8/07 meeting due to time constraints

Guest – Ira Schoenwald

- Ira brought the top of job ‘broad banding’ back to the A/P Council as a topic he is still exploring for A/P job classifications. His feeling is the A/P employees are disadvantaged by the current process of job analysis. A/P employees who are employed by the university for a long period of time develop skills outside of their job classification and yet aren’t reclassified to acknowledge the skill sets they acquire over time nor do their salaries reflect the increasing salary competitiveness of the job market. Mboka recommended a focus group be formed in the spring to work with Ira on the impact of such a transition at Illinois State University.
- **Adjournment** – Motion for adjournment by Nikki Brauer and seconded by Mindy Mangialardi. **Next meeting 11/8/07 in the Spotlight Room**