

ILLINOIS STATE UNIVERSITY

Administrative/Professional Council Meeting

October 9, 2003

1:15 p.m.

Room 314, Student Services Building

Council members present: Mike Baum, Deb Gentry, Paul Jarvis, Betty Kinser, Steve Klay, Gail Lamb, Annette Levitt, Sally Pyne

Ex-officio members present: Molly Arnold, Kaye Johnson

Absent: Julie Goodlick, Elaine Graybill, Rick Lewis, Mindy Mangialardi

Guest Remarks: Tom Wilson & Parker Lawlis, Illinois State University Annuitants Association

Wilson and Lawlis were in attendance to discuss the state of the pension and benefit programs. A number of changes are being discussed within the state government which would dramatically change the current structure and services provided to retirees of the state. Of primary concern are those suggestions and ideas that would undermine the benefits currently enjoyed by annuitants and anticipated by future annuitants. At this point, those involved in annuitant leadership are more concerned with maintaining existing services, rather than lobbying for anything new. Wilson and Lawlis indicated that they are trying to raise awareness within the campus community, while encouraging current employees to join. Membership recruitment information will be going out soon to all eligible employees.

Approval of minutes:

The Council approved the minutes of the September 25 meeting as read, with one correction submitted by Elaine Graybill. Under the "Chair's Report" section, the sentence which ends with, "and will provide direction through loose adherence to Roberts Rules of Order," should be changed to end with, "and will provide direction according to a proposal that she will be presenting to the Council."

Chair's Remarks – Paul Jarvis

Jarvis reported that he has continued to meet with individuals from the shared governance groups and with University administrators, specifically Provost Presley. There are still many issues to address related to the transition of A/P concerns from Human Resources to the Vice-President of Business and Finance area.

Jarvis indicated that he had just completed his involvement with the Assistant Vice-President for Financial Planning and Services interviews. The interviews for the Assistant Vice-President for Human Resources begin on Friday, October 10. Jarvis strongly encouraged A/P involvement in this process.

In closing, Jarvis reminded the Council that Joe Rives would be present at the next meeting to receive input on Draft Two of Educating Illinois.

Liaison Remarks – Kaye Johnson

No report.

Committee Reports

150th Anniversary Celebration Planning Committee – Kris Harding

There is an intense planning committee involved with this celebration. At the last meeting the committee discussed several items regarding the planning agenda. We discussed specific committee assignments and the celebration goals. There are several committees involved with the planning of this event. The following is a list of the committees:

- Kickoff and Conclusion Events
- Sesquicentennial Conference
- College/Department Sesqui Versions of Traditional Events/Activities
- Research, Time Capsule Displays Pictorial Showcase Book and Oral
- Histories Media, Marketing, Promotions Plan
- Landmark, Facilities, Grounds
- Student Involvement
- Sponsorships
- Constituent Outreach
- Publications
- Town/Gown Activities

Each committee gave an oral report on their progress. There are several committees that have immediately started their planning. There are other committees that do not need to meet yet because it is too early in the planning process.

The next meeting for the 150th celebration will be in March.

Old Business

1. Procedures for selecting A/P representatives for campus committees

Throughout the year, the Council receives requests for A/P representatives on University committees. Some of these requests are for actual Council members, and others are for any interested A/P staff member. Jarvis distributed a handout which outlined all of the historical committees, and the A/P representatives serving on them. There are both internal Council committees, as well as external University committees. Some positions are elected while others are appointed by the Council.

There was some discussion regarding committees that need new appointments, as well as others which have either disbanded or completed their work.

- Betty Kinser and Rick Lewis were appointed to fill the two vacant positions on the Parking Committee.
- The Veteran's Day planning committee has apparently disbanded and thus, no longer requires a representative.
- Jarvis will approach Jeff Lopez to see if he would be willing to continue serving as the A/P representative on the University Sick Leave Bank committee.
- Sally Pyne will be working with American Democracy Project, and volunteered to provide updates to the Council as "information items" when appropriate.
- Berry Kinser will continue to serve on the A/P Council Awards Committee.
- Elaine Graybill and Mindy Mangialardi have served on the Elections Committee this past year, and both have indicated their interest in continuing their roles. However, Graybill and Mangialardi come from the same Council cohort (elected at the same time), and the

Council felt it was important to have someone on the committee from a different cohort. Annette Levitt will join the committee, with Mike Baum as the back-up during her maternity leave. Jarvis will talk with Graybill and Mangialardi to see if they would both still like to serve, and report on the final appointment at the next meeting.

Regarding future appointments, Jarvis indicated that he would send out any requests he receives along with meeting agendas. This will hopefully allow for the involvement of A/P staff members beyond the Council's membership.

2. A/P Council-sponsored scholarships

The Civil Service Council offers scholarships to the children of current Civil Service employees. The question had been posed if the A/P Council would want to look into doing something similar for A/P employees. Following discussion, the Council indicated initial interest. Annette Levitt volunteered to do some research on what this would entail, and report back to the Council.

3. Constitution and Policies Review

Jarvis raised concerns that there may be current Council-related University policies, as well as mandates within the Council constitution, that are out of date. He proposed that it may be time for the Council to conduct a review to see what changes may need to be made. A council subcommittee will be established at the next meeting to identify potential changes. Kaye Johnson indicated that she would be willing to work with that subcommittee when it is formed.

New Business

1. Co-Sponsorship of Holiday Party with Civil Service Council

The Council has been invited by the Civil Service Council to co-sponsor a holiday party for the children of University employees. The party will take place on Saturday, December 6, from 10:00 a.m. to approximately 12:00 pm, in the Horton small gym (the south end of Horton). Co-sponsorship would involve helping with set up and attendance at the event, as well as possibly helping in securing items for the give-away "goodie bags." There would be no financial obligation from the Council.

A motion to co-sponsor the event, made and seconded by Levitt and Kinser, was approved by the Council. More details will be forthcoming.

2. Resources for A/P staff

Annette Levitt raised a concern regarding what types of services have been available to A/P staff members who have lost their positions due to the recent layoffs. Has information of this type been made available to these employees? How would they find out about it? Is it available in one location, or would the employee need to search through several resources? Levitt wondered if this information could be included on the existing A/P Council website, including links for the services that are already available on campus.

Levitt and Sally Pyne agreed to co-chair a sub-committee that will explore what is available and report back to the Council. Kaye Johnson also volunteered to help, providing the Human Resources perspective. Any A/P staff member who would like to help with this project should contact Levitt or Pyne directly.

3. Input to Campus Communication Committee

Molly Arnold, our Campus Communication Committee member, requested input from the Council regarding issues or concerns to raise with the Campus Communications Committee in its upcoming meeting. She provided a context for how the CCC, comprised of representatives from each governance group, meets to determine what it wishes to communicate directly to the President and the Board of Trustees as a form of direct input to the Board on issues of concern. A general discussion was held among Council members with the general consensus that it would be helpful to ensure the Board is fully aware of the impact of the budget cuts on the University, our employee group, and students.

Adjournment

The Council adjourned at 2:55 p.m. Moved and seconded by Gentry and Levitt.

Respectfully
Steven Klay, Secretary

submitted,

Future 2003 - 04 Meetings

October 23	Spotlight Room
November 6	Spotlight Room (room not available until 1:30)
November 20	Spotlight Room
December 4	BSC Private Dining Room
December 18	Spotlight Room
January 22	Spotlight Room
February 26	
March 25	
April 22	
May 27	