

Administrative/Professional Council Meeting
November 14, 2002
1:30 p.m.
Faculty/Staff Commons Conference Room, Bone Student Center

Present: Molly Arnold, Rob Flot, Deb Gentry, Elaine Graybill, Kristin Harding, Paul Jarvis, Larry Jobe, Betty Kinser, Steve Klay, Jeff Lopez, Chika Nnamani, Sharon Stanford

Absent: Gail Lamb, Mindy Mangialardi

Guests: Laura Knoblauch, University Privacy Officer

Guest Remarks

The Health Insurance Portability and Accountability Act (HIPAA) goes into effect on April 1, 2003. In order for Illinois State to be in full compliance with this law, the University is required to develop a policy that provides for sanctions for the unauthorized release of protected health information. Laura Knoblauch, University Privacy Officer, presented a draft of the policy and asked for feedback from the Council. The policy is of primary relevance to healthcare providers and members of the Illinois State workforce with access to protected health information.

After some discussion, the Council communicated general agreement with the proposed policy. Nnamani will follow up with written confirmation of that support.

Approval of minutes

The Council approved the minutes of the October 24, 2002 meeting, with the following amendment. Flot pointed out that part of the Council's discussion had been omitted from the Minutes. A suggestion had been made that the Council should evaluate the meeting frequency and structure. It was felt that more time should be allotted for discussion of issues. It was agreed to make this a discussion item at the November meeting. Following the addition of this information, a motion to approve the Minutes was moved and seconded by Lopez and Jarvis.

Liaison's Remarks - Sharon Stanford

No report.

Chair's Remarks - Chika Nnamani

Nnamani, as the A/P representative to the Provost Search committee, encouraged everyone to keep abreast of the search via the Website, <http://www.ilstu.edu/depts/provostsearch/>. He reported that the final four Provost candidates will be on campus in the next few weeks. The schedule is as follows:

- Tuesday, November 19, Dixie Mills
- Thursday, November 21, Raymond Tymas-Jones
- Tuesday, December 3, Thomas A. Storch
- Thursday, December 5, John W. Presley

A/P staff members will have two opportunities within the schedule to interact with and interview each of the candidates. A specific A/P session will take place 1:15 - 2 p.m. during each date. Open forums take place from 4 to 5:30 p.m. Nnamani believes all four candidates are excellent, and encouraged all A/P staff to take advantage of these opportunities to participate in the selection process.

Nnamani then opened a discussion regarding Council meeting structure. Many Council members feel that the present structure does not allow sufficient time for discussion and information gathering. It was suggested that one solution would be for all reports to be submitted electronically, before each meeting. Additional comments could then be offered during the meeting. This met with the agreement of the Council, and will be implemented for future meetings. Nnamani will also provide for an “open discussion” section on the agenda for each meeting.

In a final item, Nnamani referenced the request from Mark Troester to provide an A/P representative for the iCampus portal committee being formed. This group will make recommendations for the upcoming faculty/staff version of this program. Joe Rives has expressed his interest in serving on this committee. Nnamani asked for, and received, the Council’s approval to make this appointment.

Committee Reports

President’s Campus Communication Committee - Molly Arnold

No report.

Illinois Foundation Board - Joe Rives

No report.

Parking Committee - Paul Jarvis/Larry Jobe

Jarvis reported on the following items from the committee’s November 13 meeting:

- Barb Todd was re-elected as the committee’s Chairperson.
- Parking Services has proposed rate increase of 6% (average) for ’04. This rate is subject to administrative approval. If approved, reserved parking permits will change from \$263 to \$279.

- The proposed transit system continues to be a subject of discussion. If funded through student fees, it would require an increase of \$6.50/student/semester. The idea of the transit system seems to be generally supported, but a student fee increase is not. The idea will go to the student fee process for consideration. A student referendum is another possibility. Hope remains to implement this program for next fall, but significant roadblocks still exist.

Academic Senate - Mike Baum

Baum had provided a report of the most recent Academic Senate meeting to Council members via E-mail, and he commented on these notes.

The Chair, Lane Crothers expressed appreciation to the members for the vigorous and thoughtful debate that characterized the last session of the senate. He also announced that there would be interview times established for the on-campus Provost candidates that will be open to Academic Senate members only.

SGA President Bathauer indicated that SGA is in the process of completing a recommendation that will come to the Senate regarding a request to employ assignment of a randomly generated number for each student rather than using their social security number. She also spoke of a recommendation that would emerge from the SGA regarding some proposed changes to Student Legal Services in terms of assisting students with landlord tenant disputes.

Provost Bowman reported that President Boschini was at a Board of Higher Education retreat, that the comprehensive campaign continues to move forward, and that planning continues for the Schroeder Hall renovation.

Dr. Mamarchev spoke of an internal review process that was focused on the Student Health Services.

Dr. Bragg commented on the State elections and his belief that it will function to push back budgeting deadlines as the new office holders assume their positions. He reported that the State's budget deficit is approaching the two billion dollar level.

The various committee chairs then reported on work they are involved in. Issues include: student transcripts, draft consensual relationship policy, and distinguished professor selection guidelines, among others.

The Senate discussed and approved a resolution developed by the Council of Illinois University Senates regarding including a "knowledge of higher education" criteria in the selection of members to serve on Boards of Trustees. This resolution passed.

Next the Senate discussed another resolution developed by the Council of Illinois University Senates urging that CMS funding not be the responsibility of universities but

be reassumed by the State. This motion was tabled as the consensus favored first determining the most effective/advisable way to pursue this goal.

The meeting was adjourned.

Note: Please make use of the Academic Senate web page where copies of all of the Senate minutes and other documents are posted. In that way, you may obtain information that is more detailed.

Elections - Jeff Lopez

Lopez had no report, but a discussion was scheduled for the December regarding representation.

A committee of Council members explored different options this past summer and presented a report and recommendations to the Council (see Minutes from 7/25/02). Two options to be considered are having at-large representatives, where each member represents A/P staff in totality, or to have “ward” representation, where each member represents a specific group of A/P staff members. To facilitate the discussion, Stanford agreed to provide statistical information regarding A/P staff numbers, as well as comparisons to other hiring classifications.

University Sick Leave Bank - Jeff Lopez

Lopez reported that there have been three approved requests within the past month.

University Web Planning and Advisory Committee - Mike Baum

No report.

Old Business

Nnamani encouraged Council to provide feedback to him regarding the strategic direction of the A/P Council this year.

New Business

Deb Gentry introduced a discussion topic related to the relevance of establishing procedures in response to security issues. A disgruntled alum has threatened members of her department, and these threats have prompted discussions among her colleagues as to how the department should prepare for a possible dangerous situation. Of particular concern is the safety of front-line office staff - should training be provided to prepare these staff members to deal with angry/threatening individuals? Nnamani mentioned that Marabeth Clapp, in her role as Assistant Vice President for Business Services and Human Resources, is looking for new ways to enhance the Human Resources department's ability to serve the needs of various levels of employees. Deb's concern will be

forwarded to Marabeth to enable her to infuse all these issues in her plan. He indicated that he would follow up with her for more clarification, and report back to the Council.

Mention was also made of the developing CIRT (Critical Incident Response Team) program, and a suggestion was made to invite Dr. Brent Paterson to a future Council to provide information on this program.

Adjournment

The Council adjourned at 3:05 p.m. Moved and seconded by Lopez and Kinser.

Respectfully submitted,
Steven Klay, Secretary

Future 2002 meetings:

December 12 ***BSC Administrative Conference Room***

Future 2003 meetings:

January 23 Spotlight Room

February 27 Spotlight Room

March 27 Spotlight Room

April 24 Spotlight Room

May 22 Spotlight Room

June 26 TBA