

Administrative/Professional Council Meeting
December 13, 2001
1:30 p.m.
Spotlight Room, Bone Student Center

Present: Chika Nnamani, Susan Blystone, Rob Flot, Maureen Blair, Betty Kinser, Mike Baum, Paul Jarvis, Jan Bremner, Steve Klay, Sue Zinck, Larry Jobe, Larry Lyons, Sally Pyne, Jeff Lopez

Absent: Molly Arnold

Guest: Dr. Susan Kern, Vice President, University Advancement

Approval of Minutes

The Council approved the minutes of the November 15, 2001, as submitted. Moved and seconded by Bremner and Blair.

Chair's Remarks – Nnamani

Nnamani welcomed Sally Pyne back to the Council. A commemorative cake was shared among those present.

Nnamani acknowledged that the University community has been actively concerned about the recent budget developments. Nnamani expressed deep satisfaction in the way information is being shared by President Boschini with all the campus constituencies. He encouraged those so inclined to contact President Boschini or Vice President Bragg with any feedback or questions.

Guests Remarks – Kern

Vice President of University Advancement Dr. Susan Kern was present at the meeting and provided updates on the University's Capital Campaign. This comprehensive campaign is the first of its kind attempted at Illinois State. It spans five years, with an ultimate goal of \$86 million. We have collected just over \$40 million to date. March 22, 2002 marks the beginning of the public phase of the campaign and will be "kicked off" with a public rally in the plaza in front of Watterson Towers. Solicitation pieces will be sent out to the campus on March 25. More of the university community will be involved in this phase, and the Family Campaign Steering Committee, which has already begun to meet, is spearheading the efforts.

In other remarks, Kern indicated that giving toward the Annual Fund is down 20%, as compared to previous years. She attributes this decline to the current recession, and the events of September 11.

Liaison Remarks – Zinck

Zinck also commented on the recent budget concerns. She indicated that there is a new FAQ on the University's Website that is an excellent resource for employees with questions. This site is updated as information becomes available.

In other news, Zinck indicated that her office could provide information to the Council concerning numbers of A/P employees, hiring patterns, etc. Council members agreed that this information might prove useful and encouraged that it be provided.

Zinck also reported that a decision has been made to reduce the amount of money available to departments from the recruitment account for advertising open positions. This essentially reduces the size of ads that may be purchased.

Committee Reports

President's Campus Communication Committee – Gray

Nnamani reported that the committee has not met since the last Council meeting.

Awards – Arnold

No report.

Illinois Foundation Board – Lyons

The Board received information on the specific goals of University Advancement. They are, Enhancing the Institutional Image, Cultivate Relationships and Raise Private Dollars. The events of 9/11/01 have caused a redirection of giving nationally as gifts and the number of donors are down in comparison to the prior year. It is believed that the situation will return to a more normal pattern at the beginning of 2002.

The Investment Committee reviewed Common Fund performance and results have been good given the market conditions and in comparison to other universities. Some asset reallocation has taken place based on Common Fund recommendations and will continue until the target asset allocation is met this spring. The Board took action and recommended a change in the Spending Policy. The new policy will allow for a 4.5% allocation in FY 03 and 4.0% in FY 04. The policy will be reviewed annually.

The University is working with local legislators to draft legislation allowing individuals to donate back benefit buyouts. This is in the early stages and all state universities will be asked to participate once the legislation is completed.

Parking – Jarvis

No report.

Performance Appraisal Review – Arnold

Zinck reported that, though this committee has not met, the graduate classes with which they have been working have completed and delivered their reports. More information will be available as the committee is able to evaluate their findings.

Academic Senate – Baum

Baum indicated that he would be sending E-mails to Council members with the minutes from each Academic Senate meeting. The minutes of the Senate are posted, along with other timely documents, reports and information on the Senate's web page

[<http://www.academicssenate.ilstu.edu/>].

Academic Senate Meeting, December 11, 2001

Administrator's remarks:

- Dr. Boschini thanked the campus community for all their efforts this semester and provided an update on the Affirmative Action search.
- Dr. Goldfarb also thanked campus community, especially for the work to make *Educating Illinois* work.
- Dr. Mamarchev also wished the campus well and reminded folks of commencement.
- Dr. Bragg echoed the thanks and holiday wishes. He will be going to Springfield to attempt to gain greater clarity regarding budget information and reminded us that as information is obtained it will be available from the Illinois State University homepage (FAQs for state cost cutting measures answered).

Senator Crothers then provided his IBHE-FAC report (these are available for review on the Senate Website

<http://www.academicssenate.ilstu.edu/committee.html>)

- The Committee met with IBHE chair, Keith Sanders.
- As of now, public universities are being asked to give back ~ 1% of their budget. The governor reminds us that other states are having similar difficulties, some taking larger amounts from higher education.
- A new problem is shortfalls associated with medical insurance costs, with public universities being asked to pay for those increases (now thought to be about 44 million; costs have increased about 16% over last year). We're told to expect that this figure will double next year and that the institutions themselves will likely be asked to assume responsibility for paying these additional costs – the state won't pick them up.
- At the moment the talk appears to be of a 3+1/2+1/2 salary proposal
- Capital project monies may be affected by the revenue shortfalls
- The 30 and out retirement proposal in somewhat differing forms have passed both the house and senate and may become permanent this year.

Action items:

- The proposal to change/increase the admission requirements for students entering in fall 2003 passed.
- The proposed revision of the University mission statement was withdrawn.

Information items:

- Two documents addressing employment in excess of full time and secondary/outside employment were presented by the Faculty Affairs Committee at the request of the Provost. Fundamentally, the first document limits the assignment of additional work beyond full-time without prior approval (typically by the department/unit head and/or Deans/vice-presidents). The second requires prior approval by department/unit and/or Dean/vice-president prior to working elsewhere while being paid by the university. There are two additional stipulations: (1) any outside employment should not exceed one day per week during a contract period; (2) such applications for secondary/outside employment must be resubmitted by the employee at the beginning of each fiscal year or throughout the fiscal year, whenever a secondary employment opportunity arises.

Secretary's note: The Council engaged in significant discussion regarding these two proposals. It was determined to form a sub-committee to discuss these issues and their impact on A/P staff, and provide feedback for Baum to share at

the next Senate meeting. Zinck will provide information about the law with which the University is striving to comply through these proposals.

Communications:

- Professor Roger Anderson spoke to the Senate to raise concerns that the search for the Dean of the College of Arts and Sciences was being slowed down by the requirements established by the Executive Committee of the Academic Senate (at the request of the Provost) that asked that an elected representative of non-tenure track faculty in the College, as well as A/P and Civil Services representatives be added to the committee.

Secretary's note: There was some discussion among the Council as to how this A/P representative would be selected. Apparently no current process exists. Nnamani will contact Provost Goldfarb regarding his thoughts. Pyne and Kinser will submit the names of possible A/P representatives from within the College.

- He felt the process required to add new members to the search committee was overly time consuming and represented a "new" requirement that was difficult to meet under the current search limitations. Provost Goldfarb indicated that having more broad representation was not a "new" thing, but something he'd done with all of the previous searches for important administrative positions. A few on the Senate were concerned that the additional representation did not leave the committee sufficient tenure track, voting members to be in a majority hence they wanted an additional such member added. There then were remarks made as to how this additional tenure track faculty person would be selected. These issues will be addressed at the next meeting of the Executive Committee. Meanwhile, Dr. Goldfarb requested that the committee as now constituted move ahead and begin its initial work.

- Senator Hampton expressed concern that recently published University crime statistics did not correctly portray the incidence of hate crimes on campus. This was clarified by Drs. Bragg, Mamarchev and Boschini. They spoke of the fact that the federal government guidelines are different than what Senator Hampton assumed and that some incidents we on the campus are aware of, don't appear in our statistics because they occur off campus.

Consent Agenda Items:

- Minor in Comparative Literature approved.
- Sequence in Musical Theatre approved.
- Minor in Exercise Science approved.

Elections – Lopez & Bremner

Bremner distributed another draft of the proposal addressing Council attendance. Discussion was tabled until the next Council meeting.

UHEC, Task Force on Alcohol Policy – Pyne

No report

University Sick Leave Bank – Lopez

No report.

University Web Planning & Advisory – Baum

No report.

Old Business

No old business.

New Business

No new business.

Future 2002 Meetings

January 24 Prairie 1 – Dr. Steve Bragg, Vice President, Finance & Planning

February 21 Spotlight Room – Dr. Alvin Goldfarb – *Educating Illinois* update

March 21 Prairie 1 – Dr. Helen Mamarchev, Vice President, Student Affairs

April 25 Prairie 1 – Dr. Victor Boschini, President

May 23 Spotlight Room

Adjournment

The Council meeting was adjourned at 3:10 p.m. Moved and seconded by Lopez and Jarvis.

Respectfully submitted,
Steven Klay, Secretary