

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
December 15, 2005
Spotlight Room, Bone Student Center

Council members present: Donna Banner, Nikki Brauer, Kim Hays, Steve Klay, Mindy Mangialardi, Rick Olshak, Sally Pyne, Jess Ray, Amy Roser, Annette States Levitt, Mark Vegter

Ex-officio members present: Paul Jarvis, Julie Jensen, Larry Lyons, Mboka Mwilambwe, Maureen Smith

Guests: Ira Schoenwald, Associate Vice President for Human Resources
Deb Smitley, Assistant Vice President, Finance and Planning

Approval of minutes

The Council approved the minutes of the November 17 meeting, as submitted. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

Chair's Remarks – Mindy Mangialardi

- Mangialardi remarked on the success of the Employee Holiday Party, and thanked Kim Hays, Jess Ray and Steve Klay for their attendance and help at the party.
- Rick Olshak has completed the web-based survey to be sent to our A/P constituents, and it is ready to be sent out.
- Julie Jensen was introduced as the new liaison to the Council from Human Resources.
- Mangialardi thanked Sally Pyne for her work on the Council. Sally is resigning from her position, as she is no longer employed by the University. She served 3 separate terms on the Council during her tenure here.

Guests Remarks – Ira Schoenwald and Deb Smitley

Schoenwald and Smitley were present to discuss issues related to A/P staff inclusion in the mid-year salary increase plans, currently being implemented by President Bowman. The development and implementation of such a plan is dictated through Educating Illinois. It has been reported that A/P staff could not be considered for the initial phases of the plan due to the difficulty in obtaining comparative salary data on many A/P positions. The Council, and the Campus Communications Committee had expressed their concern over this, and wanted to discuss these concerns with Smitley and Schoenwald.

The Vice Presidents have asked that the comparison studies for A/P's be done at the beginning of the spring semester, and there is a commitment that that will be done. Smitley shared that doing this type of comparison is a very complex process. There were 169 different position titles under the A/P designation this fall. It is important to compare not only titles, but also position responsibilities in order to get an accurate representation for salary considerations. Some time has already been spent looking at different data analyses. Existing analyses cover about half of the A/P positions, and they are researching others.

Smitley emphasized that this plan is intended to be a multi-year plan, with all faculty and staff being considered for salary increases, as needed. The money for these increases must come internally, through a combination of reallocations and tuition monies. This program is not intended to replace or impact traditional methods for salary increases, but is additional.

Council members expressed the need for continued communication regarding this process and particularly, how data analysis for A/P's is progressing. This will minimize perceptions that A/P staff are being omitted from this process. Schoenwald and Smitley were receptive to this feedback and encouraged A/P involvement in the process. The Council will be kept apprised of any progress.

HR Liaison Remarks – Julie Jenson

Jenson indicated her eagerness to work with the Council. She will be bringing budget information to a future meeting. She also indicated the development of a new position within HR which will include responsibilities of determining how positions at the university are designated (as faculty, A/P, civil service, etc.)

Academic Senate – Mboka Mwilambwe

Mwilambwe attended the December 7 meeting of the Academic Senate and provided the report located at the end of these minutes.

Guest Remarks – Ira Schoenwald

Schoenwald was also present to share various issues he wishes to address through his role, and wants to seek input from the Council, as well as provide information. One of these issues relates to un-announced non-reappointments or non-renewal of contracts. He has observed that this happens on campus, and while not illegal, it is not a practice he wishes to see continue. He wants to minimize these occurrences, and will be looking to address concerns through training of supervisors.

Time constraints prevented Schoenwald from presenting all of the topics he wished to address. He has other issues on his agenda, and he will be setting up time to return to the Council at a future meeting for more discussion and input.

Adjournment

The Council adjourned at 3:05 p.m. Moved and seconded by Amy Roser and Kim Hays, respectively.

Mboka Mwilambwe's Academic Senate Report:

The meeting was called to order at 7pm.

Chair and Vice Chair Remarks:

Senator Crothers was not present and the meeting was chaired by Senator Garrison.

Senator Garrison provided the following remarks:

- SGA is hosting a realtor forum at the beginning of next semester where they will discuss issues of concern to students.

Administrator's Remarks:

President Bowman provided the following remarks:

- He called the Senate's attention to a statement he sent to the Senate in advance which was going to be made public shortly. The statement outlines the 1st phase of the salary implementation process. He indicated that at this time, some non-negotiated Civil Service

- staff, full and Associate professors would be the first ones to be affected by this salary increase because they are the furthest below their peers. He also mentioned that increases would be targeted and not general, meaning that only those individuals that have been determined to be below their peers would see an increase.
- He announced that the Campus Dining plan will now be delayed by a year because of some of the concerns raised by faculty, staff and students. While he believes the plan has some good elements, he has asked CDS to review those aspects of the plan that have created concerns, do more research and bring a revised plan forward by June 06. In the Fall of 06, the revised plan will then be presented to the university community for more feedback. A finalized plan will be rolled out in Fall of 07.
 - He invited members of the Senate to take a look at a plaque installed in the Bone Student Center to honor Samuel Braden.

Provost Presley provided the following remarks:

- They have received 11,000 applications as of today. 20% of those prospective students have been admitted so far. The ACTs and GPAs of those applicants are in the 25th percentile. The number of minority applicants is up by 20% and they have better ACTs and GPAs than applicants from previous years.
- His area is currently revising the guidelines for service awards and teaching awards.

Vice President Mamarchev provided the following remarks:

- She indicated that another student has died which brought the number to 4 for this semester, an unusually high number.
- She reminded the Senate that Commencement is on December 17.

Vice-President Bragg provided the following remarks:

- He reminded the Senate if an employee received a salary increase greater than 6% in their last year, the agency would be responsible for picking the extra cost of the retirement payments. SURS is writing the rules for this and is working with universities to develop some consensus on those rules.

Committees Reports:

- *Academic Affairs – Paul Borg*
The committee discussed the Involuntary Withdrawal policy and revisions to the exceptions to the 124-hour baccalaureate rule.
- *Administrative Affairs – Peter Smith*
The committee will bring 3 policies to the Senate floor at the next meeting.
- *Faculty Affairs – Chris Desantis*
No report.
- *Planning and Finance – Martha Burke*
The subcommittee met with VPs and Deans to discuss their work on priorities. Associate Dean of Arts and Sciences Sam Cantanzaro met with the full committee to discuss the strategic planning process and the annual planning process in his college. The committee is hoping to get a better understanding of how colleges plan and how this planning can affect the plan to increase salaries.
- *Rules – Dan Holland*

The committee is continuing its discussions on the ethics document and will bring it forward at the January meeting.

IBHE-FAC Report

The report is available at the following address:

<http://www.academicssenate.ilstu.edu/Committees/IBHE-FAC/05-06IBHE-FAC/Report2005-12-02.htm>

Action Item:

11.29.05.02 CAS Bylaws – Revised (Rules Committee)

This item was passed.

Information Items:

11.09.05.01 Equitable Treatment of Students Policy-Revised (Academic Affairs Committee)

Moved to an action item and passed.

11.29.05.01 Library Policy (Rules Committee)

Moved to an action item and passed.

Advisory Items:

11.10.05.02 Employment in Excess of Full Time Appointment Policy (Provost)

11.10.05.03 Secondary/Outside Employment Policy (Provost)

11.10.05.04 Classroom Disruption Policy-Draft (Provost)

12.01.05.01 Sabbatical Leave (Provost)

Communications:

11.28.05.01 Sense of the Senate Resolution – Trustee Bergman (Senators op de Beeck and Fowles) (Documents from Angelo Capperella in Senate Packets of 11/9/05)

The Senate debated on the merits of this resolution. Some Senators felt a sense of urgency to move this resolution forward because of the fact that there have reportedly been more spills from Trustee Bergman's company since the issue first came to the forefront. However, a few senators raised the concern that the issue has not been resolved by the state yet and therefore it would be premature for the senate to issue a resolution on the basis of allegations. It was finally agreed to table this issue to the next meeting and have the sponsors of this resolution revise it.

12.01.05.02 Announcement of Men's Tennis Schedule – Spring 2006

Schedule Online at:

<http://goredbirds.collegesports.com/ot/sport-schedules.html>

Adjournment

Respectfully submitted,

Steven Klay, Secretary

Future 2006 Meetings

All meetings will begin at 1:15 p.m.

January 26	SSB 314
February 9	Spotlight Room, Bone Student Center
February 23	SSB 314
March 9	Spotlight Room, Bone Student Center
March 23	SSB 314
April 13	Spotlight Room, Bone Student Center
April 27	SSB 314
May 11	Spotlight Room, Bone Student Center
May 25	Spotlight Room, Bone Student Center
June 8	Spotlight Room, Bone Student Center
June 22	SSB 314
July 13	Spotlight Room, Bone Student Center
July 27	SSB 314
August 10	Spotlight Room, Bone Student Center
August 24	Spotlight Room, Bone Student Center