

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, January 10, 2013
Room 412, State Farm Hall of Business

MINUTES

Council Members present –Anjie Almeda, Gina Bianchi, Nikki Brauer, Jennifer Frobish, Ron Gifford, Debbie Lamb, Becky Mentzer, Stacy Ramsey, Soemer Simmons, Alex Skorpinski, Beth Snyder, Derek Story and Tuwana Wingfield.

Approval of minutes-Minutes from December 13, 2012 were approved, motion by Jennifer Frobish, second by Nikki Brauer.

Guest Speakers

Vice Presidents Everts, Layzell and Minne` along with members of the *Educating Illinois* Task Force attended the meeting and asked for the Council’s endorsement of the revised plan. Council members were informed of the feedback the plan received which resulted in the addition of new strategies and new action items. The questions were raised concerning what the next steps would be in order to implement the updated *Educating Illinois* plan as well as how the task force would document “success.” VP Everts responded that the implementation process has already begun with the creation of the Long Range Financial Plan Committee which will continue to meet in the coming months and will use *Educating Illinois* as a blue print in decision making. Also, departments/units will be asked to take into account and present their accomplishments in relation to *Educating Illinois* goals at the Academic Affairs Budget Presentations this April. VP Everts also noted that there will be more discussion in the future on how Illinois State University can expand upon its global engagement. A motion was made by Debbie Lamb to officially endorse the revised version of *Educating Illinois*. Nikki Brauer seconded the motion and the motion was approved by the Council. Council members thanked the VPs and task force members for their work.

Chair’s Remarks

- Public Hearing with the State University Civil Service System (SUCSS) – Stacy, Debbie Lamb, Lois Soeldner, VP Layzell, Tammy Carlson and Colette Homan attended the public hearing held by SUCSS on January 3rd. There were representatives from other campuses as well. SUCSS is currently considering an amendment that will remove exemption authority from local institutions and place it within SUCSS. The SUCSS Merit Board will meet to review the amendment on January 30th.
- Faculty/Staff/Student discount in Uptown Normal-The initiative will begin on Monday, January 28th. Those businesses who are participating will have a cling in their window that contains a Reggie head surrounded by black polka dots. The Town of Normal’s Facebook page will have a listing of participating businesses as well as weekly deals. There will be an email sent out, an article in the *Report* and posters hung up in campus buildings to advertise the initiative. It was also mentioned that a trunk show will be held

on February 5th featuring women's ISU apparel. The show will be from 10am-4pm at the Alumni Center.

- New Smoking Policy Reminder-Emails have gone out to the campus community reminding everyone of the newly implemented campus smoking policy. University Marketing and Communications is working on getting clings created that will be displayed on building doors. Anyone who would like a smoking cessation kit can contact the Health Promotion and Wellness Office.
- Board of Trustees Resolution Proposal-Jay Groves asked the Council to approve a resolution that will allow, if necessary, Board of Trustees members, to participate in presidential search meetings via telephone in order to meet quorum. This resolution is being proposed to comply with the Open Meeting Act. The Board will meet on January 12th to make/pass the resolution. Council members had no issue with proposal. As a sidebar, it was suggested that the Council pass such a resolution so that members could participate via email, if necessary, to make quorum. No action was taken.
- Academic Advisory Committee (AAC) Development Training-Stacy and the Council have been invited to speak at the AAC Spring Training Day on February 8th. Members would participate in one session, three separate times and the focus would be on discussing the AP Council. The sessions would run 1:35pm-3:30pmish. If anyone is interested in participating, please let Stacy know.
- Presidential Search Status/Timeline-Stacy and Alex have been working on an email that will go out on January 11th to all AP personnel who have at least 50% or greater employment. The email will use wording from the last Dean's search we conducted and will ask anyone who is interested in participating in the search process to self-nominate themselves by submitting a statement of interest. Nominations will be due on January 22nd and the Council must select two individuals to serve on the search committee. The search committee will be comprised of one faculty member from each of the colleges and Milner, two AP representatives, two Civil Service representatives, one undergraduate student, one graduate student and the Board of Trustees. Due to time constraints, the Council discussed several ways to review any nominations prior to our next meeting as we will have to select our representatives at the January 24th meeting.
- Grievance Committee Resignation-Stacy was notified of Mandy Chapman's resignation from the Grievance Committee. Mandy has accepted employment outside of ISU and can no longer participate. Derek will determine if a replacement is needed.

Committee/Representative Reports

- **Academic Senate** —Tuwana Wingfield-No report. The next meeting is in two weeks. Minutes can be accessed at:
<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
- **Awards**-Beth Snyder-The committee met and determined recipients of the Distinguished Service and Emerging Leader awards. Recipients have been notified and will be publically announced and recognized at Founder's Day. The Council discussed whether or not to award the Esprit de Corps this year. A decision will be made at the next meeting. It was decided that the award process as a whole needs to be reviewed and it has been added to the summer project timeline.
- **CCC** – Jennifer Frobish – The next Board of Trustees meeting is February 22nd. Jennifer has received some suggestions already for the Coffee Hour discussion. Council members

made suggestions for future Coffee Hours. Jennifer asked for ideas to put in the letter that is read to the Board. Several suggestions included the recent hearing by the SUCSS system, the pension issue in Springfield and the Council's support of the smoking ban.

- **Communications** – Alex Skorpinski- The next *Report* article will be due January 10th. It will include information regarding the nomination process for the Presidential Search Committee.
- **Elections** – Anjie Almeda- The presidential search committee search is underway. The next AP election will be in March. There will be five positions up for election on the Council. The committee will meet in February to brainstorm ways to publicize the upcoming election. Several suggestions given by Council members include sending information to Leadership staff to post in public spaces and discussing during the upcoming Spring Advisor Day. Stacy asked that a tentative timeline outlining possible outreach efforts be created and presented at the next Council meeting.
- **Foundation** – Gina Bianchi – No Report. The next meeting is March 1st.
- **Programming** –Nikki Brauer –
 - Brown Bag-Housing staff has suggested March 4th as the date of their Brown Bag presentation. As Council members could not think of any conflicts, Nikki will check on room availability for the 4th.
 - Socials-After discussion, it was decided to leave the AP Social on Thursdays. However, a change of venue is being looked into. Gina will contact Firehouse to see if they would be willing to host. Once a location is decided, an email will go out to all APs letting them know of date and location. The next social is scheduled for January 31st.
- **Scholarship** –Debbie Lamb –Debbie conducted academic verifications and all recipients are in good standing and are eligible to receive the second disbursement.
- **HR Liaison** – Derek Story
 - Commentary was provided on the SUCSS amendment proposal regarding removal of exemption authority from the local institutions and giving this authority to Central Office of SUCSS. HR was glad to see a broad turnout from several universities and speakers from each come forward in support of local universities retaining exemption authority, at the very least, until a better solution could be determined.
 - SURS legislation still pending and being watched include
 - HB98
 - SB001
 - SB35
 - H-36
 - H-50
 - Efforts are underway to add a Roth option to planned savings at ISU. Initial conversations have been had with vendors and avenues for participation and registration/intent are beginning to be explored.

Business/Discussion Items

The Council has a vacancy with the resignation of Rebecca Baker. There was discussion among Council members on if the position needed to be filled at this time, and if so, how to go about

doing so. As the election is only two months away, it was decided to wait and place her position on the ballot. Nominations for this position will be separate from the other open positions as the person running for it will serve the one year remaining on Rebecca's original term. He or she will then be eligible to run again for another three year term. The individual who wins the position will then begin his or her term immediately, rather than beginning in August.

Adjournment – motion by Nikki Brauer; seconded by Alex Skorpinski

Next meetings – 1:15-3pm

- January 24th-Spotlight Room, Bone Student Center
- February 14th –Spotlight Room, Bone Student Center

Socials – 5pm see website/Facebook for specific locations

- January 31st
- February 28th