

# ILLINOIS STATE UNIVERSITY

## Administrative/Professional Staff Council Meeting

January 27, 2000

Spotlight Room, Bone Student Center

**Attending Members:** Molly Arnold, Mike Baum, Jan Bremner, Larry Jobe, Doug Lamb, Jeff Lopez, Beverly Nance, Sally Parry, Sally Pyne, Larry Quane, Sharon Stanford, and Cheryl Young

**Excused:** Martin Jackson and Chika Nnamani

**Guest:** Brian Hamilton (Outgoing Council Member)

The meeting was opened at 1:30 p.m. by AP Council President, Mike Baum.

### President's Remarks—Mike Baum

#### Election

Baum congratulated and welcomed new Council members and expressed appreciation for the work and years of service of the outgoing members (Brian Hamilton, Betty Kinser, Norris Porter). Election results include:

*Newly elected A/P Council serving 3 year terms*

Jan Bremner 1300 Human Resources

Larry Jobe 2200 Admissions

Jeff Lopez 2781 Campus Rec

Chika Nnamani 2600 Student Affairs

*Newly elected to the Administrative/Professional Grievance Committee*

Donna Banner 2202 Evaluations

Anne Marie Charnholm 6100 Honors Program

Maggie Esparza 4060 University College

Elaine Graybill 5500 College of Business

Mindy Mangialardi 2600 University Housing

Beverly Nance 4060 University College

Larry Spears 2702 Student Legal Services

*Administrative/Professional Awards Committee Representative*

Molly Arnold 2200 Admissions

*A/P Representative to Illinois State Foundation Board:*

Robert Navarro 2600 University Housing

The election for the at-large representative to the Campus Communication Committee is not yet complete; because of issues raised regarding the election process, that portion of the election is being redone.

Brian Hamilton then presented the slate of candidates for executive officers on the Council that he and the other two departing Council members, Kinser and Poter, had developed. After opening up the issue for discussion a motion was made and approved to accept the slate of candidates. Mike Baum was elected President of the Council, Molly Arnold was elected Vice-president and Cheryl Young was re-elected to be the Council Secretary.

Baum then raised two issues that emerged from the election: 1) a ballot was not received by the election official, i.e., the nominee did not appear on the ballot, and 2) there was a question regarding the eligibility of a person to serve. The Council executive committee, in consultation with the election official and Stanford, resolved these issues: in the first instance, it was decided that a nomination not received by the deadline does not warrant a re-election; in the second instance, it was decided that a mistake regarding eligibility does warrant a re-election.

#### Guest at Next Meeting

President Boschini will attend the AP Council meeting on February 24.

#### **Approval of Minutes**

Because of issues of more immediacy, the Council had not approved minutes for September, October, November, and December. These meeting minutes were approved unanimously.

#### **Liaison's Remarks—Sharon Stanford**

Stanford distributed proposed changes to the grievance process as recommended by Carolyn Bartlett. Bartlett was commended for chairing the group and for the exceptional work in revising the process. The recent substantive changes recommended are: 1) discrimination complaints must be filed initially with Affirmative Action (Section IA1), 2) responsibilities of the grievance administrator will provide an alternate format if requested (Section III B6g), 3) the date of the hearing shall not be more than 45 working days following the formal filing (Section VB6), 4) parties involved will be requested to notify the grievance administrator ten

working days prior to the hearing if any special accommodations are needed (Section VB6), and 5) the hearing will be delay the hearing for 15 minutes if one party is not present (Section VC1a). The Council endorsed the recommended changes.

Stanford distributed copies of the *ISU Fact Book*.

An ISU faculty association has requested through the Labor Relations Board to have an election in which tenure and tenure-track faculty with appointments of 50% or more will participate (about 700 faculty). (Thirty percent of the faculty had previously signed cards to achieve the election.) Chairs, associates deans, and deans are exempt. The election will be held March 8 in the Founders Suite, 7:00 a.m.-8:00 p.m. The Illinois Education Association is the union; it is currently at SIU-C. The position of the university administration is that both sides of issues should be presented so the electorate is informed and working relationships are maintained. Council members may contact Stanford with questions.

#### BOT Liaison's Remarks—Larry Quane

The upcoming meeting of the Board of Trustees on February 18 will address three major issues: next year's IBHE budget, tuition and fees, and a resolution regarding the comprehensive campaign.

### **Committee Reports**

#### Facilities Naming Committee—Larry Quane

The President has disbanded the existing Facilities Naming Committee and is forming a reconstituted committee.

#### Awards Committee—Bev Nance

No report.

#### Parking Committee—Chika Nnamani

No report.

#### Performance Appraisal Review Committee—Molly Arnold

The committee is in the process of focus group research, targeting supervisors initially and non-supervisors subsequently. They plan to complete their work in March, when they will make recommendations to the administration.

#### Distinctiveness and Excellence Committee—Sally Pyne

The committee, chaired by Barb Kurtz, is doing good work. Subsequent to a recent all day retreat, reports from the various (sub)committees are being merged to find commonalties and to identify actions needed. A written report will eventuate and will be disseminated across campus (via the web) for reaction before being submitted to

the President by spring break. It is the intention that resulting document will serve as "the big plan" for the University, replacing the strategic plan.

### **Old Business**

The chair of the Shared Governance Committee (Rodger Tarr) has asked the AP Council to respond in writing to the proposals currently being presented, addressing both the proposed principles of shared governance and the structure/implementation of the principles. The governance committee report is due to the President on March 1, so AP Council feedback needs to be formulated outside regularly scheduled Council meetings.

Baum distributed a list of questions that came from the December 16 meeting at which shared governance was the sole focus. After discussion, the Council agreed on its basic position: to support the proposed principles of shared governance and to recommend changes in the proposed structure. The Council asked that Baum and Quane prepare a draft response and circulate it to individual Council members for input before finalizing and sending it to Tarr.

### **New Business**

Pyne and Bremner were named to the Team Excellence Committee.

It was announced that an open meeting on shared governance is scheduled for today at 4:30 p.m. in CVA 145.

The meeting concluded at 3:00 p.m.

Respectfully submitted,

Cheryl Young