

Administrative/Professional Council Meeting
February 14, 2002
1:30 p.m.
Prairie Room I, Bone Student Center

Present: Molly Arnold, Susan Blystone, Mike Baum, Paul Jarvis, Jan Bremner, Steve Klay, Larry Jobe, Sally Pyne, Jeff Lopez

Absent: Chika Nnamani, Rob Flot, Maureen Blair, Betty Kinser

In the absence of Chair Nnamani, Vice-Chair Pyne called the meeting to order.

Approval of Minutes

The Council approved the minutes of the January 24, 2002 meeting, as submitted. Moved and seconded by Jarvis and Bremner. Many thanks to Arnold who recorded the minutes in Klay's absence.

Chair's Remarks – Pyne

Nnamani's remarks were to center on the selection of A/P representation on administrator search committees. This issue has become a concern related to the search for the Dean of the College of Arts and Sciences (provisions have been made for a non-voting A/P representative on this search committee). As previously directed by the Council, Baum contacted Provost Goldfarb, who was in the process of convening a meeting with the stakeholders to look at search and evaluation policies. Baum will be representing the A/P perspective on this committee. They will be meeting in the next few weeks to make recommendations for a policy that is reflective of the principles of shared governance. The Council recommended that appointments of A/P representatives on such search committees be made by the Council (through the Chair). Baum will communicate this recommendation to the Provost's advisory group.

Liaison Remarks – Zinck

In Zinck's absence, the proposed Flipdog.com discussion was tabled until the March meeting. Lopez shared some of his own department's experiences with Flipdog. Apparently, departments that work through an individual web server may experience problems with postings via this job site.

Committee Reports

President's Campus Communication Committee – Gray No report.

Awards – Arnold

Arnold reported that the Civil Service Council would like to adopt for their awards process the same nomination form that A/P has been using. The Council was in agreement with this.

As far as our process is concerned, Arnold reported that announcements and nominations forms would be going out soon. It was discussed that another member of the Council is typically elected to assist with the awards process. Pyne indicated her interest in serving in this role, as she has in the past. A formal motion was moved and seconded by Lopez and Bremner, respectively, and then passed by the Council.

Illinois Foundation Board – Lyons

The report was given by Baum in Lyons' absence.

Illinois State University Foundation Board
February 2, 2002 - Old Main Room

President's Remarks:

The President provided follow-up on the lobbying efforts in Washington, DC. He has made several contacts and has made good inroads relative to receiving federal grants for Illinois State. He highlighted recent accomplishments by Illinois State students including Adam Waugh, a 4.0 student-athlete from the football team and Bone Scholar, who received one of only 17 national NCAA post-graduate scholarships.

Executive Director's Report:

The quiet phase of the campaign continues to move forward. The Board has a goal of 100% participation from the Board of Trustees, Foundation Board and campaign steering committee members. There is also an additional goal of 100% participation from all Deans, the Academic Senate and Alumni Board prior to the public kick off of the campaign. The public kick off has been set for March 23, 2002. The on campus phase will open March 25, 2002. A campaign effort organized by student leadership will be announced March 22, 2002.

Financial Report:

The budget was reviewed. Expenditures are normal yet slightly behind for the year.

Committee Reports:

The Investment Committee noted the portfolio's performance is still slightly down for the year but has rebounded pretty well since the market low of 9/21/01.

Asset reallocation is ongoing based on Common Fund recommendations and will continue until the target asset allocation is met this spring.

The Major Gifts Committee announced a restructuring of the Gift Club structure was in process. The Old Main Society will be transitioned into the new structure.

All other committee reports were routine.

New Business:

Joe Rives provided an Educating Illinois update with highlights of first year accomplishments.

Parking – Jarvis No report.

Performance Appraisal Review – Arnold

No report. It was recommended that this issue be removed from the regular Council agenda, until further notice.

Academic Senate – Baum

Baum had previously sent this report to Council members.

Academic Senate Update
February 6, 2002

Administrators remarks:

- Dr. Boschini indicated that the IBHE met and considered budgetary issues. His belief is that higher education is not likely to have another budgetary cut this year and that the best hope is that we'll have a 0 increase budget for next year.
- Dr. Goldfarb reported that he had received the Collegiate Restructuring report he had requested from the Finance and Planning sub-committee of the Academic Senate and that he is in the process of working with that group and others to begin the implementation process. The final report is available on the Academic Senate's web site.
- Dr. Bragg announced that beginning in July faculty and staff whose contracts are for nine to 11 months will have the option of electing to be paid over 12-months. This was met with resounding applause given that the request for this option has been made over 30 years ago.

This was followed by sub-committee reports

Next there was an action item involving the approval of the revised University Mission statement. After a successful friendly amendment was accepted to add the word “diverse” to describe our community, the new mission statement was approved.

The SGA presented its new Student Elections Code. There was some confusion and differences of opinion as to how to proceed given that there was not unanimity of opinion as to what the Academic Senate’s role in this was. So it was tabled.

The meeting ended with two presentations. One from Joe Rives providing an update on Educating Illinois progress and the other by Pat Grogg on the University Family Campaign.

Elections – Lopez & Bremner

Bremner indicated that the committee would be meeting on February 20 to discuss the upcoming election. It was moved and seconded by Brenmer and Lopez that Mike Schermer again be retained as the election officer. This was passed by the Council.

UHEC, Task Force on Alcohol Policy – Pyne No report

University Sick Leave Bank – Lopez

Lopez indicated that two requests have been submitted.

University Web Planning & Advisory – Baum

No report.

Old Business

No old business.

New Business

Baum reminded the Council to encourage all in the University community to participate in the process afforded to evaluate Dr. Boschini’s performance as President. Feedback will be summarized, and provided to the Board of Trustees, as well as the President’s Office.

Bremner distributed information regarding changes within Human Resources. These structural changes, including new business hours, take effect March 4, 2002.

Bremner also shared information about a change in the employee check distribution policy. Beginning with the disbursement on July 31, 2002, employee checks will no longer be sent to departments for distribution. Employees are encouraged to utilize direct deposit options. Those who choose to continue to receive their check manually will need to pick it up at the Payroll office each pay period.

Baum introduced to the Council a Power Point presentation regarding the Family segment of the Capital Campaign. Baum serves as a member of the steering committee, and will be doing this same presentation with selected departments. Other members of the committee will be doing the same. Baum reminded the Council that the official "kick-off" for the Family segment is March 22 at Watterson Towers. Packets will be going out to the University community the week of March 26.

Adjournment

The Council adjourned at 3:05 p.m. Moved and seconded by Jarvis and Bremner.

Respectfully submitted,
Steven Klay, Secretary

Future 2002 Meetings

March 21	Prairie 1 – Dr. Helen Mamarchev, Vice President, Student Affairs
April 25	Prairie 1 – Dr. Victor Boschini, President
May 23	Spotlight Room