

Administrative/Professional Council Meeting

March 21, 2002, 1:30 p.m.

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

Absent: Molly Arnold

Guests: Helen Mamarchev, Sharon Stanford

Nnamani introduced Helen Mamarchev, Vice President for Student Affairs, who began with comments related to discussion from the latest meeting of the Academic Senate. With the search for a new Provost on the horizon, President Victor Boschini introduced a proposal to add a Civil Service representative to the search committee that would be appointed. After much discussion, this motion was passed. It was then moved that a similar representative be added for the A/P staff. This motion, however, was not approved. President Boschini, among others, believed that A/P representation was provided through the Vice President to be appointed to the committee. This Vice President will be designated as the A/P representative, as well as the secretary of the search committee. Mamarchev urged the Council to schedule a meeting with whoever is appointed in this role so that our input may be provided.

Mamarchev was then asked to comment on her perspective as a relatively new employee. She discussed her pleasure with the success of the “red and white of Friday’s” campaign. It has been her goal to increase the impact and presence of traditions here at Illinois State. She has concerns about the lack of pride among the community in the appearance of the campus, and cited as examples the amount of improperly posted flyers and “vertical chalking” that is tolerated. She has plans to discuss this concern with the newly elected student government officers. Mamarchev mentioned that a committee is drafting a new policy regarding student demonstrations, which will include more specific guidelines regarding the posting of information. Mamarchev also discussed concerns related to the damage that has already occurred to “In Exchange”. She believes that students do not really understand the concept of living art. Kinser questioned whether the concept of “adoption” of certain areas of campus by organizations had been explored. Mamarchev responded that it had, but that union stipulations prohibit this type of program being implemented. She urged that all community members should see it as their personal responsibility to police the campus for those who litter, skateboarders, etc.

In other topics, Mamarchev discussed the upcoming Commencement Fair, which would be taking place next Monday and Tuesday, March 25 and 26. This fair provides services for those students who will participate in the ceremonies this spring. With the ceremonies being expanded to two days beginning this year, consideration is being given to the fact that the Sunday ceremonies will be occurring on Mother’s Day. Campus Dining Services will be providing a brunch between 11:30 a.m. and 1:30 p.m. under the canopy on Milner Plaza (rain location is the Bone Student Center Ballroom).

Efforts are also being made to make Commencement more of a University event. Thus, a call will be going out soon for volunteers from all areas of the campus community.

Final comments from Mamarchev centered on the town of Normal renovations and the involvement of students in this process. Of particular concern is the selling of alcohol in downtown establishments, and the hours of operation for these businesses. She indicated that a task force had been appointed to explore this issue for the campus and will be making recommendations soon.

Approval of minutes

The Council approved the minutes of the February 14, 2002, as submitted. Moved and seconded by Jarvis and Flot.

Liaison Remarks – Sharon Stanford for Sue Zinck

The Provost's office is working on several policies. The first is related to faculty and staff members on nine-month contracts. Beginning July 1, 2002, these employees will have the option of being paid over 12 months.

Also effective July 1 is a new policy regarding employee check disbursement. On that date, checks not deposited directly will no longer be sent to an employee's department, but will be available only through the cashier's office on Dry Grove Street. Employees are encouraged to take advantage of the direct deposit option. We were also reminded that the direct deposit option is available for students, though not widely utilized. The new disbursement policy will not apply to students at this time.

The Provost's office is also drafting a consensual relationship policy. The draft will be circulated among shared governance groups soon.

Stanford closed her remarks commenting on the current budget concerns. She encouraged everyone to remain positive. Information related to the '03 budget is not yet available.

Chair's Remarks

Nnamani reported on numerous meetings he had attended with President Boschini regarding the search process for the new Provost. President Boschini will announce by March 28 who he will be appointing to serve in an interim role. He hopes to have this appointee serve in a more active role in external relationships. The President is looking for input from the University community regarding suggestions as to who may serve in the interim Provost role. Interested parties should contact the President directly.

In dealing with budget issues, President Boschini has articulated 8 principles, as follows:

- 1) Allow the University to provide a modest salary increase (0-2%) in FY2003
- 2) Avoid layoffs of continuing full-time employees

- 3) Transfer funds to academic affairs for general education
- 4) Minimize any further departmental cuts in FY 2003
- 5) Honor our commitment to the Comprehensive Campaign
- 6) Meet all base adjustments and group health insurance costs in FY 2003
- 7) Do not pass on health insurance costs to employees
- 8) Return some utility savings to campus.

Nnamani also reported that the shared governance group called together by Jan Shane to make recommendations regarding future personnel searches met with President Boschini. Nnamani indicated that he agrees with the President regarding the inclusion of a civil service representative on search committees. He reinforced that the appointed Vice President will serve as the official A/P representative, and will be apprised of that fact. The policy that is being developed will be circulated among stakeholder groups for input, but the final approval will come from President Boschini.

In closing, Nnamani commented on the \$5.25 million gift to the University from Caterpillar. He also encouraged everyone's participation in the campaign-related activities coming up this weekend.

Nnamani also extended his thanks to Mike Baum for his work on the family campaign steering committee, and to Jeff Lopez and Jan Bremner for their coordination of the A/P Council election process. Nominations closed on March 20, 2002.

Committee Reports

President's Campus Communication Committee – Gray

No report.

Joint Awards Committee – Jobe, for Arnold

Nomination forms have been circulated among the A/P staff, and more nominations are encouraged.

Illinois Foundation Board – Lyons

No report.

Parking Committee – Jarvis

No report.

Academic Senate – Baum

No report. Remarks covered in previous discussion regarding Provost search.

Elections – Bremner and Lopez

Enough nominations have been received to proceed with the elections. The proposed constitution change related to A/P Council meeting attendance will also be included on the ballot.

University Sick Leave Bank – Lopez

Two appeals have been received and approved.

University Web Planning and Advisory Committee – Baum

In recent meetings, this committee has completed it's drafting of a document entitled: "Guidelines for Essential Elements in Campus Web Sites with a Public Presence." This has been reviewed by Vice-President Dave Williams and by other appropriate technology advisory committees. As it stands, it probably should be considered policy. It covers what is essential for the homepage; what guidelines and style elements must be included and what guidelines and style elements are recommended, web accessibility guidelines, etc.

The committee is in the final stages of drafting e-commerce statements and statements more clearly defining how and when commercial entities can be present on University web pages (e.g., when a business donates an item for use in a GLT fund raising activity).

Finally, the committee is developing privacy statements and guidelines for when and how personal information can be collected via the Internet and how it must be treated.

Old Business

No old business.

New Business

The issue of A/P representation on the Academic Senate had been proposed as discussion under New Business. It was, however, tabled until the April meeting.

Adjournment

The Council adjourned at 3:10 p.m. Moved and seconded by Blair and Lopez.

Respectfully submitted,
Steven Klay, Secretary

Future 2002 meetings

April 25 Prairie Room 1 – President Victor Boschini, guest

May 23
Shane & Jeff Lopez

Spotlight Room – Child Care Task Force Update – Jan

June 27	Prairie Room 1
July 25	Spotlight Room
August 22	Spotlight Room
September 26	Spotlight Room
October 24	Spotlight Room
November 15	Spotlight Room
December 12	Spotlight Room