

Illinois State University
Administrative/Professional Council

1:15 – 3:00 pm; Thursday, March 26, 2009
Spotlight Room

Minutes

Council Members present: Mboka Mwilambwe, Stacy Ramsey, Debbie Lamb, Michelle Schuline, Maureen Smith, Erin Pearce, Melissa Moody, Teri Farr, Anjie Almeda, and Pam Cooper

Ex-Officio Members present: Len Grinstead, Ron Gifford, and David Rardin

Approval of minutes: Pam Cooper moved to approve minutes; Anjie Almeda seconded the motion. Minutes were approved by the Council.

Chair's remarks: Mboka met with President Bowman. President Bowman discussed the recent budget address given by our new Governor. He did mention that it looks as though we will be getting an increase in funding and a capitol bill looks like it will likely be approved. President Bowman does not want us to get anxious about layoffs as ISU is in a good position as we have been budgeting wisely and new student interest continues to rise. President Bowman did put out an e-mail to the campus in response to the Governor's budget statement.

Mboka reminded the Council to encourage giving to Gladly We Give as this is one way we can help control our own destiny.

President Bowman also mentioned that he testified at the Appropriations Hearings and they asked a lot of questions about ISU. It seemed to him that the interest in ISU is there and we will have to wait and see how this goes as far as the budget/funding is concerned.

Mboka clarified one of the BOT goals in regards to the addition of a professional school here at ISU. President Bowman indicated that right now may not be a good time to be adding additional programs and that there would be many things that would need taken into consideration before this would occur.

Mboka reported that he met with the Senate Executive Committee about adding a AP and CS position at this level. The Senate Executive Committee are deliberating this possibility.

Mboka forwarded the e-mail that was sent to all the Directors about the extension of the deadline for AP appraisals from the Associate VP of Human Resources. They are hoping to increase participation with this extension.

Mboka also reported that though our on-line selection process, he was able to forwarded five names to Jay Groves for possible placement on the search committee for the VP of Finance and Planning.

Mboka also reminded us to vote - as our AP Council election site was up and running.

Mboka also reported that with help from his staff, the Council now has envelopes to use that can be easily changed for future Chairs of the Council; Ron is following up on a possible office space for the Council.

Finally, Mboka reminded us about the AP Social we are hosting the last Friday of each month from 5:00 – 7:30 at the NV Lounge in Uptown Normal.

Committee/Representative Reports:

- **Elections** – Anjie reported that general AP Council elections were underway. There are only two candidates for the Grievance Panel so we may need to look into filling the remaining spots with those that did not get voted to the Council.
- **Programming** – Erin reported that an e-mail will go out announcing our upcoming Brown Bag Luncheon on Recruitment and Retention held on April 7th.
- **Academic Senate** – Ron’s Senate report is available on our website.
- **Foundation** - No Report – Larry not present
- **Scholarships** – No Report
- **CCC** – No Report
- **Constitution** – Stacy reported that the committee is getting close to rolling out the new draft.
- **Awards** – No Report – Rachel not present
- **HR Liaison** – Len reported Benefits Choice open enrollment May 1st – 31st. Other information will be coming. May 6th is the Benefits Choice Fair. He also reported he was still working on the specifics for our AP website in regards to retirement options and information that would be useful for APs. Len updated us on the status of the new HRIS. Derek Story is heading up this project and consultants have been doing focus groups to identify process flow. The consultants are also getting feedback from stakeholders.

Business/Discussion Items:

- **AP Grievance Administrator** – Mboka talked with Ira Schoenwald, Associate VP about appointing a new Grievance Panel administrator as the current administrator is retiring. Ira thought someone in HR might be best for this role due to the fact that HR staff are familiar with HR processes, personnel information, and the laws governing these types of situations. However, Ira did mention that he was open to other people who might be a good fit for this role. A lengthy discussion was held in regards to who might be a good fit. Many suggestions were given; staff from Legal Counsel, Office of Diversity and Affirmative Action, Community Rights and Responsibilities, the Chair of the AP Council, and the HR Liaison to the AP Council. There were quite a few varying thoughts on the subject, but in the end the overall feel was that the HR Liaison to the AP Council might be the best option and our recommendation would be communicated with Ira who would make the final appointment.

Adjournment: Ron Gifford motioned to adjourn the meeting; David Rardin seconded. Motion was approved by the Council and meeting was adjourned.

Next Meeting: Thursday, April 8, 2009 in the Spotlight Room, Bone Student Center