

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, April 11, 2013
State Farm Hall of Business, Room 412

MINUTES

Council Members present –Anjie Almeda, Gina Bianchi, Nikki Brauer, Stephanie Duquenne, Jennifer Frobish, Ron Gifford, Debbie Lamb, Becky Mentzer, Stacey Mwilambwe, Matthew Murray(member-elect), Stacy Ramsey, Soemer Simmons, Alex Skorpinski, Beth Snyder, Derek Story and Tuwana Wingfield.

Approval of minutes-Minutes from March 14, 2013 were approved, motion by Alex Skorpinski, second by Becky Mentzer.

Chair's Remarks:

- President Search-Amelia Noel-Elkins updated the Council in regards to the Presidential search. The Committee met last week to narrow the list of candidates. Airport interviews conducted by the Board of Trustees and members of the Executive Search Committee concluded yesterday. They will meet on Tuesday, April 16th to discuss and review reference checks. The number of candidates that will be brought to campus will be decided at this meeting. Campus interview dates have already been scheduled and candidate names are expected to be announced after the April 16th meeting. Candidates will meet with the entire Presidential Search Committee for breakfast during the first day of on-campus interviews. As of right now, the start date for the new president to begin remains July 1st. Council members asked Amelia if the Committee was happy with the selection pool as well as the process as a whole. While candidate confidentiality remains vital, Amelia told the Council that the search was an open application process, everyone who applied was considered and the Executive Committee seemed pleased with the selection pool. Amelia also told Council members she believed it was a collaborative effort between Committee and Board of Trustee members.
- Presidential Candidate Interviews-Stacy informed the Council that the Presidential Candidates will interview separately with members of the AP and Civil Service Councils, the Academic Senate and the SGA. Those interview times will be 12:45pm-2:00pm in the Old Main Room on April 22, 24, 26 and possibly 29. The Open Forums will follow each day from 2:30pm-3:30pm and will also be in the Old Main Room. Stacy will forward around a sign-up sheet to ensure the AP Council has representation during our interview times and reminded Council members to attend Open Forums as well. Stacy will be working with Lois, Dan and Andy to draft a list of potential questions for the candidates.
- Meeting with President Bowman-Stacy met with President Bowman. Governor Quinn did not reappoint Bob Dobski and Joanne Maitland to the Board of Trustees. He did however appoint Robert Churney. The appointment still needs Senate approval. President Bowman was concerned on how the other Board position will be filled by

Governor Quinn but reiterated that the University has no control over the appointment process. There are several proposals circulating regarding health insurance and pension reform. President Bowman along with the other Public University Presidents and Chancellors sent a letter of support to Governor Quinn endorsing a six-point proposal for addressing the pension reform issue. The tuition benefit for employees' children is once again being discussed for discontinuance. Public University Presidents are against doing away with this benefit. President Bowman has been attending State Appropriation Hearings in Springfield. While he is waiting to see how the pension reform issue resolves itself, President Bowman is hopeful that Illinois State University will once again be able to offer modest raises this year. Universities have been allowed to opt of the new Conceal and Carry legislation and are also allowed to extend this to parking lots as well.

- Other Items
 - The Long Range Financial Plan Committee will be attending a retreat on Monday to listen to sub-committee proposals/suggestions. Stacy also attended the Budget Hearings for each college and found them to be very interesting.
 - Stacy asked Council members to save the date of May 9th. There will be a farewell reception for President Bowman held from 1pm-4pm in the Brown Ballroom. The Council will be canceling our May 9th meeting so members can attend.
 - Stacy asked new Council members to have photos taken for the AP website. If new members already have a professional photograph on file, they were asked to send them to Alex.

Committee/Representative Reports

- **HR Liaison** – Derek Story
 - ISU Benefits Choice will be open in iPeople on May 1st and is scheduled to go through May 31st.
 - CMS Benefits Choice Fair is scheduled for Thursday, May 2nd from 10:00 am-2:00pm in the Brown Ballroom.
 - SURS legislation for SSB's, HB's and voting are coming up and listed in the most recent communication from the SURS Advocate. Dates in May are deadlines and adjournment dates.
 - Performance Appraisal communications are coming from Human Resources for AP staff. As always, the reviews are due at the beginning of May.
 - Derek will be stepping down as the Council's Human Resources liaison but will be staying on through the summer projects. A new liaison has yet to be named by Human Resources.
- **Academic Senate** —Tuwana Wingfield-There were two Academic Senate meetings held since the last AP Council meeting. Information from the March 27, 2013 meeting is as follows:
 - The Export Control Progress and Planning Committee gave a presentation. According to the Committee, expert advice is needed concerning Intellectual Property, copyright and export control issues related to

growth. Federal export control laws exist to regulate exports shared outside of the United States. Exports affecting educational institutions include matters such as research, hiring of foreign nationals including graduate students, and foreign travel.

- The SGA reported that the food pantry is open. Diversity week will be held next week. This year's theme is *Putting the Pieces Together* and various activities will be held throughout the week. Cardinal Court will distribute recipe books to residents in hopes of getting more students to cook in the kitchen rather than buying meal plans.
- Vice-President Layzell reported a 4.9% decrease in State funding. The Benefits Choice Fair for FY 14 will be held on May 2nd from 10:00am-2:00pm. As a result of the Hancock Stadium project, there will be 300 fewer parking spaces on campus. However, Parking Services is working to free up additional spaces throughout campus.
- The Priorities Report as well as the Freedom to Participate in Shared Governance Policy was approved by the Academic Senate.
- The Academic Affairs Committee is working on revisions to General Education. The Administrative Affairs and Budget Committee are reviewing AIF. The Rules Committee revised the Code of Ethics and is discussing the Professional Relationships Policy. The SGA will be bringing forth a Student Bereavement Policy for Senate approval. The Faculty Affairs Committee is currently discussing/reviewing Academic Freedom and the Grading Practice Policy.

Information from the April 10, 2013 meeting is as follows:

- After long discussion in the Senate, proposed changes to General Education were approved. These changes will take the current three-tier model and change it to a two-tier model.
- The Senate discussed the proposed Academic Freedom addendum. President Bowman prefers that all persons on campus have freedom to discuss relevant societal issues regardless of rank. University Counsel felt the addendum potentially opened the University up to lawsuits although there have been very few to date. The Senate approved the addendum to be added to the Code of Ethics.
- Professional Relationships Policy-An amendment was brought before the Senate to add specific language to the faculty tenure promotion process. The amendment would add language that hearsay cannot be allowed in promotional discussions. Opponents to the amendment stated that hearsay should already not be considered during tenure discussions and the amendment was unnecessary. After lengthy discussions, the Senate did not approve the amendment.
- The Student Bereavement Policy was approved. Students who suffer a loss will be asked to contact the Dean of Students Office who will coordinate communication with faculty members. However, it was recommended students still contact their instructors to inform him/her of the situation.

- The Grading Practice Policy was approved. Faculty must follow the grading policy set forth within their syllabi. Any changes to the grading policy must be explained.

Tuwana Wingfield will be stepping down as AP Council Representative to the Academic Senate. The Council thanked her for her service. Soemer Simmons was nominated to be the new Representative. Motion by Nikki Brauer; second by Anjie Almeda. Motion approved. New Senate Representative Orientation will be held on April 24th.

<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>

- **CCC** – Jennifer Frobish –The Board of Trustees will meet on May 10th. If anyone has any suggestions for the Coffee Hour, please let Jennifer or Stacy know.
- **Foundation** – Gina Bianchi – The next meeting will be held on June 21st at the Alumni Center. Directors will be on campus April 26th to tour the Ewing Cultural Center.
- **Awards**-Beth Snyder-No report.
- **Communications** – Alex Skorpinski-Alex is working on the AP email to go out April 22nd. Our next AP article will go out in next Tuesday's *Report*. If anyone has anything to include, please let Alex know.
- **Elections** –Anjie Almeda-Spring elections are over. Voter turnout was poor. It was suggested shortening the voting to 2-5 business days. This will be discussed more in the summer work groups. Outgoing Council members will need to determine the slate for the next year's Executive Board before the August 8th meeting. Anjie Almeda, Ron Gifford and Soemer Simmons will comprise the Committee. If anyone is interested in an Executive Board position, please let one of the Committee members know.
- **Programming** –Nikki Brauer-There will be no more Brown Bags this semester with all the upcoming searches/forums. If anyone has any ideas for next semester, please let Nikki know.
- **Scholarship** –Debbie Lamb –Debbie met with Alex to update the scholarship application. There was only a very minor change made to the application. The application is now live and on the Council's website. If anyone has any feedback, please let Debbie know. Scholarship application information will be included in the Council's next outgoing communication piece. Winners will be announced at the end of June.

Business/Discussion Items

- Summer Work Groups-Council members discussed proposed work groups for the summer. After much discussion, the following groups were formed:
 - Grievance
 - AP Staff Onboarding/Marketing and Involvement Campaign/Communication
 - Programming/Fundraising Efforts
 - Job Descriptions for Executive Board, Liaisons and Representatives/Awards Process/New Member Orientation and Onboarding

Council members were asked to consider which group(s) they would like to be a part of and membership will be decided at the next meeting.
- Other Items

- Honor's Director Candidate information is available on the Provost's web site. Candidates will be on campus next week to interview.
- The Council congratulated former Council President Mboka Mwilambwe for being re-elected to the Bloomington City Council.

Adjournment – motion by Soemer Simmons; seconded by Anjie Almeda

Next meetings – 1:15-3pm

- April 25th-Spotlight Room, Bone Student Center
- May 9th –Meeting Cancelled
- May 23rd-Spotlight Room, Bone Student Center

Socials – 5pm see website/Facebook for specific locations

- April 25th
- May 23rd