

# ILLINOIS STATE UNIVERSITY

## Administrative/Professional Council Meeting

May 25, 2000

### Founders Suite, Bone Student Center

**Present:** Molly Arnold, Mike Baum, Jan Bremner, Jeff Lopez, Beverly Nance, Sally Parry, Sally Pyne, Larry Quane, Sharon Stanford, and Cheryl Young

**Absent:** Martin Jackson, Larry Jobe, Doug Lamb, and Chika Nnamani

#### Approval of Minutes

The April 27 meeting minutes were approved, with two amendments: 1) the Awards Committee report was revised to state that "...the candidates for the AP awards this year were very good;" and 2) the first recommendation of the Adhoc Election Review Committee was amended to read "The Elections Officer would be an AP staff member who is not on the Council and who agrees not to run for any elected position representing AP staff *while serving as the Election Officer.*"

#### President's Remarks—Mike Baum

Baum thanked the Council for their participation in all the recent searches, as well as in the meetings focusing on governance throughout the year. Dr. Helen Marmachev has been named Vice President for Student Affairs.

#### Sick Leave Bank

Baum shared highlights of the recent memo staff received from Tom Fowles (Benefits) regarding the bank, which has accumulated 1,000 days. The rules have changed to allow new employees to contribute, since they have not accumulated as much sick leave as longer-term staff, and to allow employees to use the bank for family illness as well as personal illness. The maximum usage is now 20 days, reduced from 45 days.

#### Provost's Office Liaison Remarks—Sharon Stanford

#### AP Salary Administrative Guidelines

Stanford distributed a copy of the AP Salary Administrative Guidelines as they appear on the Provost's web page, [http://www.provost.ilstu.edu/academicpersonnel/academic\\_personnel.shtml](http://www.provost.ilstu.edu/academicpersonnel/academic_personnel.shtml). The guidelines include issues regarding new hires; updated salary ranges, which are now broader; and expectations for acting positions. Questions may be directed to Stanford or Sue Zinck (Provost's Office).

#### Procedures for Review of AP Position Levels

A copy of the "[Procedures for Reconsideration and Reevaluation](#)" for AP (non-rank) position levels, which have changed from the original procedures, was also distributed. This document is also available at the Provost's web site.

Stanford reported that AP staff should have by now received notification of their salary increases.

### **Board of Trustees Representative—Larry Quane**

The BOT met on May 12, when they approved the Academic Plan; the Academic Statements and Priorities, which serve as a blueprint of FY01; and the budget, highlighting the 3%+1%+1% salary incrementation process.

The 8:00 a.m. discussion hour prior to the BOT meeting focused on co-curricular activities as part of the freshman experience; FOI and other freshman experiences were discussed in earlier similar sessions. The BOT were impressed with the three-part program.

Planning for next year's program will occur in July, with the first session occurring in October. This discussion hour should focus on innovative and changing programs that might not otherwise be visible. Accordingly, Stanford suggested the extended university and technology as discussion topics for upcoming sessions.

### **Committee Reports**

#### Awards Committee—Bev Nance

No report.

#### Parking Committee—Chika Nnamani

No report.

#### Performance Appraisal Review Committee—Molly Arnold

The committee is doing a final review of the feedback they received, preparatory to making recommendations.

#### Distinctiveness Committee—Sally Pyne

There have been no new developments since the last Council meeting.

### **Old Business**

#### Proposed Revisions to the AP Council Constitution

In addition to revisions to simplify and clarify the language of the constitution, substantive changes are being proposed as follows:

*Article III: Membership.* A revision to this article, Section 2, would change the term of office of the Campus Communication Committee representative to two years (from three years), to attain consistency with terms stated in the Illinois State University Constitution.

*Article IV: Nomination and Election.* Proposed new aspects of this article: in Section 1, the election of Council members would be in March (rather than November), with new members being seated in August (rather than in January); and in Section 3, would establish an Election Committee, replacing the election officer so that more than one person would administer the annual election.

*Article V: Officers.* Proposals to this article change, in Section 1, officer titles to Chair and Vice-chair (from President and Vice-president) and, in Section 2, the timing of the election of officers to August (from January).

*Article VII: Changes in the Constitution.* This proposed new article describes how the Constitution can be amended (currently no provision exists in the Constitution for changing it).

The Council endorsed the proposed revisions and will act on them at the August Council meeting. AP staff have the opportunity prior to August to review the proposed revised constitution ([attached to these minutes](#)) and offer input to Council members.

#### Advising the President Regarding Shared Governance

October 1 is the deadline for submitting the Council's response to the recommendations the shared governance committee made to President Boschini. Baum will draft the response, based on the Council's previous discussions and stance regarding the governance committee's plan. Essentially, the Council highly endorses change, especially the creation of the four senates; while the recommendations are not ideal, they are better than no change. The Council would ideally seek a University Council with more even representation among the four senates.

#### **New Business**

##### Summer Meetings

Council meetings for June and July will be subject to call.

##### Mission of Human Resources

Bremner requested from the Council input regarding the mission of the Office of Human Resources, i.e., what is expected of Human Resources as a partner in attaining the Council's goals. Council members should submit thoughts about this to Sue Stewart by e-mail ([sestew@ilstu.edu](mailto:sestew@ilstu.edu)) or phone (8-8821).

The meeting was adjourned at 2:55pm.

Respectfully submitted,  
Cheryl Young, Secretary