

Administrative/Professional Council Meeting

July 25, 2002 ~ 1:30 p.m.

Spotlight Room, Bone Student Center

Present: Mike Baum, Maureen Blair, Jan Bremner, Rob Flot, Paul Jarvis, Larry Jobe, Betty Kinser, Steve Klay, Jeff Lopez, Chika Nnamani, Sally Pyne, Joe Rives

Absent: Molly Arnold, Susan Blystone

Guests: Al Bowman, Interim Vice President and Provost; Derek Story

Nnamani opened the meeting by introducing Derek Story, an assistant director in Academic Personnel. In fulfilling one of his responsibilities of revising the A/P employment manual, he has seen many references to the A/P Council. He thought it would be helpful for him to see the council firsthand, so was an observer at the meeting.

Guest Remarks

Al Bowman, Interim Vice President and Provost

Bowman began by thanking the council for the role they play on campus. He then provided some comments on the current budget situation. There may be the need for more cuts, but the negative impact should be minimized due to the planning that has taken place.

Bowman said that there is more positive than negative news out there concerning Illinois State. The incoming freshman class is one such example. This fall we will welcome, academically, the strongest group of minority students in the University's history.

Bowman also mentioned that he is pleased with the progress of the Comprehensive Campaign, which has raised \$54 million to date. Since he has taken the position of Provost, Bowman indicated that he has been impressed with the commitment level of the campus community, and the amount of collaboration taking place. He is encouraged that the University will continue its forward momentum with the implementation of Educating Illinois.

In closing, there was some discussion concerning the admission limitations within the College of Education. Some council members expressed concerns about being able to offer the "right" explanation to those who inquire about how this situation occurred and what is being done in response. Dr. Bowman

indicated that he would discuss this with Dr. Ashby, Dean of the College of Education, and communicate back with the council

Approval of minutes

The Council approved the minutes of the May 23 meeting. Moved and seconded by Jarvis and Blair.

Chairs Remarks – Chika Nnamani

Nnamani reported that there has been a change in the types of materials distributed by Human Resources to new employees during their orientation. Various campus groups, including the A/P Council, will need to provide introductory materials through individual methods. Human Resources will continue to provide listings of new A/P staff members when they are hired.

Nnamani also discussed several ways in which he would like to see the Council improve its relationship with other areas of the campus. Areas involved include our communication and connection with other groups on campus, our support of Educating Illinois, and our leadership of the A/P staff involvement with the Capital Campaign. Currently, 23% of A/P staff have participated in the campaign, and he would like to see that percentage improved.

Liaison Remarks – Sue Zinck

No report.

Committee Reports

President's Campus Communication Committee

Information was relayed regarding the change in the schedule for the July Board of Trustees meeting. It was necessary to cancel the "private discussion" portion of the meeting, which was scheduled to include local city officials. It is hoped that this can be re-scheduled to be included in a future meeting

Illinois Foundation Board – Rives

The last Illinois State University Foundation Board Meeting was 6/1/02. At that meeting, an update to the Family Campaign was given. Twenty-three percent of the current Administrative/Professional employees have donated to the fund. A/P's have the highest percent of giving among staff, faculty, and annuitants. While this is good news, it is hoped that this percentage will continue to increase. One of the goals of the campaign is community participation. A higher percentage of university employees donating is more persuasive to potential external donors.

Gaining contributions is especially important as the University continues to make the vision of *Educating Illinois, The Master Plan, and Redefining "normal"* a reality.

During academic year 2002-03, a University Family Campaign Advisory Committee will be formed. It will plan activities of the Family Campaign, including a campus update during the spring semester. Administrative/Professionals are encouraged to volunteer their time, as we continue to provide leadership and service to the Campaign.

Draft guidelines for a new Donor Recognition Society were presented. Current Old Main Society members will be folded into the new program.

Board members reviewed the Foundation's Fiscal Year 2002 budget to actual expenditures and approved the Fiscal Year 2003 budget.

The next Illinois State University Foundation Board meeting is November 9th. Please contact Joe (jarives@ilstu.edu) if there are issues/questions facing A/P staff that should be addressed at this venue.

Parking Committee – Jarvis

No report, other than that the committee continues to work on the daytime transit plan.

Academic Senate – Baum

The Academic Senate does not meet during the summer months. Nnamani took this opportunity to commend Baum on his diligent representation of A/P concerns on the Academic Senate. He highlighted the fact that Baum had been instrumental in assuring adequate A/P representation on important search committees, including the committee charged with finding a new Provost.

Elections – Bremner and Lopez

No report.

University Sick Leave Bank – Lopez

Lopez reported that two appeals had been submitted this past month.

University Web Planning and Advisory Committee – Baum

Baum reported on the new web portal introduction (I – Campus) that will be taking place, beginning with this year's freshman class. This new technology will provide for new, and more convenient, communication with the University.

Old Business

Blair provided a report and recommendations from the committee formed to examine the nomination process for A/P Council positions. The committee's report and recommendations are as follows:

During the May, 2002 Council meeting, Maureen Blair, Paul Jarvis, Steve Klay and Jeff Lopez volunteered to explore options with respect to the nomination process in order to eliminate the confusion that arose in the recent election.

Currently, eligible A/P employee names are listed by the funding department when the invitation for nominees is distributed. This manner of listing names has raised a few discrepancies resulting in confusion about employee eligibility due to the representation parameters established by the constitution that states that "per department".

We believe that the intent of the representational parameters for the A/P Council is to limit the number of staff from any one *employing* department rather than *funding* department.

We explored our options with Sue Zinck and Rama Suresh. Based on this information and our subsequent discussion, we have three recommendations.

1. Sort the list of eligible employee names by employing department (rather than funding department). While this will not eliminate all issues with how staff is listed, it will reduce them.
2. Provide the elections committee with the latitude to move an employee name from one department to another to address any remaining discrepancies.
3. Reflect this clarification in the election committee guidelines in order to create a historical file on this matter.

Following Council discussion, it was moved and seconded by Blair and Lopez to accept these recommendations, as presented. The Council voted, and indicated its approval.

Blair also presented some additional recommendations from the committee, which will be explored by the Council in future meetings. These recommendations are as follows:

During the May 2002 Council meeting, Maureen Blair, Paul Jarvis, Steve Klay and Jeff Lopez volunteered to explore options with respect to the nomination process in order to eliminate the confusion that arose in the recent election. As this topic was discussed, additional questions were raised that we recommend the A/P Council explore. Regarding Council representation, the questions to explore are:

1. Does the current number of representatives on the Council serve its constituents?
2. Does the manner in which the representatives are selected serve its constituents?

To provide a foundation for this discussion, we compared the A/P Council equivalent structure at four other state universities (NIU, SIU-C, UIUC, WIU). Illinois State University uses an at-large representation model while the others use a variation of a "district" representation model. Also, the number of representatives varies significantly. Illinois State University has approximately 650 A/P staff with 12 Council members or a 55-1 ratio.

Information from the university councils mentioned is included with the Chair's copy of this report.

New Business

Items discussed included:

- Grievance Process changes: The Council members had previously received a copy of changes proposed for the Administrative Professional Grievance Process. The proposal was discussed by the Council. Jeff Lopez, as one of the administrators of the recent election, commented on the difficulty in achieving the mandated representation, given the current guidelines. Blair moved to accept the changes as presented, with the recommendation to change the wording of item #1 under Committee Composition to "A panel of not less than fifteen (15) members of the Administrative/Professional staff shall be elected" (underlined section indicates new wording). The motion was seconded by Bremner and approved by the Council. The recommendations will now be forwarded to President Boschini for his approval.

Adjournment

The Council adjourned at 3:00 p.m. Moved and seconded by Jarvis and Lopez.

Respectfully submitted,
Steven Klay, Secretary

Future 2002 meetings:

August 22 Spotlight Room

September 26 Spotlight Room

October 24	Spotlight Room
November 14	Spotlight Room
December 12	Spotlight Room