

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, September 25, 2014  
Spotlight Room, Bone Student Center

**AGENDA**

- I. Review of Agenda:
  - a. Present: Alex Skorpinski, Jamie Wood, Rachel Caracci, Melanie Schaasfma, Maureen Roach, Stephanie Duquenne, Beth Keegan, Susan Woollen, Heidi Verticchio, Nikki Brauer, Ron Gifford, Matthew Murray, Ken Fansler, Emily Vigneri
  
- II. Approval of Minutes from August 28-Motioned by Beth Keegan seconded by Heidi Verticchio. Unanimously passed.
  
- III. Chair Remarks – Alex Skorpinski
  - a. Introduction of Tammy Carlson to discuss the changes of job classifications
    - i. Impetus of Change to A/P Hourly
      1. Audit for the State Universities Civil Service System
      2. Updated over 2000 job descriptions campus wide
      3. State and Federal wage and hour laws govern whether positions are hourly or monthly.
    - ii. Communication
      1. Talked with highest level supervisor that knew about position. HR sent draft job descriptions to supervisors for review.
      2. HR had discussions with the administration, as well as conducted 8 supervisor meetings.
      3. HR asked supervisors not to discuss this with employees until the morning of September 8<sup>th</sup> because of the potential for unnecessary stress and misinformation that could result over the weekend without anyone available in HR for questions.
      4. HR reached out to every affected employee and offered to meet to answer questions.
    - iii. Impact on Work Environment
      1. There shouldn't be any time reporting that is off the books. If it cannot be documented in iPeople, it probably shouldn't happen.
      2. It is not advisable to take non-exempt work and simply add it to an exempt position because it may cause the other exempt position to become hourly.
    - iv. Alternatives for fiscal challenges
      1. Emergencies will need to have case made for additional resources, but there is not a pot of money waiting to be distributed.
      2. Flex schedules
      3. Departments must stay within budgets. Where that is not possible due to the change, departments are going to have to make tough choices about service levels or make requests for additional funding up through the Vice President of the Division
      4. Comp time versus Overtime:
        - a. This is at the discretion of the employee
        - b. Supervisor offers additional work and says s/he can only offer comp time. Employee can decline.
        - c. Supervisor offers additional work and says they can offer overtime or comp time. Employee gets to decide which option.
      5. Exempt employees are not supposed to keep unofficial comp time. If you work additional hours, you cannot or should not take hour for hour off because that makes your job look hourly.
    - v. Benefit Accrual
      1. A/P Hourly and Exempt will have the same vacation accrual schedule
      2. There aren't plans to change AP hourly accrual to the Civil Service schedule

- b. Numbers of Employees Affected:
  - i. Approximately 170 University Wide
  - ii. Approximately 30 A/P employees
- c. Chair Remarks on Professional Development Committee
  - i. Data Gathering
    - 1. Interviewing cross-section of campus to see what is being offered
    - 2. Surveys 6 to 7 questions
      - a. Supervisors
      - b. Employees
  - ii. Meeting in the next couple of weeks to discuss who to should be interviewed
    - 1. AAC-PDT
    - 2. Student Affairs
  - iii. Dedicated Funds for Professional Development
    - 1. Financing the Professional Development
    - 2. Change policy to help offset costs of PD
  - iv. Goal is to come up with a Report to be presented to the President and the cabinet by Spring

#### IV. Committee/Representative Reports

- a. HR Updates – Melanie Schaafsma-See Tammy’s Comments
- b. Academic Senate – Nikki Brauer
  - i. Sen. Kalter commented on the midterm blues
  - ii. Student Body President discussed Reggie Ride-Bike rentals for free
    - 1. Supported by the sustainability fun
    - 2. Last year 907 rentals
    - 3. Already 500 rentals so far this year
  - iii. President Dietz
    - 1. Diversity is a priority
    - 2. 3 members still yet to be determined for the Provost Search
    - 3. Questions about President Dietz’s meeting with Board Chair Donahue
  - iv. Provost Krejci
    - 1. Welcomed Pat Vickerman
    - 2. Senators asked why VPA does not give updates to Senate
    - 3. Nancy Hiltibidal
      - a. Assisted the Provost’s office for the last 49 years
  - v. VP Paterson
    - 1. Student Fees Committee and Room and Board Committee
      - a. Decisions are not made at the VP level, but students and staff are involved in the decision making process.
      - b. Set forth recommendations that comes to the Board.
  - vi. VP Alt
    - 1. In September we have received 100% of appropriations from State.
    - 2. Parking Committee updates
- c. Campus Communications Committee – Matthew Murray-*No report*
- d. Foundation – Beth Snyder-*No Report*
- e. Awards – Rachel Caracci
  - i. Cut off for Nominations will be November 3<sup>rd</sup> for Emerging Leader and Distinguished Service awards
- f. Elections – Emily Vigneri
- g. Programming – Stacey Mwilambwe
  - i. Signed up for the Redbird Rumble
  - ii. Homecoming Bag handout
  - iii. President’s Brown Bag Expense-Nikki Brauer motioned, seconded by Rachel. Unanimous
  - iv. Children’s Holiday Party-Expense for Bounce houses, an amount not to exceed \$500. Nikki Moved, Emily seconded. Unanimous.
- h. Communications—Matt Keegan and Stephanie Duquenne

i. Scholarship – Ron Gifford-*No Report*

V. Discussion Topic

a. A/P participation in shared governance bodies across campus and inclusion in the performance evaluations of administrators (again at the College level)

i. Discrepancies between College level councils

ii. What is the role in creating the strategic plan for Colleges?

VI. Adjournment

NOTE: If you cannot attend the meeting, please contact Alex at 8-7108 or [ajskorp@ilstu.edu](mailto:ajskorp@ilstu.edu).