

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, November 8, 2012
Spotlight Room, Bone Student Center

MINUTES

Council Members present - Anjie Almeda, Rebecca Baker, Nikki Brauer, Jennifer Frobish, Ron Gifford, Emily James, Debbie Lamb, Stacey Mwilambwe, Julie Prianos, Stacy Ramsey, Soemer Simmons, Alex Skorpinski and Tuwana Wingfield

Ex-Officio Members present – Gina Bianchi, Beth Snyder and Derek Story

Approval of minutes-Minutes from October 25, 2012 were approved, motion by Ron Gifford, second by Anjie Almeda.

Chair's Remarks

- Agenda items for meeting with President Bowman-Stacy will be meeting with President Bowman next week and asked for any items/questions the Council would like her to ask in the meeting. There was discussion amongst Council members regarding the 2% merit salary increase and if there is a University standard rubric when applying the increase. Stacy will ask President Bowman. Stacy asked Council members to let her know of any other items and/or questions for President Bowman.
- Picture reminder-Stacy verified with Council members that everyone has now had their picture taken by University Marketing staff for the AP Council website. All members reported they had or were willing to use a photo already on file.
- Other Remarks
 - No-Smoking Policy Committee Representative-Nikki Brauer volunteered to be the AP representative on this committee. Based on a SGA initiative, this policy is scheduled to go into effect on 1/14/2013 and will ban smoking in public areas which include the Quad, Schroder Plaza and the College Ave pedestrian bridge, *In Exchange* areas, etc. It was pointed out that enforcement of this policy will be an issue and the question was raised who was responsible for enforcement. It was believed that the Environmental Health and Safety Office was responsible for policy enforcement. It was suggested that the AP Council work with the Committee and SGA in communication efforts to campus as this new policy will have an effect on many students as well as employees.
 - Stacy has been asked to serve on the Long Range Financial Planning Team. President Bowman announced the creation of this Team during the State of the University in September.
 - The Welcome email went out to staff who were new to AP positions. Alex and Derek helped to coordinate.

Committee/Representative Reports

- **Academic Senate** —Tuwana Wingfield
 - Dr. Larry Dietz, Provost Everts and Dr. Jim Jawahar gave a Civic Engagement presentation to the Finance and Planning Committee. Illinois State University is one of the top model schools in the country in terms of civic engagement. Dr. Jawahar will be working on a project starting in January 2013 and running through January 2015 that will be creating a clearer picture of what civic engagement entails and implement changes here at Illinois State University that will increase current levels of engagement.
 - The SGA is currently looking into a student bereavement policy. Specifics, such as number of days allowed, have yet to be determined. Stemming from discussion of this new policy, the question was raised if there had been any progress on a policy to excuse absences based on religious observances that the University does not already observe. As far as Council members were aware, there has been no new information/discussion regarding the policy.
 - Dr. Daniel Layzell announced that the University received their final FY12 payment from the State on October 31st and has started receiving FY13 payments. He also reported that salary increases should be reflected in November paychecks with retro payments appearing in the December paychecks.

Minutes can be accessed at:

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

- **Awards**-Beth Snyder-no report
- **CCC** – Jennifer Frobish – The Board of Trustees met on October 26, 2012. During the Coffee Hour, Rebecca Baker spoke about veteran concerns. Judy Curtis from Veteran Services was also present to answer questions. The presentation was well received by Board members. Jennifer passed out a summary from the BOT meeting. Trustee Donahue thanked the AP Council for inviting him to our meeting in September. President Bowman agreed to a four year contract to remain at Illinois State. The Board commended several areas/groups on campus for their achievements including the College of Education, the College of Applied Science & Technology, the volleyball team and the campus as a whole for homecoming. President Bowman also congratulated the College of Business' MBA program. The FY13 internal budget was approved as was the FY14 Operating and Capital Appropriation Budget Request. The next BOT meeting will be in February.
- **Communications** – Alex Skorpinski- The committee will be meeting next week to discuss this month's electronic newsletter. The next *Report* article will be due on November 15th.
- **Elections** – Anjie Almeda – no report
- **Foundation** – Gina Bianchi – no report
- **Programming** –Nikki Brauer – The Holiday Party will be held on Sunday, December 9th from 2pm-4pm. Registration will be online. Tuwana is offering extra credit to her class for anyone who would like to volunteer; she has had two students volunteer so far. Nikki asked Tuwana to let her know by November 15th the number of students she has so Nikki

can relay the information back to the Holiday Party Committee. Anjie volunteered to send a notice out to her students to see if any would be interested in volunteering as well. Stacy, Tuwana, Ron, Stacey, Jennifer, Julie, Beth, Emily, Gina and Soemer also volunteered to assist where needed. The next Holiday Party Committee meeting will be November 16th.

- **Scholarship** –Debbie Lamb – no report
- **HR Liaison** – Derek Story
 - Merit increases were discussed. The Salary Planner tool is closing for managers/supervisors/deans/directors to input the final recommendations for review by the budget office and should be implemented in November checks/deposits for AP staff. Retroactive payments for July-October raise amounts for those that qualify will be paid in December at the earliest.
 - LTD open enrollment is through November 15. Please contact your benefit counselor in Human Resources for more information.
 - Tammy Carlson and Derek Story shared AP Council contact information with the IHECHC (Illinois Higher Education Consortium on Human Capital) contacts (other State University HR Directors). The purpose was to share ideas on recent legislation proposed regarding exemption authority and the State University Civil Service System. Originally titled SB1150, this legislative action proposed would move exemption authority back to the SUCSS and away from the University(s).

Business/Discussion Items

- Constitution Voting Update- Alex reported that voting turn out has been low. A reminder email will be sent out on Monday, November 12th. Voting will remain open through Wednesday, November 14th.
- Student Identity & Diversity Brown Bag-Stacey is in contact with Jose and Robert and has given them a deadline of Monday, November 12th to give her proposed dates for the presentation. Once decided, Stacey will contact Nikki.
- Other Items
 - Socials-Attendance at the AP Socials has varied since the events was moved to Thursday nights but has been fairly consistent with Friday night attendance. It seems more people now know about the Social which is good and as long as any changes to dates/locations are well communicated, there should not be issues with making changes. It was suggested changing venues to perhaps Swingers as they run specials on Thursday nights. After much discussion, it was decided to leave the Social at the Marriott for the remainder of the semester. Gina will speak to the manager at the Marriott to see if he would be willing to offer the Council a discount if we commit to having a number of socials there.
 - ISU Discount Program-ISU has been working with Uptown Normal businesses to offer a discount program to faculty/staff. It has been agreed on that Mondays will be the day discounts are offered; however specific details are not yet available.
 - AP Lunch Social-It was suggested that we hold an AP Lunch in one of the on-campus dining centers. Not all staff is able to attend the AP Social but

may be able to attend a social held over the lunch hour. It was asked if we could coordinate with Dining Services and do a discounted faculty/staff day, similar to the discount that Dining Services already promotes. Stacey will ask Dining Services when they plan on having the next promotion.

Adjournment – motion by Emily James; seconded by Ron Gifford

Next meetings – 1:15-3pm

- December 13th -Spotlight Room, Bone Student Center
- January 10th - Room 412, State Farm Hall of Business

Socials – 5pm see website/Facebook for specific locations

- November 29th
- December 20th