

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, December 13, 2012
Spotlight Room, Bone Student Center

MINUTES

Council Members present –Gina Bianchi, Nikki Brauer, Jennifer Frobish, Ron Gifford, Emily James, Debbie Lamb, Becky Mentzer, Stacey Mwilambwe, Julie Prianos, Stacy Ramsey, Soemer Simmons, Alex Skorpinski, Beth Snyder and Derek Story.

Approval of minutes-Minutes from November 8, 2012 were approved, motion by Emily James, second by Nikki Brauer.

Chair's Remarks

- Meetings with President Bowman-Stacy had two meetings with President Bowman since our last meeting. Governor Quinn has announced the release of funding for the Fine Arts Complex. There is no timeline yet on when the project will move forward. Construction on the new football stadium and the sale of club seats are going well. The University is keeping a close eye on the pension discussion in Springfield. At this time, President Bowman does not think action will be taken until January as lawmakers have a large slate of items on their agenda to work through. Presidents from state universities have sent a proposal for pension reform to Springfield as well as comments and concerns about a different proposal that is currently being considered. Tuition costs for Illinois State will be discussed this spring with the hopes that we can keep tuition costs as low as possible for incoming students. Early this month, President Bowman announced his retirement. He acknowledged to Stacy that everyone is a little nervous about finding the right leader who can complement Illinois State's existing philosophy but he feels good about his decision to retire at this time. The Board of Trustees will be meeting Saturday after commencement to discuss how to begin the search process. The question was raised on how involved the AP Council will be in the search process. We will most likely have an AP representative as part of the search committee, but at this time, are unsure of how the search committee process will work. Stacy shared with President Bowman our questions and concerns from the Council's previous discussion regarding merit increase determinations. He expressed disappointment that some departments do not seem to communicate well with their staff and thanked Stacy for letting him know.
- Faculty/Staff/Student discount in Uptown Normal-It has been decided that Mondays will be the day that discounts/deals will be offered to Illinois State faculty, students and staff in Uptown Normal. The initiative will begin on Monday, January 28th. Businesses that are participating in the initiative will have a logo in their windows. There will be a website created and possibly a Facebook page that will announce each week's deals/discounts. It is likely an article will appear in *The Vidette* to announce the beginning of the initiative. Stacy made known to the Council that the Town of Normal has been very receptive and has worked hard to make this a joint effort with the

University. Faculty, staff and students will need to show their Illinois State University Redbird Card in order to qualify for the discount.

Committee/Representative Reports

- **Academic Senate** —Tuwana Wingfield
 - Provost Everts and Mardell Wilson discussed revenue-generating opportunities with the Finance and Planning Committee. The discussion specifically was focused on summer school, online course offerings and conference services. In summer 2011, courses were taken at other institutions and transferred back to Illinois State which resulted in approximately \$5 million dollars in lost revenue. Provost Everts and Mardell stressed ways to promote online course offerings to generate more revenue.
 - At the Senate meeting, the entire Senate gave President Bowman a standing ovation for his service and leadership.
 - The SGA reported that the Club Milner Dance Party will be on December 9th and that study bags will be handed out from December 9th-14th. The SGA also sponsored an off-campus food drive with food being collected at campus apartments.
 - President Bowman discussed the impact of the fiscal cliff. Pell grants would be protected but would be cut next October. Research funding as work study and TRIO would be cut as well. The Illinois Board of Higher Education hired an interim director. This director was previously the Provost at University of Illinois-Springfield. There may be another reduction in Medicaid pensions. Also, the State Presidents wrote a letter to the State of Illinois regarding Senate Bill 1673 pension reform.
 - Provost Everts reported an increase in applications from under-represented groups. 71% of African American students have been admitted and 54% of Latino students.
 - Dr. Larry Dietz reported that Jason Vasquez received the Neil Gamsky Award.
 - Dr. Daniel Layzell reported that the FY 12 appropriations were received at the end of October. We haven't received FY 13 payments yet. The University is expecting the final MAP payment in January. Dr. Layzell also reported on House Bill 6258 General Assembly cost of living increase.
 - There was much discussion regarding whether to approve the expansion of the non-smoking policy. The SGA lead the initiative to expand non-smoking areas on campus to include the Quad and parking structures. After much debate, the Senate voted to approve the amendment.

Minutes can be accessed at:

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

- **Awards**-Beth Snyder-The deadline for applications for the Distinguished Service and Emerging Leader awards is Friday, December 14th. Currently, the number of submissions is lower than years past. The question was raised what would happen if all supporting documents were not submitted by the deadline...would the nomination be

disqualified? After discussion, it was decided only those nominations with all paperwork submitted by the deadline would be considered. However, it was decided that during this summer, the Council will review the nomination process and timelines in an effort to get more responses. The committee will meet next Friday, December 21st to review nominations so that a decision can be forwarded to Julie Barnhill in University Events as soon as possible.

- **CCC** – Jennifer Frobish – The next Board of Trustees meeting will be in February. Topics for possible coffee hours were discussed. The committee is trying to decide whether it would be best to do something for President Bowman at the February meeting or if May would be more appropriate. A possible coffee hour topic that was suggested was contacting Dane Ward to discuss what is new with Milner Library. Another suggestion was to contact Dr. Rita Bailey to discuss global campuses and the current program Illinois State has with Brazil.
- **Communications** – Alex Skorpinski- The next *Report* article will be due January 10th. An email reminder regarding AP awards and socials will be going out Monday. A holiday greeting will be going out to the AP listserv tomorrow. Alex is also working on updating the AP Council's web site.
- **Elections** – Anjie Almeda
 - Constitution Voting-The new Constitution passed. A report on voting participation was given.
 - Increase Nominations/Participation-The Council discussed how we can increase nominations and election participation in the spring. One suggestion was to have laptops available in other areas to make voting more convenient. Another suggestion was to have AP Council members attend departmental/office staff meetings to explain why participation is important and encourage ownership from directors. The point was raised that in order to be fair, a representative from the Civil Service Council should also attend these meetings. Council members were asked to brainstorm and bring ideas to the next meeting.
 - Position descriptions-Stacy asked all Council members to review the Constitution so that we can clarify who has voting rights at the next meeting. The Council will work on outlining all the positions including a description of duties and an estimation of the time commitment so. This will be to verify that all position descriptions are consistent and to help the Council in creating a standard template that can be used in the future.
- **Foundation** – Gina Bianchi – no report
- **Programming** –Nikki Brauer –
 - Holiday Party-Nikki thanked all Council members who helped at the Holiday Party with a special thank you going to the Unlimited Dance Team and Tuwana Wingfield's students for volunteering. Official attendance numbers haven't been released yet but it seems as though numbers were down which Alex confirmed in terms of reservations received online.
 - Brown Bag-The next Brown Bag will be the Dimensions of Identity presentation by Jose and Robert from University Housing. It was initially scheduled for January 31st but after discussion, it was discovered that

guest speakers from the Presidential Speaker series will be on campus the same day which may impact attendance. It was decided to move the date of the presentation with a new date to be discussed at the next Council meeting.

- Co-Sponsoring Brown Bags-Participation in brown bags has declined. The Civil Service Council has expressed interest in partnering with the AP Council to host brown bags. As Council members had no objections, Stacy will contact Civil Service Council President Lois Soeldner to discuss.
- **Scholarship** –Debbie Lamb – Debbie will begin checking academic standing information after grades post next week to determine scholarship recipient eligibility for the spring semester.
- **HR Liaison** – Derek Story
 - We are following and actively discussing with other HR Directors across the state legislation pending on SURS retirement. The latest are the responses to HB6258 and the schedules of meetings that are available at http://www.ilga.gov/house/schedules/2013_January_May.pdf and http://www.ilga.gov/senate/schedules/2013_98th_Senate_Session_Calendar.pdf
 - We are also following proposals that are related to the rehiring of retirees as well. The current proposals and information are contained in HB4996 with a group on campus and externally at SURS
 - We hope to have a ROTH option for savings by the beginning of the new fiscal year.
 - Presidential Search will follow policies <http://policy.illinoisstate.edu/employee/3-2-13.shtml> and <http://policy.illinoisstate.edu/employee/Searchfirms.shtml> on administrator selection and use of external search firms. Action is expected to be addressed at BOT meeting on 12/15/12
 - Retroactive Merit increases for AP should be in the 12/21/12 pay advice/deposits. This represents the last payment of the calendar year for AP's. Look for W2's in the new year and be sure to check address information for home address (for the mailing of these statements) in iPeople
 - Weather Closure information is updated in the event of inclement weather at hr.illinoisstate.edu.
 - Timesheets are due early for support staff and hourly student employees.
 - Questions were asked on Orientation and Onboarding. Recommendations from VFPF groups are being reviewed in January based on initial feedback.
 - Also following exemption authority "Public Hearing regarding the Rulemaking for section 250.30 of the Illinois Administrative Code." Have reached out to APAC groups at U of I to include AP council in these discussions. Additional collaboration will be sought through AVP of HR.

Business/Discussion Items

- Spring Agenda-Stacy asked Council members for suggestions on what the Council should address starting in January. The following suggestions were made:
 - Lunch socials-It had been suggested to hold a social during lunch. Stacey Mwilambwe has been in contact with Bill Legett from Dining Services to see if this idea would be feasible as there is limited space to hold such a social in the dining halls. Mr. Legett is supposed to get back in touch with Stacey after he checks with other staff.
 - Awards process-The Council will review the timeline and nomination process.
 - Review the Grievance Policy
 - Update position descriptions
 - Marketing-It was suggested that we check into having a marketing class use the AP Council as a classroom project to develop a marketing plan and help build awareness/interest in the upcoming spring elections. Jennifer Frobish will check with Timothy Longfellow to see if this would be feasible.
- Other Items
 - The Council now has a vacancy with the resignation of Rebecca Baker. There was discussion among Council members on if the position needed to be filled at this time, and if so, how to go about doing so. Ron Gifford made the suggestion to table the decision until everyone had a chance to review the new Constitution's section on the process to fill Council vacancies. Members agreed to table and will come prepared to vote on the issue at the next meeting.
 - Becky Mentzer suggested a Thank You note should be sent to the Student Body President and the Student Trustee for arranging the appreciation rally for President Bowman. Council members agreed and Stacy Ramsey will send something out.
 - Ron Gifford informed Council members that Oliver Stone and Peter Kuznick will be on campus January 31st as part of the Illinois State Speaker Series. They will participate in a classroom lecture with students and in a panel discussion in the evening.
 - Holding socials on Thursdays seems to be working out. The Council will discuss at the January meeting about possible changing locations.

Adjournment – motion by Emily James; seconded by Gina Bianchi

Next meetings – 1:15-3pm

- January 10th -Room 412, State Farm Hall of Business
- January 24th –Spotlight Room, Bone Student Center

Socials – 5pm see website/Facebook for specific locations

- December 20th
- January 31st

