

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting

January 13, 2005

1:15 p.m.

Spotlight Room

Council members present: Mike Baum, Deb Gentry, Elaine Graybill, Kim Hays, Steve Klay, Gail Lamb, Annette Levitt, Mindy Mangialardi, Sally Pyne, Jess Ray, Mark Vegter

Ex-officio members present: Paul Jarvis, Kaye Johnson

Guests present: Bill Cummins, Administrative Information Systems

Council Chair, Mindy Mangialardi, called the meeting to order at 1:15 p.m.

Approval of minutes

The Council approved the minutes of the December 16 meeting, as read. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

Chair's Remarks – Mindy Mangialardi

No report.

Guest Remarks

Bill Cummins was in attendance to provide an update on the conversion process as the University moves from Social Security numbers (SSN) to University Identification numbers (UID). This switch, also being made a number of other institutions around the country, is designed to protect the University and its constituents from identity theft concerns by eliminating SSN as the record key in processes and eliminating electronic compilations of SSN. The University will continue to collect and store the SSN for all university constituents, as SSN is a required reporting element for all employment and student records. The daily exposure of this information, however, will be removed.

The transition will culminate in a "conversion day", which will be Memorial Day 2005. During the conversion process, mainframe processing will be closed. Each person will get a revised Redbird Card with the UID printed on the front. Employees will receive their new ID cards via campus mail. Students will receive their cards through a "pick up" system in the Bone Student Center and the residence halls. The old ID cards will no longer work after June 1, 2005.

A number of working committees are anticipated to deal with the different aspects of the conversion. More information is available at <http://www.ais.ilstu.edu/ssn>.

Liaison Remarks – Kaye Johnson

Johnson reported that implementation of PeopleAdmin is about to begin. This will move HR recruitment and hiring procedures to a Web-based format, simplifying the paperwork flow. Johnson requested that a representative from the Council be identified to serve on a steering committee related to this process. Jess Ray volunteered to serve in this role.

Johnson also shared that the Grievance Committee election process has been discovered to be illegal, specifically the mandatory selection of members that fit certain gender and ethnicity characteristics. Johnson will be working with member of the current Grievance Committee to develop a new process that will continue to promote the goal of a diverse committee. She will keep the Council apprised of this process.

Finally, Johnson provided information that discounted wireless phone services are available to state employees through Verizonwireless. More information is available at <http://www.verizonwireless.com/b2b/ilemployee/stofil:localgovempl>.

Committee Reports

Brown Bag Committee – Elaine Graybill

The committee (Graybill, Kim Hays and Steve Klay) met, and will be following up on plans to host a brown bag lunch discussions for A/P staff during March, April and May. As suggested by the Council, President Bowman (March), Steve Bragg (April) and Phil Adams (May) will be the invited speakers. The committee will report back when invitations and locations have been secured.

Constitutional Review Committee – Annette Levitt & Deb Gentry

Levitt shared that the committee is working on a new draft of proposed constitutional changes, which will go out to the Council soon, and will be on the agenda at the 1/26 meeting. Elaine Graybill added that she would also be submitting a proposal for information to be included in the Constitution related to Robert's Rules of Order.

Adjournment

The Council adjourned at 2:35 p.m. Moved and seconded by Mike Baum and Kim Hays, respectively.

Respectfully submitted,
Steven Klay, Secretary

Future 2005 Meetings

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|---|-------------|----------------|
| • | January 27 | Spotlight Room |
| • | February 10 | Spotlight Room |
| • | February 24 | SSB 314 |
| • | March 10 | Spotlight Room |
| • | March 24 | SSB 314 |
| • | April 14 | SSB 314 |
| • | April 28 | Spotlight Room |
| • | May 12 | Spotlight Room |
| • | May 26 | Spotlight Room |