

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, January 24, 2013
Spotlight Room, Bone Student Center

MINUTES

Council Members present –Anjie Almeda, 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, Derek Story and Tuwana Wingfield.

Approval of minutes-Minutes from January 10, 2013 were approved, motion by Emily James, second by Tuwana Wingfield.

Guest Speakers

Vice Presidents Everts and Layzell spoke to the Council regarding the Long-Range Financial Plan. In his 2012 State of the University address, President Bowman charged the Vice-Presidents to develop a long-range financial plan with input from campus constituents that would ensure the University's continued quality, strength and viability and its ability to support *Educating Illinois* goals. VP Everts and Layzell discussed the goals and desired outcomes for the Plan as well as an overall process timeline. One of the main charges to the committee is to ensure that Illinois State University has the appropriate funds to support our rising academic profile. To that end, four work groups have been established with each having its own charge. According to VP Layzell, work groups have been encouraged to think outside of the box when working on suggestions/proposals. Both VPs stressed that Illinois State University is approaching this process from a relatively strong financial position especially when compared to other institutions but we must plan accordingly in order to remain competitive. Furthermore, Illinois State University is unique in this process as the Long-Range Financial Plan Committee is requesting feedback from the entire campus community rather than suggestions being made at the administrative level only. There will be two public forums where the campus community will have the opportunity to ask questions and provide feedback/suggestions. The first forum will be on January 29th and the second will be held on February 4th. There will also be a web survey available beginning January 29th where suggestions/feedback can be made as well. Information regarding the web survey address as well as reminders to attend the forums will be emailed out early next week. VP Layzell asked Council members to encourage colleagues to either attend one of the forums or provide feedback through the web survey.

Chair's Remarks

- Meeting with President Bowman-Stacy met with President Bowman last week. The State has finished its payments for FY12 and is making payments for FY13. The current economic projections for the upcoming year estimates a \$40 million cut to education. President Bowman mentioned that this may result in about a 5% reduction for Illinois State University but feels that we are prepared if the cuts become a reality. Legislation regarding pension reform was not passed during the last session in Springfield. President Bowman and other administrators are following the legislation discussions. He is also

waiting to hear more information regarding the Conceal and Carry law. The State of Illinois has 120 days to make its own bill and we will then find out if Illinois State University can opt out of conceal and carry which he is in favor of for campus. The University is still waiting for funding for the new Fine Arts Complex. The funding has been approved by the State but not yet released. Construction on the new football stadium is going well and remains on schedule. The terms for Board of Trustee members Dobski and Maitland will be expiring and they are currently working to get re-appointed. Stacy updated President Bowman on what the Council has been working on including its attendance at the recent SUCSS meeting, our endorsement of *Educating Illinois* and our marketing efforts for the upcoming election.

- Presidential Search Update-A web site has been created to provide information regarding the status/progress of the presidential search. Members of the search committee are currently being selected and the web site has been updated with committee information as it becomes available.
- Faculty/Staff/Student discount in Uptown Normal-The initiative will begin on Monday, January 28th. An article advertising the initiative appeared in the *Report* and it will be mentioned in our newsletter on Monday. Posters and signs will hopefully be going out soon. At this time, the deals are not yet known for this upcoming Monday.
- Academic Advisory Committee (AAC) Development Training-Stacy and the Council have been invited to speak at the AAC Spring Training Day on February 8th. Members would participate in one session, three separate times and the focus would be on discussing the AP Council. The sessions would run 1:35pm-3:30pmish. Stacy asked if anyone else could participate and Alex Skorpinski volunteered. If anyone else is interested in participating, please let Stacy know.

Committee/Representative Reports

- **Academic Senate** —Tuwana Wingfield
 - The Finance and Planning Committee reviewed the *2012-2013 Institutional Priorities Report* responses from each of the Vice-Presidents. The Committee will conduct work group sessions to finalize the report.
 - President Bowman reported that Pell Grant funding has not been affected by budget tax increases. The tax increase on the states is still unclear. Governor Quinn will visit campus next month to see the site of the new Fine Arts Complex. Private giving to Illinois State University has increased while estate giving has decreased. Also, according to President Bowman, the Illinois Circuit Court of Appeals has 130 days to develop a Conceal and Carry Law.
 - Vice-Presidents Everts and Layzell presented *Educating Illinois* to the Senate. VP Layzell also announced that there will be a Celebration of Life for Dr. Judith Boyer on January 26th*(Please see Business/Discussion Items section)
 - The Student Government Association now has a full slate of Student Senators.
 - Academic Affairs is looking into to changes to baccalaureate program. They are also reviewing the current dress code policy.

- Administrative Affairs reviewed, revised and approved the Implementation form. They reviewed and approved the policy on religious observances and tabled a discussion on organizational change.
- Faculty Affairs discussed Financial Exigency.
- The Rules Committee discussed the Code of Ethics.
- The Advisory Council discussed the Athletic Council.

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

- **Awards**-Beth Snyder-The Council will have no Esprit de Corps Award recipient for 2013. All other award recipient information has been given to Julie Barnhill and everything is ready for Founder's Day.
- **CCC** – Jennifer Frobish – The next Board of Trustees meeting is February 22nd. The date hasn't been set yet for the CCC to meet and compose their letter to the Board. The Alcohol Task Force is the tentative program for the Coffee Hour. If anyone has any other ideas, please let Jennifer know.
- **Communications** – Alex Skorpinski- The newsletter will go out on Monday. The AP Council has a new web site with most changes being architectural in nature.
- **Elections** – Anjie Almeda-The Elections Committee presented the proposed timeline to Council members for the upcoming election. An email will be send asking for self-nominations and interest statements the week before Spring Break which is March 4th-11th. A reminder email to self-nominate will be sent out on March 7th. An email will be sent out on March 18th letting AP staff know that voting will be open from March 20th-29th with a reminder email going out around March 26th. It was decided that only self-nominations will be accepted and interest statements will be required from each candidate in order for he/she to be placed on the ballot. The Council will have seven positions up for election, five full term and two shortened terms due to resignations. The two positions with shortened terms will be elected separately and the individuals who win the positions will begin their terms immediately, rather than beginning in August. Nominees will be able to choose if they would like to pursue one of the five full-term positions or one of the shorter-term positions. The Elections Committee also discussed outreach for the upcoming election and members will be speaking at college and departmental staff meetings. The Council discussed creating posters rather than sending out postcards announcing the election. It was also discussed if a memo should be sent to deans, directors and chairs or out to all AP staff. The Elections Committee will discuss ideas in February and keep the Council updated.
- **Foundation** – Gina Bianchi – No Report. The next meeting is March 1st.
- **Programming** –Nikki Brauer – The next Brown Bag will be University Housing's staff presentation on Student Identity and will be held on March 4th. Stacey Ramsey has the presentation information and she will send it to Alex so he can add it to the University Event Calendar.
- **Scholarship** –Debbie Lamb – No Report
- **HR Liaison** – Derek Story
 - Tammy Carlson has been named the Assistant Vice-President of Human Resources. She was previously serving in the position as Acting Assistant VP of Human Resources.
 - Human Resources staff continues to monitor the pension discussions and legislation in Springfield.

- Job descriptions for both Academic Professional and Civil Service staff need to be updated every three years. Staff is working on identifying outdated descriptions and will be contacting deans, directors and chairs for updated ones.
- Leave Accruals and Balances will begin to display the historical “per period” balances going back to July 1, 2011. This change is expected before the first pay period in February.

Business/Discussion Items

- Presidential Search Committee election-Council members voted on two AP representatives for the upcoming presidential search. The two AP representatives are Amelia Noel-Elkins and Susan Woollen. Stacy will contact all who were nominated to let them know.
- *At the Academic Senate meeting, January 26th was announced as the date for a Celebration of Life for Dr. Judith Boyer. However, Council members reported that the date of the Celebration will be February 26th.
- There have been over 2,000 tickets distributed for the Oliver Stone/Peter Kuznick event that will be held on January 31st.
- The YWCA will be holding an event on the quad on February 14th regarding Violence against Women and Children. The event will be from noon-1pm.
- The Social has been moved this month to the top floor of Firehouse Pizza.
- The Council thanked Julie Prianos for her service and wished her well in her new position.

Adjournment – motion by Soemer Simmons; seconded by Alex Skorpinski

Next meetings – 1:15-3pm

- February 14th –Spotlight Room, Bone Student Center
- February 28th –State Farm Hall of Business, Room 412

Socials – 5pm see website/Facebook for specific locations

- January 31st
- February 28th