

**Illinois State University**  
**Administrative / Professional Council**

1:15-3:00 pm; Thursday, February 14, 2013  
Spotlight Room, Bone Student Center

**MINUTES**

**Council Members present** –Anjie Almeda, Gina Bianchi, Jennifer Frobish, Ron Gifford, Emily James, Debbie Lamb, Becky Mentzer, Stacey Mwilambwe, Stacy Ramsey, Soemer Simmons, Alex Skorpinski, Beth Snyder, Derek Story and Tuwana Wingfield.

**Guests present** – Mike Schultz

**Approval of minutes**-Minutes from January 24, 2013 were approved, motion by Emily James, second by Alex Skorpinski.

**Chair's Remarks**

- Meeting with President Bowman-Stacy met with President Bowman. President Bowman is still following the pension legislation in Springfield. It is likely there will be a low increase to tuition rates but this percentage has not been set yet and will be discussed at the May Board of Trustees meeting. President Bowman is hopeful that Governor Quinn will be in attendance at Founder's Day to announce the releasing of funds for the Fine Arts Complex. Once Governor Quinn announces the distribution of funds, the project will start to move forward. According to President Bowman, the State of Illinois' financial outlook is slightly more positive this upcoming year. The State's unpaid bill balance has decreased to \$6.5 billion and there is a projected revenue increase next year of \$1 billion. Stacy updated President Bowman on the Council's upcoming election.
- Presidential Search Update-All members of the Presidential Search Committee have been selected and a listing of their names is on the web site. The position has been posted in at least one publication. The tentative date to have candidates on campus is late April. Stacy informed the Council that both AP candidates selected by the Council expressed their gratitude for being selected. It was suggested by Council members that one or both of the candidates attend Council meetings periodically in order to keep the Council apprised of developments in the search process. Stacy will check with both to see if this is feasible for them.
- Faculty/Staff/Student discount in Uptown Normal-There have been two Redbird Mondays so far in Uptown Normal and the businesses have had some very good specials. Stacy reminded Council members to spread the word and to look for the decals indicating that a business is participating in the Redbird Monday promotion.
- Academic Advisory Committee (AAC) Development Training-Stacy and Alex presented at the AAC Training. They had nine individuals attend the AP Council session and Stacy has received email correspondence from a few individuals who are interested in

becoming involved with the Council. For the presentation, Stacy created a handout that could possibly be edited and used for future marketing campaigns.

### **Committee/Representative Reports**

- **HR Liaison** – Derek Story-Derek brought Mike Schultz from Human Resources with him to discuss a training process for the Grievance Panel. Mr. Schultz has had experience with handling grievances situations in the public sector. According to Mr. Schultz, only two grievances have officially been filed at the University in the past 10 years. Of those, neither made it entirely through the process as both were settled. Due to the rarity of these occurrences, training is often not very timely and the training that is offered is sometimes overwhelming, but not used. Mr. Schultz suggested that members initially receive a high level view of the process as a whole which would include how grievance panels are selected, time frames, etc. Members would then receive a more concentrated session if/when a grievance is filed and a panel is warranted. The main goal of the process is to ensure the grievant and the University has all of their rights protected. Mr. Schultz also would like to make the procedure/process more streamlined and informed the Council that with the update in certain technologies, portions of the procedure are obsolete. It was suggested by Council members to work with Human Resources staff in the summer to review and update procedures as needed.
  - CMS Benefits Choice will begin May 1<sup>st</sup>.
  - Leave balance information has been updated on iPeople.
  - Performance Appraisals are due May 1<sup>st</sup>.
  - Electronic W2s and W2Cs are available but the “official” University W2 or W2C is the mailed version this year. Discussions have started regarding electronic W2s being the official record in the future.
- **Academic Senate** —Tuwana Wingfield
  - The Finance and Planning Committee met to discuss the Institutional Priorities Report edits.
  - President Bowman reported that the public universities’ presidents met to discuss retirement and the conceal and carry legislation. Institutions may also opt out on vehicles parked on campus. President Bowman will consult with the Board of Trustees to recommend opting out of conceal & carry.
  - Vice-President/Provost Everts reported that the largest number of freshman applicants admitted in years and that the diversity of applicants has increased as well as the average ACT score. Provost Everts also discussed candidate visits for the Cross Endowed Chair for the Scholarship of Teaching and Learning Director, Honors Program Director, Associate Vice President for Enrollment Management and the Associate Vice President for Research and Graduate Studies positions.
  - Vice-President Dietz commented that there has been an increase in the number of students/faculty/staff using the Rec Center and that the Center was recently visited by its 1 millionth visitor. There is also a new RFP being considered for the book store contract in the Bone Student Center.
  - Vice-President Layzell reminded the Senate that the online survey for the Long Range Financial Plan is available for comments. The State of

Illinois began making payments for FY 13 in January with Illinois State University receiving \$11.3 million of the \$74 million allocated. We will receive 5% each month hereafter. In addition, we have received a fall MAP payment of \$7.6 million. The State of Illinois Budget Address has been pushed back to March 6<sup>th</sup>. VP Layzell also reported on the status of several construction/renovation projects on campus. The Hancock renovations are on schedule with the facility to open in August. Renovations to Hovey Hall are almost complete and Williams Hall will be renovated to create a 100-person classroom for the fall.

- The Student Government Association is hosting a food pantry competition amongst the RSOs to see who can raise the most money from February 5th-March 8th. Awards will be given to the RSO that raises the most money.

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

- **CCC** – Jennifer Frobish – The next Board of Trustees meeting is February 22<sup>nd</sup>. The Coffee Hour will be Dawn Sanner from the Student Recreation Center. The Committee will be meeting tomorrow to write the letter. Jennifer asked for any suggestions to include in the letter. Suggestions made included praising award recipients and endorsing the updated version of *Educating Illinois*. The agenda for the meeting is fairly light and Jennifer does not anticipate any controversial issues/concerns being discussed at this meeting. The Board of Trustees and President Bowman had their annual retreat where they discuss/make goals for 2013. Jennifer passed around a copy of those goals to Council members.
- **Foundation** – Gina Bianchi – The Development Advisory Committee meeting was cancelled. The next Foundation meeting is March 1<sup>st</sup>.
- **Awards**-Beth Snyder-No report.
- **Communications** – Alex Skorpinski-No report.
- **Elections** – Anjie Almeda-The Elections Committee has been attending staff meetings in different areas in an effort to promote the upcoming election and the AP Council in general. Anjie and Soemer attended the University College staff meeting and Alex and Jennifer will attend the College of Arts & Sciences meeting on February 22<sup>nd</sup>. Jennifer has already spoken with the College of Business staff. Council members also suggested reaching out to the Dean of Students, University Advancement and Athletics as these areas have higher concentrations of AP staff. The Committee reminded Council members to reach out within their own departments to promote the Council. Anjie created a flyer to be used during these presentations and there was discussion if the Council should have color copies made at Printing Services. Anjie and Stacy will review the remaining budget and discuss.
- **Programming** –Nikki Brauer
  - Brown Bag-The next Brown Bag will be University Housing's staff presentation on Student Identity and will be held on March 4<sup>th</sup>. It will be held from noon-1pm in SSB 375. Stacey Ramsey has the presentation information and she will send it to Alex so he can add it to the University Event Calendar.
  - February Social Location-Approximately 9-10 people attended the monthly social at the Firehouse location in January. Attendance was

thought to be lower due to the discussion with Oliver Stone that occurred that same evening. Those that attended the social thought it was a bit louder at Firehouse. However, there was more seating available and the location was very accommodating. There may be a scheduling conflict with Alumni Services for the February 28<sup>th</sup> social. Gina will contact Firehouse to see if it would still be available for the 28th.

- **Scholarship** –Debbie Lamb – Debbie has received email correspondence from an individual who is interested in participating on the Scholarship Committee.

### **Business/Discussion Items**

- Grievance Panel-The Council had extensive discussion regarding the review of the current Grievance Panel policy/procedures, how/who should work on said review and the possibility of filling Panel seats with current Council members rather than holding elections. It was suggested that a statement be added to position descriptions for AP Council members that by being elected, members could potentially be involved and asked to serve on a Grievance Panel. Wording of the statement will mirror member responsibilities information currently in use. The following was moved by Stacy Ramsey and seconded by Ron Gifford: create/convene a committee this summer to review the current Grievance policy/procedure with Human Resources staff and make recommendations back to the Council; post empty Grievance Panel positions in the upcoming election. Motion passed.
- Other Items
  - The crow issue seems to be improving on campus
  - The Council congratulated Alex for receiving the AAC Advising Advocate Award.
  - Council members commented that it was nice to have external committee reports at the beginning of the meeting.
  - It was suggested to have the new Superintendent of Lab Schools as a guest to a future meeting.

**Adjournment** – motion by Debbie Lamb; seconded by Ron Gifford

### **Next meetings – 1:15-3pm**

- February 28th –State Farm Hall of Business, Room 412
- March 13th –Spotlight Room, Bone Student Center

### **Socials – 5pm see website/Facebook for specific locations**

- February 28th
- March 28th