

# ILLINOIS STATE UNIVERSITY

## Administrative/Professional Staff Council Meeting

March 25, 1999

**Attending Members:** Molly Arnold, Mike Baum, Brian Hamilton, Betty Kinser, Beverly Nance, Chika Nnamani, Sally Parry, Norris Porter, Sally Pyne, Larry Quane, Sharon Stanford, and Cheryl Young

**Excused:** Doug Lamb, Leonard Seawood

**Guest:** Sue Zinck, Provost's Office

President Baum called the meeting to order and welcomed Sue Zinck. Stanford advised the Council that information provided by Zinck will be useful in directing A/P staff who have questions; also, Zinck is the now the person to whom staff should address concerns.

### Guest Presentation/Discussion

#### Salary Review Process

Zinck gave a summary of adjustments made during the initial reconsideration process: 58 positions in the Academic Advisor category were consolidated and upgraded; of 15 other requests, 11 received adjustments in category level. In answering Council members' questions, Zinck explained that a request for reconsideration may be initiated by either the employee or supervisor, with approval for the review by the division vice president. There are guidelines that include avenues for recourse if the vice president does not concur that position should be reconsidered. The reconsideration process will now be an ongoing process to maintain accurate position descriptions and appropriate levels. For FY00, there will be no caps on the ranges, but this aspect will be addressed in the future.

Other current projects related to the salary review process include: 1) special considerations of staff in Athletics and those funded by grants; 2) position analysis and comparison Human Resources, and 3) information systems—loading information to mainframe and accessing data.

Anticipated near-term projects include: 1) propose appropriate title revisions based on new standard titles approved; 2) make titles, levels, forms, etc., available on the Web; 3) identify a process to determine whether to revise ranges and, if so, by what measure (June); and 4) assess the impact of broadening ranges and provide a model to administration (August).

Anticipated long-term projects include 1) analyze various approaches to the issue of maximums and formulate a proposal for initial consideration; 2) identify and document the method(s) by which ranges will be analyzed on an ongoing basis to ensure continued appropriateness and market applicability; 3) determine a method for complying with cyclic review requirements; and 4) train/communicate regarding the Web site.

#### Supervisory Training

The Council related to Zinck their suggestions regarding items to include in supervisory training for AP staff: 1) completing performance appraisals and timely notification involved with appraisals, 2) approaching staff about problems, 3) discussing the connection of performance

and salary, 4) developing an orientation program to apprise employees in advance of what to expect from appraisals, and 5) the possibility of annual supervisory training sessions.

## **Minutes**

Minutes from the February 25, 1999, Council meeting were approved, with corrections regarding meeting dates (February meeting was on Feb. 25<sup>th</sup> and March meeting was on March 25<sup>th</sup>) and a clarification that, while the deadline for submitting the Distinguished Service Award recipient was March 19, the deadline for submitting the Esprit de Corps award recipient is April 19, indicating a need for the Council to select the Esprit de Corps award recipient at the March 25 meeting.

## **President's Remarks—Mike Baum**

Baum has been very active in council matters and has met with and discussed issues with Sandi Krumtinger, Chair of the Civil Service Council; Sharon Stanford and Sue Zinck, Provost's Office; several former AP Council presidents; and each of the University presidential candidates. He has also participated as a member of the Campus Communications Committee, both in presidential interviews and in Board of Trustees' meetings, and has been invited to join current discussions on shared governance.

Baum reported that, in response to Provost Goldfarb's request for nominations of AP Council members to serve on a committee regarding defining Illinois State's academic distinctiveness and enhancing excellence, the AP Council Executive Committee submitted the following names for Goldfarb's consideration: Kinser, Hamilton, Parry.

Arnold was appointed to serve on the Human Resources' committee to examine the Civil Service Performance Evaluation Process. Hamilton was appointed to serve on the Human Resources' Appeals Committee.

Provost Goldfarb is scheduled to attend the AP Council meeting on April 22; potential discussion items should be submitted to Baum in advance of the meeting. Baum also reminded the Council of the upcoming academic budget presentations.

## **Liaison's Remarks—Sharon Stanford**

Stanford reported that the Senate has passed new personnel procedures for faculty—to become effective in two years. She also stated that, although legislative budget appropriations are not final, the anticipated average salary increase for faculty-staff for FY00 is 3%.

## **Committee Reports**

### Board of Trustees (BOT)—Larry Quane

The next Board of Trustees' meeting is May 7.

### Facilities Naming Committee—Larry Quane

The west gates, dedicated in February as part of Heritage Celebration '99, are now named "The Lincoln Gates."

### Awards Committee—Beverly Nance

The Council elected the recipient for the Esprit de Corps award and Nance will submit the name to remain confidential until the awards ceremony) .

### **Old Business**

Parry and Norris agreed to serve on a committee to address new staff welcome and orientation, chaired by Vice President Kinser; Maureen Blair, former Council member, will also be asked to serve on this committee. The objective of this effort is to assist new employees and to strengthen the cohesiveness of AP staff.

### **New Business**

Baum has been invited to serve on the President's Task Force that is developing a governance model, due May 3. The Task Force is considering where employee constituent groups "fit" in terms of governance. Currently being discussed is a structure of four campus governance entities (faculty, AP, Civil Service, students), each appointing a representative to an overriding entity that would advise the president, who would advise the Board of Trustees. The model that is proposed by the Task Force in May will be discussed campus-wide this fall.

The meeting was adjourned at 3:00 p.m.

**Future Meetings:** April 22, 1:30 p.m., Spotlight Room  
May 27, 1:30 p.m., Spotlight Room  
June 24, 1:30 p.m., Prairie II  
July 22, 1:30 p.m., Spotlight Room

Send agenda items for future meetings to Baum, Kinser, or Young, who will meet in Executive Committee on April 15.

Respectfully submitted,  
Cheryl Young, Secretary