

Administrative/Professional Council Meeting

April 24, 2003

1:30 p.m.

Spotlight Room, Bone Student Center

Present: Mike Baum, Deb Gentry, Julie Goodlick, Elaine Graybill, Kristin Harding, Paul Jarvis, Larry Jobe, Kaye Johnson, Betty Kinser, Steve Klay, Gail Lamb, Jeff Lopez, Mindy Mangialardi, Chika Nnamani, Provost John Presley

Absent: Molly Arnold

Guest Remarks – Provost John Presley

Provost Presley began with some personal comments. Since his arrival on March 3, he has been involved in a whirlwind of activities as he becomes acquainted with the campus – both the people, and the facilities. He commented that he has been very impressed with the caliber of both. He feels “very lucky to be here”, particularly given that Illinois State is a public institution. He sees himself as a product of public higher education, and carries a deep respect for it.

Nnamani asked Presley what direction he believes the University needs to take regarding enrollment, as impacted by the budget situation. Presley believes that Illinois State will become a more selective institution, which will result in a slight decrease in overall enrollment. He anticipates that, fiscally, this would work to our advantage.

In closing, Presley encouraged all A/P staff to continue to provide input and feedback to him and the other Vice Presidents regarding the budget. He has already received many good ideas, and this will help as they formulate a plan.

Approval of minutes

The Council approved the minutes of the March 27, 2003 meeting. Moved and seconded by Lopez and Mangialardi. The minutes were amended with two corrections: Jeff Lopez was incorrectly listed as absent, and Gail Lamb was absent, but this was not reflected in the minutes.

Chair’s Remarks

The A/P election process has been completed. Nnamani indicated that he had contacted all of the newly elected representatives by telephone, and all of the positions have been accepted. An official appointment letter will follow. The new representatives include:

A/P Council: Mike Baum, Rick Lewis, Annette Levitt, and Sally Pyne

A/P Grievance Committee: Ebenezer Adeniyi, Nancy Baldoni, Betty Kinser, Stacey Mwilambwe, Paul Obiasi, Stacy Ramsey, Marilyn Tyus, and Mark Vegter.

Nnamani also thanked Mangialardi, Graybill, and Lopez for their work on the election.

Nnamani also praised the joint awards ceremony, and thanked Kinser and Graybill for their part in coordinating the A/P award selection process. They also worked with Colette Homan in planning the ceremony.

Nnamani reminded those in attendance that he will be making a presentation on the Council's behalf at the May 9 Board of Trustees (BOT) meeting, and requested input on content. Baum suggested that he include thanks to the BOT for their support of the shared governance groups with their inclusion on the Presidential search committee. We should remember that this has not always been the case in the past. Nnamani also commented on the importance of the Council continuing to be vocal with our input into University issues, and our representation of the A/P constituency.

Liaison Remarks – Kaye Johnson

Johnson provided information in response to questions posed at the March meeting. She commented that they are still looking at ways to identify the A/P group so that a clearer picture of its size and representation exists.

Relative to the growth of specific employment categories over the past 5-7 years, Johnson presented this information:

- Faculty numbers have remained relatively constant at, 34% of total employees.**
- A/P staff numbers have increased from 16% to 19%.**
- Civil Service numbers have decreased from 50% to 47%.**
- In the fall of 2002, there were 648 A/P staff members employed at the University. As an illustration of the changes that take place, Johnson compared this number to the year 2000. Of those 648 A/P staff, in the year 2000, 23 held faculty positions, 16 were in Civil Service positions, and 163 were not employed by the University.**
- Johnson also indicated that 13.6% of current A/P employees have teaching as a part of their job description. In addition, at least 100 A/P and Civil Service positions have been left vacant as a result of the hiring freeze.**

Johnson encouraged everyone to remember that we are all, regardless of our employment classification, members of one common group – Illinois State University employees. She cautioned against segmentation and territoriality, as these actions can only be divisive and corrosive.

Committee Reports

President's Campus Communication Committee – Arnold/Nnamani

No report. Committee is meeting in May.

Illinois Foundation Board – Rives

No report. The next meeting is in June.

Parking Committee – Jarvis/Jobe

No report.

Academic Senate – Baum

Baum presented comments regarding the April 23, 2003 Senate meeting. They are as follows:

The Chair, Lane Crothers thanked the Senate Secretary Ms. Cynthia James as well as the retiring and departing members of the Senate.

SGA President Meister had no comments.

Interim President Designee Bowman reported that Comprehensive Campaign continues to move forward. He indicated that several large contributions will be announced soon. Since there is no news from Springfield regarding the Schroeder Hall renovation he is fairly confident that we will receive the go-ahead on that project. He stated that he has had productive conversations with many in State government about our budget and he remains optimistic that Illinois State will come through this difficult time. Finally, he reported that the Fall '03 entering freshman class is likely to be the most talented ever admitted with minority admissions up along with the average ACT/class rank data.

Provost Presley reported on the meetings he and the other vice-presidents have been having with campus governance groups regarding budget issues and ideas. He stated that he found these meeting to be very productive and useful and urged all in the University community to make use of the invitation to email Dr. Dammers with suggestions and concerns.

Vice-president Mamarchev spoke also of her meetings regarding budget issues, stressing those that have occurred with students. She also commented about Commencement.

Vice-president Bragg commented on actions his office has begun on the use of Social Security Numbers on campus and how to be more protective of this information. He thanked the Civil Service Council for bringing this issue to his attention. He also said that he's had meetings recently exploring the issues attendant to the University complying with the USA Patriot Act.

The various committee chairs then reported on work in progress.

The Senate then proceeded to move through its agenda including passing:

1. The Institutional Goals and Priorities Report from Planning and Finance [The Chair, Dr. Kurtz, presented recent published data regarding faculty salaries that placed Illinois State faculty salaries in the lowest 20% nationally among public doctoral institutions and next to last in Illinois only Northeastern had a lower average faculty salary. This information was presented to support the top priority listed that of increasing faculty and staff salaries].
2. Constitution Revisions;
3. Academic Senate Bylaws Revisions;
4. Blue Book Revisions; and
5. Academic Freedom, Ethics and Grievance Committee Polices and Procedures Revisions.

It also discussed the proposed revision to the College of Education Bylaws and the Distinguished Professor Policy. Finally, it also passed a resolution endorsing the proposed addition of a 7th goal to the Illinois Commitment statement and the Domestic Partner Benefits Resolution.

The Senate then shifted to its on-going budget focused discussion in which Dr. Bragg provided some feedback regarding the ideas proposed during the various meetings with campus governance groups, such as:

From the Finance & Planning subcommittee of the Academic Senate

- Targeted cuts preferable to across-the-board cuts;
- Look to cut less critical programs;
- Look to increase faculty/staff salaries;
- Consider enrollment management and targeted lay-offs;
- Consider using program review data in determining which programs to cut;
- Consider differential teaching loads [increasing class size;

- **Examine course loads**

From A/P & Civil Service Council meeting

- **Targeted cuts preferable to across-the-board cuts;**
- **Against cutting employees to obtain across-the-board salary enhancements;**
- **Look for opportunities to have A/P staff contribute to classroom teaching;**
- **Look for job-sharing options;**
- **Consider reduced contract months;**
- **Provide re-training services**

From Student Government Association meeting

- **Avoid overly large class size;**
- **Preserve core instruction’;**
- **Focus on undergraduate instruction;**
- **Willing to assume reasonable/fair tuition increase and prefer that to decreases in essential services or unavailability of classes or large increase in class size.**
- **Preserve essential student services such as dining, health, UCLA, etc.**

As usual there were questions, comments and some discussion of these and other budget related issues.

The meeting was adjourned at 8:30 PM

Though minutes are provided in this document, Baum recommend that staff continue to watch the Senate web site for the posting of the Senate’s minutes. This site provides the comprehensive review of all the questions, comments, remarks and responses.

Elections – Graybill/Mangialardi

No report.

University Sick Leave Bank – Lopez

No report. No requests have been received.

University Web Planning and Advisory Committee – Baum

No report. Baum will summarize recent developments within a memo and send to Council members.

150th Anniversary Celebration Planning Committee – Harding

No report. Have had one meeting to date.

Old Business

No Old Business.

New Business

The following items were discussed:

A/P Council meetings held twice a month – The Council was in agreement to try this. It was recommended that the meetings be scheduled on the 2nd and 4th Thursdays of each month. For the month of May, the Council will meet on the 15th, and determine at that time if a meeting on the 22nd is necessary.

June and July Council meetings – At this time, the Council will assume that no meetings will take place during these months. However, the dates are to be kept open on our calendars, should it become necessary to meet.

A/P Council representative to the Academic Senate – Baum is completing his one-year appointment. He agreed to serve for another year in this role.

Follow-up to budget meeting with Vice Presidents – Nnamani polled the Council to see if any further comments or input were outstanding – none was presented.

Archiving of election files - Sharen Mays, Student Affairs, has worked in compiling A/P election results for several years, and has all the related ballots and other materials. She has requested permission to be able to destroy/archive at least some of these materials. A motion (moved and seconded by Graybill and Lamb) was passed to request that Mays compile a one-page summary of each year's election results, and destroy all materials, except those related to the most recent election. Mangialardi will communicate with Mays.

Campaigning for Council positions – Mangialardi indicated that there was an incident during the election where one of the candidates sent out a general “solicitation for support” e-mail. Mike Schermer, the election administrator, received one complaint about this, and asked that the Council address this issue. Are campaign guidelines necessary? After some discussion, the Council determined that parameters were not needed. This raised the issue, however, of how A/P staff may effectively communicate their interest in being involved in representative

opportunities related to the Council. Lopez suggested that the Council set some procedures for selecting A/P representatives for campus committees. This topic will be included on the May agenda.

Suggestion regarding A/P Council-sponsored scholarships – The Civil Service Council sponsors scholarships each year. An A/P staff member posed the question as to whether this might also be an option for the A/P Council. As the CS Council accomplishes this through fundraising, requiring significant commitments of time on the part of members, the Council agreed to bring up this issue again when the new Council is seated in August.

In one final discussion item, Baum suggested that the Council should draft a resolution thanking William Sulaski for his years of work and support, as he retires from the Board of Trustees. The Council was in agreement, and Nnamani and Jobe will work to put this together.

Adjournment

The Council adjourned at 3:20 p.m. Moved and seconded by Goodlick and Lopez.

Respectfully
Steven Klay, Secretary

submitted,

Future 2003 meetings:

May 15	Bone Student Center Administrative Conference Room
May 22	Spotlight Room
June 26	TBA
July 24	TBA
August 28	Spotlight Room
September 25	Spotlight Room
October 23	Spotlight Room
November 20	Spotlight Room
December 18	Spotlight Room