

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
August 28, 2003
1:30 p.m.
Spotlight Room, Bone Student Center

Council members present: Mike Baum, Deb Gentry, Julie Goodlick, Elaine Graybill, Paul Jarvis, Steve Klay, Gail Lamb, Annette Levitt, Rick Lewis, Mindy Mangialardi, Chika Nnamani, Sally Pyne

Ex-officio members present: Molly Arnold, Kaye Johnson

Absent: Betty Kinser

Approval of minutes

The Council approved the minutes of the May 22, 2003 meeting. Moved and seconded by Baum and Lamb.

Chair's Remarks – Chika Nnamani

Nnamani thanked the Council for the opportunity to serve as Chair. During this past year he believes that the Council has increased its presence on campus and also in forwarding our issues. He added that the budget situation facing the campus will continue to be a concern, and he encouraged the Council to continue to show the next Chair the same support that he has enjoyed. He stated that the Council will need to continue to press the issue of shared governance, including broader representation on the Academic Senate. He also encouraged that we continue to explore ways that the Council be provided with operating funds, similar to those received by the Civil Service Council. Finally, he indicated that he would like to see the Council have letterhead with a permanent address (a mailbox within the Academic Senate office).

Liaison Remarks – Kaye Johnson

Johnson began by providing statistics of how many staff positions have been affected by the hiring freeze and the subsequent lay-offs.

16 AP's were affected by the reduction in force (RIF). Of those:

- 8 will leave (or, if part-time, have left) the University: 6 full-time, 2 part-time.
- 1 will change from continuous, part time AP to non-continuous, part time.
- 1 will move into an advising position.
- 1 will probably be externally funded, depending on the grant monies this individual can generate.
- 2 will return to faculty positions.
- 3 were reductions in either months worked or hours/week (FTE) worked.

Johnson also mentioned that 23 Civil Service employees were initially notified but there were less than 10 actual layoffs -- the remaining went into open positions, became part-time or retired.

Johnson was questioned if it was possible to ascertain how many employees have left the University on their own, and particularly how many minority faculty/staff members have left. Johnson replied that there may be some restriction as to what type of information may be accessible, but that she would look into it.

Committee Reports

President's Campus Communication Committee – Arnold/Nnamani

The committee has not met recently, but at their last meeting, participated in a follow-up discussion of the report delivered to the Board of Trustees at their July meeting. This included the impact of the “bumping” process and the hiring freeze, and how employees have been impacted.

Illinois Foundation Board – Rives

No report.

Parking Committee – Jarvis

No report – have not met recently.

Academic Senate – Baum

In keeping with the tradition established by President Boschini, Interim President Bowman arranged for the members of the Academic Senate to dine with him in the Bone Student Center prior to the first meeting of the Senate this fall.

The Chair, Lane Crothers welcomed the Senate and highlighted the following as important items on the Senate's agenda for the year: (1) Review of General Education, including FOI; (2) completion of the Consensual Relations Policy; (3) and the proposal to move the time the Senate meets.

SGA President Meister also welcomed the new Senate.

Interim President Bowman reported that the transition within the President's Office has been a smooth one. He indicated his belief that Illinois State managed the budget cuts of the last year well and expressed his confidence that the institution would continue its forward progress. He highlighted the fact that on the capital side, Illinois State fared much better than most universities in the state, making particular note of the release of funds to proceed with the Schroeder Hall renovation.

Provost Presley indicated that he would make a major statement during the budget session later in the meeting.

Vice-president Mamarchev reported that move-in went exceptionally well, she is continuing the process of restructuring in the Student Affairs Division, examining long-range plans for the dining and housing areas and looking for ways to bring the student center back into the Bone.

Vice-president Bragg reported on the construction highlights, focusing on the near completion of the Julian Hall entrance and the fact that the new College of Business building will be enclosed soon, ensuring that good progress can be made even during the coming inclement weather. He also commented on the fact that the mild summer weather had enabled electricity savings that no doubt will be needed to help offset the steep increases in natural gas prices. Finally, he talked about the extensive changes that will be in effect this year in the area of transportation. He passed out a brochure that provided the NiteRide and LateNightRide schedules, highlighting the fact that the University was able to enter into an agreement with the Bloomington-Normal Public Transportation System so that current Illinois State students, faculty and staff can ride all these buses without charge.

The various committee chairs then reported on their respective committee meeting times.

Next were three Advisory items: (1) Golf fees report; (2) Green Team Annual Report; & (3) Surveillance Equipment Usage notification.

We went next into the Budget session and Provost Presley began by reading a report of the Vice-presidents regarding decisions made in the last several years to manage 3 year's worth of decisions and new spending. This report will be posted within a day or two on the Provost's web page.

During the question and answer time, the Administrators were asked to speculate about the potential for losing budget during this fiscal year. We were told that nothing is known about this currently (although rumors abound], but Dr. Bragg suggested that there is a 50-50 chance of further reductions this year if revenues coming into the State do not meet projections. As to Illinois State's planning, money has been held back to help with any such cuts, should they be required.

In response to another question, Interim President Bowman stated that the hiring freeze for A/P and civil service positions continues, as does the exemption for teaching faculty. He stated that some exceptions to this policy continue to be made, but those exceptions remain rare.

The meeting was then adjourned

Elections – Graybill/Mangialardi
No report.

University Sick Leave Bank
No report.

University Web Planning and Advisory Committee – Baum
No report.

150th Anniversary Celebration Planning Committee – Harding
No report.

Presidential Search Committee – Baum/Nnamani

The committee has met and has refined the timeline for the search process. All of the information is available on-line. On campus interviews are projected to take place in late January or early February. It should also be noted that nominations are still open, and may be referred to Richard Dammers in the President's Office. Now is the time that anyone may provide input into the search process, and we should seize upon this unique opportunity.

Old Business

The proposed Old Business items, "Procedures for selecting A/P representatives for campus committees", and "A/P Council-sponsored scholarships" were tabled until a future meeting.

New Business

> Recommended slate of new officers

The following slate of candidates was submitted for consideration by the Council:

- Chair – Paul Jarvis;
- Vice Chair – Elaine Graybill;
- Secretary – Steve Klay

A motion was made and seconded by Baum and Pyne to approve the proposed slate officers, and it was passed unanimously by the Council. Their terms begin immediately, and continue until August of 2004.

> Selection of A/P Grievance Administrator

Provost Presley has nominated a person to serve as the new A/P Grievance Administrator – a position vacated through Carolyn Bartlett's retirement. There was extensive discussion among the Council, including whether there may be some conflict of interest, given the candidate's position in Human Resources. Could it be possible that the person in this position would take on this role as a function of his/her job?

Baum reminded the Council that the grievance process was originally developed to provide an advocacy option to A/P staff members that was independent from other functions within the University (such as Human Resources). He encouraged the Council to maintain this independence.

A selection process for the Administrator has been outlined in the Administrative/Professional Ethics and Grievance Process. The question was raised as to

whether that process was followed, given that the nomination was made without the opportunity for prior Council discussion/consultation.

Given the length of the discussion, it was decided that further discussion, and a decision, should be tabled until the next meeting.

> The remaining proposed New Business item, "Constitution review," was tabled until a future meeting.

Adjournment

The Council adjourned at 3:15 p.m. Moved and seconded by Baum and Nnamani.

Respectfully submitted,
Steven Klay, Secretary

Future 2003 - 04 meetings (all meetings to be held in the BSC Spotlight Room):

September 25

October 23

November 20

December 18

January 22

February 26

March 25

April 22

May 27