

# ILLINOIS STATE UNIVERSITY

## Administrative/Professional Council Meeting

January 22, 2004

1:15 p.m.

Spotlight Room, Bone Student Center

**Council members present:** Mike Baum, Julie Goodlick, Elaine Graybill, Paul Jarvis, Betty Kinser, Steve Klay, Gail Lamb, Mindy Mangialardi, Sally Pyne

**Ex-officio members present:** Kaye Johnson, Kris Harding

**Absent:** Deb Gentry, Annette Levitt, Rick Lewis

**Guests:** Mark Troester, Director of Institutional Web Support Services

### **Approval of minutes**

The Council approved the minutes of the December 18 meeting as read.

### **Chair's Remarks – Paul Jarvis**

- Jarvis wished the Council a Happy New Year, and welcomed everyone back for the spring semester
- Jarvis reported that he had met recently with Vice President for Student Affairs Helen Mamarchev, where she shared with him the proposed restructuring plan for the development of a Dean of Students Office. Mamarchev will attend a future Council meeting to share this plan on a wider scope.
- Jarvis has also met with Vice President for Finance and Planning Steve Bragg, and reported that they had a productive discussion regarding the infrastructure needs of the Council. Bragg was very responsive, particularly as to how the new Assistant Vice President for Human Resources (when hired) will be able to respond to these needs.
- Deb Smitley has been hired as the new Assistant Vice President for Finance and Planning.
- Jarvis indicated that he would be meeting with her following the Council meeting.
- Jarvis announced that the schedule for the upcoming presidential candidate interviews has been posted on the A/P Council website.
- Jarvis closed his remarks by highlighting the following important dates, University activities and issues with which the Council might be involved during the spring semester:
  1. Presidential search interviews – the A/P Council will be having lunch with each of the candidates

2. Founders' Day – February 19
3. Board of Trustees meeting – February 20
4. A/P Council elections – process begins in February
5. Annual A/P and Civil Service awards ceremony – April 7
6. Will be moving forward on shared governance issues
7. Will be working at creating a more formal infrastructure for the Council

### **Liaison Remarks** – Kaye Johnson

Johnson reported on the following items:

- AVP-HR search: Additional candidates identified through recruitment efforts have been screened. A decision about who to bring to campus for the full round of interviews and forums is pending.
- ILR Act Amendment: This act has been amended in a way that changes the significance of signatures on a union card. Previously signing a card signified favoring an election to vote on the question of unionization. The amended law requires that whenever a majority of employees in a unit, petitioned for by the union, have signed cards, unionization can be automatic and an election not held. The legislation, Public Act 93-0444, can be viewed on the General Assembly website at [www.legis.state.il.us/legislation/publicacts/default.asp](http://www.legis.state.il.us/legislation/publicacts/default.asp). The ILRB rules implementing this new law can be viewed on the online version of the Illinois Register, 2004 Register, Vol. 28, Issue 2, January 9, 2004 at [www.ilsos.net/departments/index/register/register.htm](http://www.ilsos.net/departments/index/register/register.htm). Illinois State University staff will be receiving a letter apprising them of these changes and providing the websites in the near future.

### **Committee Reports**

#### **Academic Senate** – Mike Baum

Baum attended the January 21 Senate meeting, and provided the following report:

The Chair, Lane Crothers spoke of what is coming up for the Senate this spring, including: (1) proposals associated with the review of the General Education program which he predicts will spark lively debate and take the Senate considerable time to work through; (2) issues and time committed to the search for a new President; (3) and completing work for the searches for two new college Deans. He asked that other Senate work be pushed so that it can be addressed soon, since he expects our attention to be directed to the General Education issue around the time of spring break.

SGA President Meister had no remarks

Interim President Bowman was not present.

Provost Presley provided an update on admissions figures for the 2004 freshman class. He appears to be content with how things are stacking up so far.

Vice-president Mamarchev made no report

Vice-president Bragg reported that the 2005 budget recommendations of the IBHE are likely to be presented soon, to be followed by the Governor's recommendations and then the legislative appropriations process all of which will eventuate in our learning what our 05 budget might be. He reminded us that funds are still being held back should there be a mid-year recision [although he is somewhat hopeful that such a request may not occur]. He spoke of the capital projects on campus including Schroeder and of the proposals in the works for work to be done on Stevenson-Turner. Finally, he said that the committee he established to ferret out all the ways that ISU uses social security numbers has presented him with their report. The next step is for him to go to the shared governance groups to discuss options/changes.

The various committee chairs then reported on work in progress. Perhaps most important to us is the fact that the Administrative Affairs and Budget committee is planning to place the revised policy on Administrator selection/evaluation on the Information Agenda for the next Senate meeting. This is the long awaited change that hopefully will institutionalize our participation in these processes. Perhaps of interest also is that the Rules Committee is taking up a review of the Mass Communications Policy. It could be that the A/P Council would like to either attend those meetings and/or to present concerns we have with the policy, given that it is being discussed/considered.

The Senate then addressed information items on the agenda: (1) Blue Book revisions for the academic Planning Committee and (2) the Alcohol Policy revisions. The latter generated a number of questions that largely focused on the liability of faculty/staff advisors for RSOs when alcohol is part of an event.

The Senate meeting was then adjourned.

## **Business items**

### 1. Elections Committee – Mindy Mangialardi

Mangialardi reported that progress continues to be made toward conducting the next A/P Council elections electronically via the iCampus portal. She has been meeting with Mike Schermer and Mark Troester about what needs to be done to accomplish this, and Troester was present at the meeting to provide insight and answer questions.

Mark Troester is developing the election site. The nomination process will still be a paper process, and A/P staff will receive nomination forms via campus mail. Once the nominations have been received and verified for eligibility, the names will be forwarded to Troester, who will test the site to make certain that it works correctly before starting the actual voting process. The following tentative timeline has been established:

- By February 13 – send out call for nominations (will include information about using the iCampus portal to “e-vote” along with the accommodations statement)
- February 16-26 – nominations accepted
- February 27 – Elections committee will determine eligibility of nominees and finalize ballot
- March 1 – names of nominees to IWSS
- By March 11 – voting information and instructions distributed to A/P staff
- March 15-19 – portal “open” for voting

Mangialardi also shared that we will not be offering voters the option of using a paper ballot – all voting will need to be done through the portal (unless special accommodations are required), and staff will only have one opportunity to vote. Once they submit their “ballot”, they will not be able to go back and change it, or vote again.

There was some discussion and questions for Troester. Most discussion centered around making certain that staff are well informed of the new process and how they may access the portal. Mangialardi stressed that input is still welcomed, and to contact her directly with comments or feedback.

In a related item, Mike Baum shared that he had received a request from a staff member that candidates for the Council provide a brief statement about themselves, as staff do not always know all of the candidates. It was suggested that these statements might be posted on the A/P Council website, with a link included on the ballot itself. Discussion on this topic was favorable, and the Elections Committee was charged to research and develop this idea for implementation.

## 2. Presidential Search – A/P Council Luncheon

Jarvis reminded the Council of this “ground-breaking” opportunity for involvement in the selection process. He will also be inviting a few other past Council members, as well. There was some discussion as to how the Council might most effectively use the time we have with each candidate. Jarvis also commented that all A/P staff will have two opportunities to interact with each of the candidates, and that it was critical that the Council be proactive in making certain that we have good representation.

### 3. Committee Reporting Process

Jarvis wanted to follow up with the procedure of having Council committee reports be submitted in writing prior to each meeting. How is this going? Should this continue? Feedback was very favorable, and the Council will continue to follow this method.

### 4. Public Act PA – 93-0448

Jarvis shared that he had recently received a letter from the A/P Council at Northeastern Illinois University regarding House Bill 2955, which has recently become Public Act PA – 93-0448. This new act grants negotiated employees in the state of Illinois the right to have 20% of their compensatory earned sick leave paid to them during the last two years of employment prior to their retirement. The monies paid to the employee from this provision are calculated into SURS' Final Salary Average, which ultimately increases the retirement annuity payment to the employee. Complete information is available at the web address

[http://www.illinois.gov/government/gov\\_legislature.cfm](http://www.illinois.gov/government/gov_legislature.cfm), select the link Public Acts: Public Acts 093-0401 through 093-0500; Public Act 903-0448 HP 2955 Finance Act-Employee Benefits.

The Northeastern A/P Council was concerned that this benefit is not available to all employees, and plans to contact their representatives from the state legislature and request that they lobby on behalf of all the non-negotiated employees from the state of Illinois who are excluded from participating in this benefit. They have encouraged us to do the same.

Jarvis inquired if any Council member would be willing to spearhead research of this public act, and any appropriate response. Sally Pyne volunteered. Jarvis also indicated that, since this affects all University employees, he would contact the Academic Senate and the Civil Service Council for similar volunteers so that a unified response might be explored.

### 5. Campus Communications Committee (CCC)

Jarvis reminded the Council that the CCC would be meeting soon to prepare a letter for the BOT at their February meeting. He welcomed input as to what we might want conveyed in this letter, as well as what might be included in the A/P and Civil Service presentation that will take place at the BOT's May meeting.

Adjournment

The Council adjourned at 2:55 p.m. Moved and seconded by Elaine Graybill and Gail Lamb.

Respectfully submitted,  
Steven Klay, Secretary

### **Future 2004 Meetings**

February 12	SSB 314	May 13	SSB 314
February 26	Spotlight Room	May 27	Spotlight Room
March 11	SSB 314	June 10	TBD
March 25	Spotlight Room	June 24	TBD
April 8	SSB 314	July 8	TBD
April 22	Spotlight Room	July 22	Spotlight Room
		August 12	TBD