

**Administrative/Professional Council Meeting**  
**January 23, 2003**  
**1:30 p.m.**  
**Spotlight Room, Bone Student Center**

**Present:** Mike Baum, Elaine Graybill, Kristin Harding, Paul Jarvis, Kaye Johnson, Betty Kinser, Steve Klay, Gail Lamb, Jeff Jopez, Mindy Mangialardi, Chika Nnamani, Joe Rives

**Absent:** Molly Arnold, Deb Gentry, Larry Jobe

**Guests:** Dr. Victor J. Boschini, President

**Guest remarks**

Dr. Boschini thanked the Council for the opportunity to be present, and began by reporting that Governor Blagojevich has requested a 30 day delay in giving his State of the State address. This impacts Illinois State in that it will delay when we receive the '04 budget. The Governor has also announced a hiring freeze for all state employees. Dr. Boschini had previously issued a hiring freeze for all non-faculty, Illinois State employees. He is following up on the Governor's order to see if it applies to faculty. When questioned about the likelihood of layoffs, Dr. Boschini responded that layoffs are a possibility, but are just one of the options the administration will consider. He indicated that he is committed to protecting and keeping those who already work at Illinois State. He also said that faculty and staff salaries are still of the highest priority.

Dr. Boschini encouraged all employees to maintain balance in their lives, and not to let the State, or the University take advantage of them. These cutbacks do not dictate that employees must work longer hours to make up for work left undone through open positions. He indicated that it will take collaboration and understanding on everyone's part. We need to be sensitive to the fact that some departments will be attempting to produce the same amount of work with fewer employees, thus affecting productivity.

In closing, Dr. Boschini stated that he continues to rely heavily on the feedback provided him by members of the Illinois State community, and encouraged individuals to E-mail him their thoughts and input.

**Approval of minutes**

The Council approved the minutes of the December 12, 2002 meeting. Moved and seconded by Lopez and Mangialardi.

**Chair's Remarks**

Nnamani announced that the A/P and Civil Service recognition ceremony has been set for April 15, 2003, at 1:00 p.m., in the Bone Student Center Ballroom. He reminded the Council that we must begin thinking about the Esprit de Corps and Distinguished Service Awards that will be presented at this ceremony. A committee will be formed to facilitate these processes. Kim Hayes was selected through the last A/P general election to serve a

two-year term on this committee. Nnamani requested two volunteers from the Council to round out the committee's membership. Klay and Harding volunteered, and will work with Hayes and Colette Homan in Human Resources to coordinate the recognition ceremony.

In one final item, Nnamani encouraged all A/P employees to attend the open budget meeting, scheduled by President Boschini for Monday, January 27, at 2:00 p.m.

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

Kaye Johnson, director of Academic Personnel, was introduced as the new A/P Council liaison from the Human Resources Office. She announced that the proposed Assistant Vice President of Human Resources position has been exempted from the hiring freeze, and that search will proceed as planned. The Academic Personnel/Human Resources transition team continues its work on the process of combining these two areas. She also indicated that the HR office is currently going through all A/P classifications and position titles, in an effort to develop an accurate picture of A/P numbers and representation throughout the University. She reported that there is some overlap between academic and non-academic positions, which creates a significant "gray area." It is hoped that a tangible grid may be developed that clearly shows the layers of the A/P positions, and will eliminate the perception that an inordinate number of A/P position exist.

### **Committee Reports**

#### **President's Campus Communication Committee – Arnold/Nnamani**

No report.

#### **Illinois Foundation Board – Rives**

Rives reported that the Foundation Board met in January. It was determined that Foundation accounts would receive a 4% payout on returns this year. It was indicated, however, that no payment should be expected for next year. Rives also distributed copies of a report shared by Vice President Susan Kern, which provides an update on the Capital Campaign. It shows that 1 in 4 A/P staff members have contributed to the Campaign, to date, which is the highest of any of the classifications. There is room for improvement, however, and Rives encouraged those A/P who have not yet contributed to consider doing so.

Rives also reported that the next Board of Trustees meeting would be held at 9:00 a.m. on February 21. Jack North, Chair of the Capital Campaign will be the guest speaker.

#### **Faculty/Staff iportal – Rives**

Rives serves as the A/P representative on this committee, which has been charged with providing input as to the development and content of the iportal. The committee is very interested in feedback from those who will utilize the iportal. Comments and ideas may be submitted directly to Rives at [jarives@ilstu.edu](mailto:jarives@ilstu.edu).

### **Academic Senate – Baum**

Baum presented comments regarding the January 22 Senate meeting. They are as follows:

The Chair, Lane Crothers announced that there will be an additional Academic Senate meeting in February devoted entirely to gaining information regarding financial issues and planning. This will occur during the February 1 meeting where the plan is for all the major administrators as well as representatives from the Deans' Council and Chairs' Council to make statements and provide information. This will be followed by questions and discussion with the members of the Senate. There is an expectation that many members of the University community may attend so that they too may be informed. Lane also suggested that he is likely to make time in each Senate session to address this issue.

SGA President Bathauer introduced 3 new student Senators and spoke of SGA's involvement in fee board processes.

President Boschini reminded the Senate of the open meeting he has scheduled for January 27 at 2:30 to provide information and to respond to questions, many of which he expects to relate to the dismal budgetary picture. He also reminded the Senate of the Founders Day events on February 20th.

He went on to say that the Governor had just issued a statewide hiring freeze, the details of which were not yet available. All that is known is that any open position for which a search has not been undertaken and any offer tendered should be considered as being under this freeze order.

Provost Bowman reported that he is actively involved in a transition process to facilitate Provost Presley's assumption of responsibilities. He indicated that at this point in time no decisions have been made to curtail summer school, but that it is not known yet what may need to happen once the budget picture becomes clearer. He reported that the Admissions process has been highly successful with applicant numbers and strength increasing again this year. And he spoke of external grant funding going particularly well and -20% ahead of last year.

Vice-president Mamarchev spoke of a new UHS process which should allow the incoming freshman group to use an on-line process to choose housing options.

Vice-president Bragg spoke of having met with two major bond rating organizations that were here to look at Illinois State in preparation for evaluating a new bond authorization in which ISU will payoff its old bonds and get new ones at better rates. He spoke of having just completed a comprehensive study of the state of ISU's buildings and infrastructure.

Finally, we were given our first look at the 2007-08 proposed academic calendar.

The various committee chairs then reported on work begun, which was followed by Vice-president Kern who provided an update on the Capital campaign.

The Senate then acted on electing Marian Hampton to the Executive Committee of the Senate and Curt White as the alternant IBHE FAC representative. The Senate also discussed a proposed school designation for the Department of Applied Computer Sciences ... they wish to change their name to School of Information Technology.

**University Sick Leave Bank – Lopez**

One request was submitted and approved, prior to the holiday break.

**Old Business**

There was no Old Business to be discussed.

**New Business**

There was no New Business to be discussed.

**Discussion**

The proposed discussion regarding the A/P appraisal process was tabled until the February meeting.

**Adjournment**

The Council adjourned at 2:55 p.m. Moved and seconded by Jarvis and Graybill.

Respectfully submitted,  
Steven Klay, Secretary

Future 2003 meetings:

February 27 Spotlight Room Joe Rives – Educating Illinois update

March 27 Spotlight Room Provost Presley

April 24 Spotlight 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