

ILLINOIS STATE UNIVERSITY

Administrative/Professional Council Meeting

June 10, 2004

1:15 p.m.

Room 314, Student Services Building

Council members present: Deb Gentry, Julie Goodlick, Elaine Graybill, Paul Jarvis, Steve Klay, Gail Lamb, Annette Levitt, Sally Pyne

Ex-officio members present: Kim Hays, Kaye Johnson, Joe Rives

Absent: Mike Baum, Betty Kinser, Rick Lewis, Mindy Mangialardi

Guests: Dr. Ira Schoenwald, Associate Vice President for Human Resources

Kim Hays & Amy Mersinger, new Council members

Guest remarks – Dr. Ira Schoenwald

- ❖ Council Chair, Paul Jarvis, introduced Dr. Schoenwald, who has just begun his new position here at Illinois State as the Associate Vice President for Human Resources. Following Council introductions, Dr. Schoenwald shared some personal comments and observations. These included some very positive impressions about the physical beauty of the campus and the caliber of the Illinois State faculty and staff. He has been particularly impressed with his new staff in Human Resources and commented that he has not been brought here to “fix” Human Resources. He sees his task as working through Human Resources to help facilitate the goals of the University. He also indicated that he is looking forward to working closely with the Council in completing its agenda. Dr. Schoenwald concluded by responding to questions from the Council.

Note: At this point, Council Secretary, Steve Klay, had to leave the meeting, and Annette Levitt continued the taking of the minutes. Thank you, Annette!

Approval of minutes

The Council approved the minutes of the May 13 meeting as submitted.

Chair's Remarks – Paul Jarvis

- ❖ Jarvis reported that he had met last with President Bowman on the day that the 2% reduction was announced. He shared concerns of A/P staff and suggested an all-campus meeting in the Fall, such as was convened

by President Boschini, might be helpful. President Bowman was very receptive to all comments and suggestions.

- ❖ Mike Baum has updated the A/P Council website and added all additions to the Constitution.
- ❖ The “Day in the Life of A/P and Civil Service Employee” presentation, developed for the Board of Trustees, was presented to the Civil Service Council.
- ❖ In his role as Council Chair, Jarvis indicated that he serves on a number of campus committees. He will try to keep the Council and A/P staff informed about the progress of these committees. Currently, a new Diversity Plan is in process of being developed to address students, faculty and staff.
- ❖ The Coordinating Team for Educating Illinois has been meeting bi-weekly. Jarvis stated that the meetings are very informative. Joe Rives shared that it is an honor that governance groups have joined together as part of the University planning process. Rives said that he has been asked to share the Performance Report results with the Council after it has been presented to the Board of Trustees.
- ❖ Jarvis shared that the election of new Council officers will take place in August. The outgoing members of the Council will serve as the nominating committee. All positions, Chair, Vice-chair and Secretary, are available. Council members interested in any position should notify Jarvis.

Liaison Remarks – Kaye Johnson

- ❖ Johnson was asked “who do we call with HR questions”, and she responded that either office (Hovey or Nelson Smith) should be able to help.
- ❖ The administrator of the automated A/P E-mail list has been changed to Dr. Schoenwald.
- ❖ Johnson indicated that she has been working on getting a copier code to use for the Council. This is not a problem, but it does need to be determined what copier will be used, and who has access.
- ❖ Sally Pyne asked about the Benefits Choice process. Johnson shared that if employees are happy with what benefit plans they currently have (this may be checked via the I-Portal), then they are not required to do anything. However, employees who currently have the managed dental

care plan should be aware that that option is being discontinued on June 30.

- ❖ Johnson added that the salary incrementation process is in progress. At this point, the timing and amount have not been announced. This may affect those with on-going A/P contracts. Because the state budget has not been finalized, employees may not actually receive a new contract by July 1, but they are still on contract.
- ❖ Pyne asked if a plan has been formulated providing additional help for those employees affected by the Reduction In Force process. Johnson responded that there are no plans for a reduction of workforce, but anyone who is reassigned may contact her for assistance.

Committee Reports

Illinois State University Foundation Board – Joe Rives

Rives attended the most recent meeting of the Illinois State University Foundation Board on Saturday, June 5, and provided the following report:

1. Illinois State University Foundation Board of Directors meeting materials are now sent in bound copy; I will keep these materials as a historical record and for review by any A/P employee.
2. For the first time ever, the value of the Illinois State University Foundation exceeds \$40 million--in comparison, it was \$33.9 million in FY03 and less than \$1 million just twenty years ago. Success of Redefining "normal" and investment strategies account of the increase.
3. The approved FY05 Illinois State University Foundation Board of Directors budget includes an allocation of \$3,000 to A/P awards.
4. President Bowman's inauguration will be 10/8.
5. There will be a celebration of the University Family Campaign in Redbird Arena on 11/9. To date, University faculty and staff have contributed over \$5 million to the Comprehensive Campaign. Foundation Board Members were particularly impressed with this level of contribution given the limited amount of raises over the past couple of years. As one Board Member remarked, a true testament to the leadership of the administration at Illinois State University. Congratulations to Vice President Kern, President Bowman, and all involved in Redefining "normal."
6. Redefining "normal" continues to be on track. The current Campaign total is \$82.1 million, with just over 200 days to go we are well on our way, but this is also a good time for A/Ps to reconsider giving to their University. Redefining "normal" has supported many high University priorities-- including approximately 150 new scholarship programs and over \$30 million in campus construction.

7. Redefining "normal" continues to successfully build a culture of giving at Illinois State University. While the current Campaign is winding down, the Foundation--at a date to be determined--will conduct a strategic planning retreat with staff from the Association of Governing Boards; this will, in part, help to determine the direction of future fundraising campaigns.

In addition, Rives shared that although major funding was cut for many areas, the Council should feel positive that awards and scholarships were continued. The Foundation wanted to thank all A/P's for their gifts to the Campaign, as one third of A/P employees have contributed.

Business

1. A/P Representative to Parking & Transportation Committee

Barb Todd is the current representative, and her term is expiring. Jarvis would like to re-appoint her for another term. A motion that Barb Todd be re-appointed for another term on the Parking & Transportation Committee was made and seconded by Sally Pyne and Julie Goodlick, respectively. The motion was passed by the Council.

2. A/P Council Budget – Elaine Graybill

Graybill distributed a proposed budget, which provides for A/P Council sponsored activities, as well as day-to-day operations. Funds for printing quarterly newsletters were included, and there was some discussion related to that paper format vs. an electronic version. It was suggested that justification may need to be provided in the final proposal. Graybill shared that University Marketing and Communications will design the newsletter for free. Following discussion, it was decided to do an electronic newsletter that is printer-friendly. During further discussion, Rives suggested including funds for professional development activities. Graybill will bring an updated proposal to the next Council meeting. The final version will ultimately be submitted to Human Resources.

Note: Steve Klay returned to the meeting at this time, and resumed the taking of the minutes.

3. Future A/P Council Meetings – Frequency and Timing

This past year, the Council has increased the frequency of their meetings from once a month to every other week. Jarvis wanted to re-visit this issue, given that this increase has made it difficult for some Council members to attend. Some of the current members joined the Council with the expectation of only one meeting per month. This issue has also called into question the Council's attendance policy, which reflects the "one meeting per month"

schedule. Following discussion, it was agreed that the bi-weekly schedule more readily accommodates the needs of the Council, and the Constitution should be changed to make this a permanent expectation. Elaine Graybill will put together a proposal reflecting this change for the next Council meeting.

4. Council Member and Ex-Officio Members Roles

Due to time constraints, this issue will be included on the next meeting's agenda.

Adjournment

The Council adjourned at 3:05 p.m. Moved and seconded by Julie Goodlick and Annette Levitt.

Respectfully submitted,
Steven Klay, Secretary

Future 2004 Meetings

June 24	314 Student Services Building
July 8	314 Student Services Building
July 22	Spotlight Room
August 12	Spotlight Room 2:00-5:00 pm followed by Dinner at the Presidential Residence
August 26	Spotlight Room