

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
July 22, 2004
1:15 p.m.
Spotlight Room, BSC

Council members present: Mike Baum, Deb Gentry, Julie Goodlick, Elaine Graybill, Kim Hays, Paul Jarvis, Annette Levitt, Mindy Mangialardi, Sally Pyne, Mark Vegter

Ex-officio members present: Kaye Johnson, Mboka Mwilambwe

Absent: Betty Kinser, Steve Klay, Gail Lamb, Rick Lewis, Joe Rives

Guests: Dr. Ira Schoenwald

Call to order

Chair, Paul Jarvis, called the meeting to order at 1:15 pm.

Mark Vegter was introduced to the council. He will be assuming an elected position with the council in August.

Approval of minutes

The Council approved the minutes of the June 24 meeting as written. Approved minutes are available on the A/P Council webpage.

Chair's Remarks – Paul Jarvis

- V Jarvis shared that he met with Martha Burk (Civil Service Council Chair) and Lane Crothers (Academic Senate Chair) to discuss mutual needs between the Civil Service and A/P Councils for space and secretarial support. Representatives plan to continue discussions on this area.

- V Jarvis shared information that he discussed in his regularly scheduled meeting with University President Al Bowman. These topics included:
 - o The latest news regarding the state budget and the University's plan to release information concerning raises and domestic partner benefits.

 - o Discussion concerning spatial needs of the Council and the representation needs on the Academic Senate. The President encouraged the council to submit our request for representation to the Academic Senate.

 - o Discussion concerning the process of shared governance at the University with particular reference to the Consensual Relations Policy when the Academic Senate approved a measure that was different from that reviewed by the A/P and Civil Service Councils.

- o Vice President evaluations will be conducted by direct reports this year and include non-direct reports within the respective division in future evaluations.
- V Jarvis informed the Council that Rick Lewis resigned his seat on the council, effective immediately. With his new role as the Assistant Dean of Students he felt he would not have the time needed to fulfill his obligations to the Council. Jess Ray, Associate University Registrar, will be assuming Lewis's position for the remainder of the original elected term (Until August 2006).
- V Jarvis reported that Martha Burk will be serving as the Chair for the Campus Communications Committee this next year.

Liaison Remarks – Kaye Johnson

Johnson reported that the Fair Labor Standards Act is in the process of being changed. Human Resources is currently doing evaluations of all Civil Service and A/P positions to determine which will be exempt/non exempt status. The new law takes effect on August 23, 2004. Graybill asked Johnson to share the criteria for exempt/non exempt status. Johnson referred the council to the following website:

http://www.dol.gov/esa/regs/compliance/whd/fairpay/fact_exemption.htm

Pyne asked Johnson to explain features available during the University's 2nd benefit choice period. Johnson encouraged all with questions about this issue to contact the Human Resources Customer Service Center (438-8311) or to refer to the website <http://www.hr.ilstu.edu/>.

Committee Reports

No committee reports shared.

Business

1. A/P and Civil Service Employee Recognition Ceremony

Jarvis collected suggestions and feedback concerning the planning of the FY05 A/P and Civil Service Employee Recognition Ceremony held in the spring semester. The council suggested to improve the pacing of the event, have few prizes and those of greater value, entertainment which was connected to the students, and agreed that the reading of the names of those anniversary employees could be orchestrated in a different manner.

2. A/P Constitutional Non-substantive Amendment – Elaine Graybill

Graybill moved that the Council wait until the next meeting to vote on this issue in order to allow A/P staff to review the minutes published on the web. Baum seconded. Motion carried.

3. Report on Orientation process for new Members – Julie Goodlick

Goodlick shared an update on the orientation manual which is being prepared in time for new member training on August 12. She and Klay will work with Jarvis to establish a training timeline and agenda for the new members.

Announcements

Baum publicly thanked Goodlick on behalf of the Council for the time and work she and her committee have done to create the orientation pieces for the Council members.

Graybill publicly thanked Jarvis on behalf of the Council for his continued dedication to work with President Bowman to establish an official office and resources needed for the Council.

Adjournment

The Council adjourned at 2:35p.m. Moved and seconded by Julie Goodlick and Deb Gentry.

Respectfully submitted,
Annette Levitt, A/P Council Representative in lieu of the absence of Council Secretary, Steve Klay.

Future 2004 Meetings

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| August 12 | Spotlight Room, 1:15 -3:00; 5:00 pm Dinner at the Presidential Residence |
| August 26 | Spotlight Room |
| September 9 | 314 SSB |
| September 23 | Spotlight Room |
| October 14 | 314 SSB |
| October 28 | Spotlight Room |
| November 18 | Spotlight Room |
| December 16 | Spotlight Room |