

**ILLINOIS STATE UNIVERSITY**  
**Administrative/Professional Council Meeting**  
**October 27, 2005**  
**Spotlight Room, Bone Student Center**

**Council members present:** Donna Banner, Mike Baum, Nikki Brauer, Kim Hays, Steve Klay, Mindy Mangialardi, Sally Pyne, Annette States Levitt, Mark Vegter

**Ex-officio members present:** Paul Jarvis, Mboka Mwilambwe, Maureen Smith

**Guest:** Dr. Dianne Ashby, Vice President for University Advancement

Council Chair, Mindy Mangialardi, called the meeting to order at 1:15 p.m.

**Approval of minutes**

The Council approved the minutes of the October 13 meeting, as submitted. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

**Guest Remarks** – Dianne Ashby

Ashby began by sharing an overview of the areas included within University Advancement, and the names of the individuals overseeing those areas. They included:

- University Marketing and Communications – Bob Aaron
- Alumni Relations – Barb Todd
- Development – Joy Hutchcraft
- Records/Events – Jill Jones

Ashby indicated that she also oversees the Foundation Board, which is responsible for the management of investments, including the distribution of funds. The current endowment is about \$50 million.

Ashby said that she had been made aware of the Council's interest in receiving annual funds from the Foundation (similar to those received by the Civil Service Council) for the purposes of awarding a scholarship (or scholarships). She indicated that that may be possible, and that a proposal requesting these funds should be submitted to the Finance Committee. It should include the scholarship criteria and a timeline.

The University is currently between campaigns, and so that area is working on increasing the donor base. Currently, only 8% of Illinois State alumni give back to the University financially. They also want to increase employee giving. Ashby believes it would be helpful to communicate that donors are giving to a separate Foundation that has the interest of students at heart. She shared that she understands that the decision to give is often made when an individual has either a good or bad experience in their relationship with the University.

Ashby's time at the meeting concluded with a discussion on the culture of giving – why people give, or don't give.

**Chair's Remarks** – Mindy Mangialardi

Mangialardi passed around a letter to President Bowman, drafted with Civil Service Council Chair, Martha Burk, that expresses concerns regarding the Administrator Selection Policy. This policy was recently passed by the Academic Senate, and submitted to the President for final approval. Mangialardi also discussed these concerns during her regular meeting with President Bowman. Mangialardi's remarks also included:

- Julie Jensen will be the new liaison to the Council from Human Resources

- Associate Vice President for Human Resources, Ira Schoenwald, will be attending the December Council meeting to discuss HR issues, including A/P hiring procedures and performance appraisals.
- Mangialardi reminded the Council of the attendance policy outlined in the constitution. Council members are mandated as to the number of meetings that may be missed and still continue to serve on the Council.
- The Campus Communication Committee's letter to the Board of Trustees included concerns that comparative data for A/P staff salaries is not available, thus making it difficult to conduct the research necessary to make informed decisions in the attempts to bring Illinois State salaries for these employee groups in line with those at comparable institutions. The CCC communicated that these resources do exist (Chronicle of Higher Education) and urged that more effort be put into accessing this information and utilizing it.
- In reference to the possible mid-year salary increases discussed by Lane Crothers at the last meeting, it appears that eligible A/P and Civil Service staff will be included in this process, though possibly on a different time schedule.

**HR Liaison Remarks** – Melanie Schaafsma

Schaafsma was in attendance at the meeting, serving in the Liaison role for Kaye Johnson. She reported that Human Resources is currently looking at salary compression and inversion issues across all employee classifications, with the goal of providing salary enhancements where appropriate. Schaafsma also shared that PeopleAdmin goes online on November 1.

**Academic Senate** – Mboka Mwilambwe

Mwilambwe shared that there had been no Senate meeting, due to a shortage of agenda items. The Finance and Planning Committee (on which Mwilambwe serves) did meet, however. Vice President for Finance and Planning, Steve Bragg, was in attendance and discussed what might be necessary for the University to address salary concerns to the extent that has been proposed. Any plan that is put into place will have to be implemented in stages, as there is not enough money available to address all issues at the same time.

**Business**

**Brown Bag Series**

It had been determined at an earlier meeting that the Council was interested in providing these sessions again this year. Time was spent during this meeting discussing possible guests for this year's series. It was determined that sessions would take place in February, March and April, with guests invited for two of the sessions. The third session would be run in a town meeting-type of format. Kim Hays, Nikki Brauer, and Steve Klay volunteered to serve on this committee and will put together a proposal for the series.

**Adjournment**

The Council adjourned at 2:55 p.m. Moved and seconded by Paul Jarvis and Annette State Levitt, respectively.

Respectfully submitted,

Steven Klay, Secretary

**Future 2005-06 Meetings**

All meetings will begin at 1:15 p.m., and take place in the Spotlight Room in the Bone Student Center. Locations for the 2006 meetings have yet to be determined.

November 17

December 15

January 12

January 26

February 9

February 23

March 9

March 23

April 13

April 27

May 11

May 25

June 8

June 22

July 13

July 27

August 10

August 24