

**ILLINOIS STATE UNIVERSITY**

**Administrative/Professional Council Meeting**

**October 23, 2003**

**1:15 p.m.**

Spotlight Room, Bone Student Center

Council Members Present: Mike Baum, Julie Goodlick, Elaine Graybill, Paul Jarvis, Steve Klay, Gail Lamb, Annette Levitt, Rick Lewis, Mindy Mangialardi, Sally Pyne

**Ex-officio members present:** Kaye Johnson, Joe Rives

**Absent:** Deb Gentry, Betty Kinser

Approval of minutes

The Council approved the minutes of the October 9 meeting as read.

Chair's Remarks – Paul Jarvis

Jarvis reported that, since the last Council meeting, he has had productive meetings with both Provost Presley, and Vice President Bragg. He spoke specifically with the Provost concerning his recent appointment of the A/P Grievance Administrator, and A/P representation on the Dean of Arts & Sciences search committee.

Concerning the Grievance Administrator appointment, Presley indicated that he believes that he made a good faith effort to contact the Council for their input, and it was necessary to move ahead with an appointment, due to an impending case that needed the Grievance Administrator's attention. Thus, Kaye Johnson will be serving in the Grievance Administrator role.

Presley denied the request to appoint an A/P representative to the Dean of Arts & Sciences search committee. He indicated that he intended to follow the current written guidelines when composing the committee, which do not include a representative from the A/P staff. Though sympathetic to our position, he was not inclined to appoint someone now, given that the committee has already begun its work.

In his meeting with Vice President Bragg, Jarvis communicated the Council's concerns about the current infrastructure during the transition from the Provost's office to Human Resources. Bragg believes that the Council, and all A/P staff will benefit from the full-service Human Resources department that is being developed, and that he would look into the procedural concerns expressed by the Council.

**Liaison Remarks** – Kaye Johnson  
No report.

## **Committee Reports**

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

Rives distributed a response from Vice President Kern regarding the Council's inquiries into available funds for A/P Council-sponsored scholarships, similar to those currently offered by the Civil Service Council. Kern indicated that "the Foundation provides \$2,000 to the Civil Service Council to fund scholarships for Illinois State students selected by the Council. The Council also conducts fund-raising activities such as raffles to raise scholarship dollars for other scholarships it awards. This practice has existed for more than 20 years."

The Foundation also provides, annually, \$3,000 for A/P awards. There is currently a \$3,000 balance in this account. Given the current market situation, funds are not available for new programs, such as a scholarship program sponsored by the A/P Council. When the market improves, the Foundation will rely on the President to determine when new funds will be distributed.

Council member Annette Levitt has done other research on the scholarship program, presented later in the meeting.

### **Parking Committee – Lewis**

The Parking and Transportation Committee met on October 15, 2004. Barb Todd was elected chair of the committee. A student representative is still needed on the committee. Nominations may be made to Bob Nuckolls or Maggie Nelson.

Bob Nuckolls reported that Parking Services has been changed to Parking and Transportation Services to reflect the transportation component services of the offices. They assumed responsibility for the Night Ride Program over the summer. The partnership with Bloomington Normal Transit Access System is an overwhelming success with more than 1000 riders from the ISU community. Barb Todd will be reviewing the committee documents and draft a name change for the committee.

Marybeth Clapp reported that Parking has not had a parking fee increase in more than 4 years and will begin to explore a fee increase for next year. The Fell deck is still slated for construction despite the hotel referendum being defeated.

### **Academic Senate – Baum**

The Academic Senate met on October 8, 2003. Neither the Chair, Lane Crothers, nor SGA President Meister made substantive remarks. Interim President Designee Bowman was not present. Provost Presley had no remarks. Vice-president Mamarchev commented briefly on a regional gathering of Illinois college students at Illinois State.

Vice-president Bragg reminded the members of interviews being conducted in the next few days of candidates for the Associate Vice-president for Human Resources position. He urged members to attend the open meetings which are enumerated in the *ISU Report*. He then spoke briefly on the fact that State revenue generation is flat, instead of the predicted slight increase. This is likely to have an impact on the 04 budget, even as planning is underway for the 05 budget.

The various committee chairs then reported on work in progress.

The Senate then confirmed faculty and SGA representation on the Honorary Degree Committee and student representation on the CAS Dean Search Committee.

There were 3 information items on the Senate's agenda, two of which were discussed and then moved to action items where they passed. The first was an endorsement of the Planning and Finance's recommendation as to how to acquire input from other governance groups regarding University priorities, while the other was to re-affirm the current policy regarding Religious Observances. Lastly, there was some discussion of the policy on the display of flags on campus, which came to the Senate under the standard review cycle.

The Senate was adjourned at 8:00 pm and the Faculty Caucus met

Old Business

**1. A/P Council scholarships**

Annette Levitt reported on information she had compiled on the current Civil Service Council

(CSC) Scholarships awarded each year. The CSC is provided \$2000 through the Foundation, and they typically award four \$500 scholarships each year. It is required that the scholarships be used at Illinois State.

Given the current economic climate, it is not likely that funds would be available for similar A/P Council scholarships. However, Levitt saw the information as positive, and encouraged that the idea be pursued further when funds become available.

Mike Baum also suggested that the Council might survey our A/P constituency to secure their thoughts on the matter.

## **2. Elections Committee for 2003-04**

In a follow up to last meeting's discussion, it was agreed that both Elaine Graybill and Mindy

Mangialardi should not both serve on the Elections Committee, as they are from the same Council cohort (elected in the same year). Both were willing to serve

Gail Lamb made a motion, which was seconded by Graybill that Annette Levitt and Mindy Mangialardi serve on the committee. This was approved by the Council. Jarvis indicated that he would contact Mike Schermer, asking him to continue in the Elections Administrator role.

## **3. Resources for A/P staff**

Annette Levitt reported that the committee formed to explore this matter has not met. They are, however, conducting research and will meet soon and report back to the Council.

## **4. A/P Committees – Constitutional and Policy Review Committee**

Julie Goodlick was appointed to spearhead this work, with help from Kaye Johnson. Other Council members are encouraged to help, and should contact Jarvis, if interested. Goodlick indicated that initial research should be completed by the end of the semester, and she will provide updates, as appropriate, at upcoming Council meetings.

## **5. Parliamentary Procedure**

Elaine Graybill, as Vice Chair, has agreed to serve as Parliamentarian for the Council. She proposed that the Council amend the constitution to adopt a parliamentary authority. Graybill proposed that this be considered as a non-substantive amendment and use the procedure outlined in Article VII of the A/P Council constitution.

Thusly, Graybill made a motion, which was seconded by Gail Lamb, as follows:

ArticleVIII. Parliamentary Authority

The rules contained in *Robert's Rules of Order: Simplified and Applied* shall govern meetings where they are not in conflict with the constitution, rules of order, or other rules of the council.

Mike Baum offered an amendment to the motion that if the Vice Chair is not present at a meeting, then the Chair would designate another Council member to serve as Parliamentarian during that meeting. The amendment was accepted, and the motion passed. In accordance with the A/P Constitution, the parliamentary authority amendment will be voted upon at the next Council meeting as a non-substantive amendment.

Graybill added that she would purchase copies of *Robert's Rules of Order* for the Executive Board, and would also produce and distribute a written summary for all Council members.

#### New Business

1. Academic Calendar

Jarvis indicated that the Council had been requested to provide input on the proposed 2007-08

Academic Calendar. He will send out copies to the Council via E-mail.

2. **Educating Illinois – Draft 2**

Due to the full agenda, this discussion was tabled until the 11/6 Council meeting. Council members were encouraged to provide feedback to Joe Rives via email with copies to all Council members.

3. **A/P representation on dean search committees**

Mike Baum distributed copies of a document adopted at the 10/14 Academic Senate meeting.

The text follows, as it pertains to A/P staff:

TO: Academic Senate

FROM: Senate Executive Committee

RE: Waiver in rules governing search committee structure for dean searches

DATE: October 14, 2003

The Executive Committee of the Academic Senate proposes that the current rules governing the structure of dean search committees be waived to include representation from three additional groups: department chairs, civil service staff, and administrative professional staff.

These changes are recommended to take advantage of the expertise these groups can bring to the respective searches. They are also recommended to bring the representation of the search committees more in line with the proposals currently under review in the Administrative Affairs and Budget committee.

Please note that this request for a waiver is for the searches on-going in this academic year, 2003-04 only. New rules governing search committee composition are under review in the Administrative Affairs and Budget committee of the Academic Senate.

Administrative Professional personnel: The A/P Council may conduct an election among A/P staff of the College of Arts and Sciences and the College of Fine Arts for the purpose of electing one member to each search committee. Only A/P staff from the College of Arts and Sciences are eligible to run and vote for the dean search committee in the College of Arts and Sciences. Only A/P staff from the College of Fine Arts are eligible to run and vote for the dean search committee in the College of Fine Arts. The person elected in this position will have full voting privileges on the search committee.

Baum presided over some discussion of this waiver. He sees this as a great step forward for shared governance on the Illinois State campus. A/P representation on searches such as these has been a topic of great discussion in the past. This waiver now provides written documentation and guidance for the appointment process, providing for A/P representation where it has not previously existed.

Jarvis and the Elections Committee will meet to determine how to select these search committees member expeditiously.

Adjournment

The Council adjourned at 2:55 p.m. Moved and seconded by Pyne and Goodlick.

Respectfully submitted,  
Steven Klay, Secretary

## **Future 2003 - 04 Meetings**

November 6	Spotlight Room (room not available until 1:30)
November 20	Spotlight Room
December 4	BSC Private Dining Room
December 18	Spotlight Room
January 22	Spotlight Room
February 26	
March 25	
April 22	
May 27	