

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
November 20, 2003
1:15 p.m.
Spotlight Room, Bone Student Center

Council members present: Mike Baum, Julie Goodlick, Elaine Graybill, Paul Jarvis, Betty Kinser, Steve Klay, Gail Lamb, Mindy Mangialardi, Sally Pyne

Ex-officio members present: Kaye Johnson

Absent: Deb Gentry, Annette Levitt, Rick Lewis

Guests: Christy England-Siegerdt

Guest remarks – Christy England-Siegerdt, Educating Illinois

England-Siegerdt was in attendance to receive any feedback the Council had regarding the draft of the second version of the Educating Illinois document. Several Council members had already E-mailed comments to Joe Rives. England-Siegerdt responded to questions, and fielded a number of comments which will be considered as revisions are made. She also reported that, as Educating Illinois moves into this next phase, the implementation teams will no longer be in place. Following the approval of this document, the President will designate existing departments to assume responsibility for specific areas. The frequently-updated “report card” system will continue to exist.

The final document will be available for approval at the December 18 Council meeting.

Approval of minutes

The Council approved the minutes of the October 23 meeting as read.

Chair’s Remarks – Paul Jarvis

Jarvis reported that he was very pleased, and believed that the Council had accomplished a great task through the coordination of the selection of A/P representatives for the Dean of Fine Arts and Dean of Arts and Sciences search committees. He particularly appreciated the efforts of Mindy Mangialardi and Annette Levitt in their roles as the Elections Committee, and the assistance of Kaye Johnson.

Concerning future A/P Council elections, Jarvis reported that Mike Schermer has agreed to continue to serve as the Elections Administrator, with assistance from Marsha Brownfield and Sharen Mays. He also indicated that Annette Levitt had spoken with Mark Troester from Institutional Web Support Services about conducting future election on-line, through the portal. They will begin work to make this a reality.

Jarvis shared that he had been informed that, as chair, he is a member of the executive committee of the Committee for Diversity. He will keep the Council apprised of the outcome of those meetings.

Jarvis also indicated that President Bowman has requested that they meet on a bi-weekly basis, and he invited the Council to provide input as to the content for these meetings.

Finally, Jarvis reminded the Council that the Civil Service Council/A/P Council-sponsored holiday party will be held on December 6, from 10 am to 12 pm in the Horton South Gym. Volunteers will be needed for set up and clean up.

Liaison Remarks – Kaye Johnson

Johnson commented on the difficulty of determining those A/P staff members who were eligible for the election and voting lists for the dean search committee representatives. The number of split appointments and special hiring designations made this an arduous task.

Johnson also reported that the training for the Grievance Committee has been set for December 9 and 16.

Committee Reports

Academic Senate – Baum

The Academic Senate met On October 22, 2003, and Baum provided the following report:

The Chair, Lane Crothers reported that the Presidential Search Committee has been meeting intensively and is making very good progress.

SGA President Meister provided a brief report on Homecoming.

Interim President Designee Bowman also reported on Homecoming events. He alerted the Senate to upcoming visits to Illinois State by the Governor and later by the Lt. Governor. He spoke of being very pleased at Illinois State's ranking in the Kiplinger Magazine's Top 100, best value Universities. He noted that this was having a very favorable impact on non-campus members, alumni and donors. He indicated that the College of Business building is making good progress and that we continue to be on target in our Capital campaign [we're close to 70 million now and should make 75 million by December]. Finally he said that apparently there are some rumors circulating on campus of lay-offs. He assured the Senate that no such discussions are occurring.

Provost Presley reported that he has just begun the process of constituting a search for the Dean of the College of Fine Arts.

Vice-president Mamarchev spoke of Homecoming events and of the fact that the Division of Student Affairs has received a very significant, NASPA diversity achievement award.

Vice-president Bragg reported that final bids are in for the Schroeder Hall renovation and he was very pleased that they came in lower than expected. His office is also working on the final phase of bidding for Felmley Hall renovations. He invited the campus community to an open house at Julian Hall to showcase the completed renovations there, a project that was completed much earlier than expected.

The various committee chairs then reported on work in progress.

The next item began as an information item. The Executive Committee of the Senate, acting on requests made of it for a waiver of the Dean search policy, proposed that a waiver be granted so that representatives of the following groups could be members of the searches for Deans [College of Arts and Sciences and of Fine Arts]: (1) Department Chairs; (2) Civil Service staff employed in the College; & (3) A/P staff employed in the College. After some discussion, the item was moved to an action item and passed.

Next, information items were discussed involving (1) Repetition of Course Requirements; (2) College of Arts and Sciences Bylaws; & (3) Senate Bylaws. An advisory item clarifying the Award Money Usage policy followed, after which Dean Ashby spoke of the upcoming NCATE accrediting visit and Chuck Scott spoke of the work of the Green Team.

The meeting was then adjourned.

University Sick Leave Bank – Jeff Lopez

Since July 1, 2003, there has been one denial and 13 sick leave approvals. Two of the approvals were members of the sick leave bank who did not have to appeal, and both of them received their maximum of twenty days. The total number of hours granted thus far this fiscal year: 1627.5, or 217 days.

Old Business

1. Constitutional Non-Substantive Amendment – Elaine Graybill

Graybill indicated that the amendment, proposed at the 10/23/03 Council meeting, was to be voted upon for final approval at this meeting. The amendment reads as follows:

Article VIII. 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. In the absence of the Vice-Chair, the Chair shall designate another Council member to serve as parliamentarian.”

A motion for approval was offered by Graybill and seconded by Mike Baum, and passed unanimously by the Council. Steve Klay will revise the constitution and distribute to Council members.

2. Constitutional and Policy Review Committee – Julie Goodlick

Goodlick and Kaye Johnson have researched employee policies for needed changes related to the move of Academic Personnel to Human Resources. They found no substantial changes needed beyond random word changes.

Goodlick also researched the A/P Council constitution for similar inconsistencies. She found the need for one amendment under Article III: Membership. Under Section 1: Qualifications, paragraph five indicates that the Provost will appoint an individual to serve as the Human Resources Liaison to the Council. Goodlick moved, and Gail Lamb seconded, that this paragraph be revised as follows:

“A representative appointed by the Vice President for Finance and Planning shall serve the Council as a Human Resources liaison in an ex-officio capacity. This individual will not be eligible for election to the Council.”

The Council will conduct a final vote on this amendment at the 12/4/03 meeting.

In a constitution-related discussion, the Council agreed to abide by the Robert’s Rules of Order standard of a quorum, which is defined as a majority of the membership. Specifically, the Council must have at least seven of the twelve members present to conduct business.

3. University Holiday Party (co-sponsored with Civil Service Council) – Paul Jarvis

A/P volunteers are needed for this event. Steve Klay and Jarvis volunteered, but commitments to numerous other community events prevented other Council members from attending. Jarvis will circulate a request for more volunteers among the general A/P constituency.

New Business

1. Feedback regarding 2008-2009 Academic Calendar – Paul Jarvis

A proposed 2008-2009 academic calendar and supporting materials were distributed to the Council prior to the meeting. Jarvis fielded a number of comments, which he will forward.

Adjournment

The Council adjourned at 2:45 p.m. Moved and seconded by Julie Goodlick and Betty Kinser.

Respectfully submitted,
Steven Klay, Secretary

Future 2003 - 04 Meetings

December 4 SSB 314
December 18 Spotlight Room
January 22 Spotlight Room
February 26
March 25
April 22
May 27