

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, November 8, 2007
Spotlight Room, Bone Student Center

MINUTES

Council Members present - Mboka Mwilambwe, Mindy Mangialardi, Nikki Brauer, Anjie Almeda, Teri Farr, Debbie Lamb, Becky Mentzer, Michelle Schuline, Maureen Smith, Melissa Moody, Erin Pearce, and Alex Skorpinski

Ex-Officio Members present – Stacy Ramsey, Rachel Calhoun, Ron Gifford, and Larry Lyons

Approval of minutes – October 25, 2007 minutes were approved (with correction to date on the minutes) -Motion made by Teri Farr, second by Ron Gifford.

Chair's remarks – Mboka Mwilambwe Mboka met with President Bowman on November 5th and discussed various topics with the following remarks – President Bowman is feeling optimistic about the State of Illinois funding for the new Fine Arts Building. President Bowman has reviewed the salary analysis data and some of the individual inequities (compared to peer institutions) will be addressed. Final decisions will be made in December and those individuals receiving salary increases will see it in their January paycheck. The Provost search is going well and airport interviews are complete. Mboka asked about possibility A/P staff having the opportunity to take classes at other state institutions similar to the benefit that Civil Service employees have. Mboka also spoke with Rick Boser of the Provost Search Committee, who asked Mboka for feedback on the draft template for on campus interviews for Provost Candidates. Mboka reported that Barb Todd has invited him to be a part of a brainstorming meeting on 11/26/07 in preparation for the next University Family Campaign. Mboka reminded council members to bring forth their ideas to continue to refine and improve the A/P Council website.

Committee/Representative Reports

- **Foundation** – Larry Lyons –Reported the Finance Committee approved the FY08 budget, Investment Committee working with the Commonfund will becoming more aggressive in investing. The LLC purchased the 1101 N Main property and the parking lot at Trader's Circle. The Genevieve Green Gardens were dedicated and Tom and Sally Jacob donated money to pay for the fountain in the garden. Three new directors were appointed as well.
- **Scholarship** – Debbie Lamb –Application for January applicants is now available on the web and will be sent on the list serv as well - \$2000 available to award in the spring.
- **CCC** – Stacy Ramsey – handout from last Board of Trustees meeting, see last issue of the *Report* for highlights

- **Academic Senate** – Ron Gifford – see attached report
- **HR Liaison** – Derek Story for Len Grinstead – No report

Educating Illinois – Steve Klay – Steve passed out a draft copy for all council members and asked for feedback and attendance at the 1/24/08 meeting of the Council and Educating Illinois taskforce.

Business/Discussion Items:

- **Grievance Administrator Appointment** – Current administrator, Kaye Johnson was appointed by Ira Schoenwald, approved by Steve Bragg. Mboka will follow up with Kaye regarding the changes to the policy that the Grievance committee submitted last Spring so that those are finalized.
- **Holiday Party** – Nikki reported that the holiday party will be on December 1st from 10:45 – 12:45 at Horton Field House. Gamma Phi Circus will perform and the A/P Council has rented 3 inflatables for the event and has also purchased cups for the drinks. The event will be on the list serv and i-campus and university calendars as well. Call with reservations by 11/26/07.
- **Commentary on Presidential performance** – Dan Holland asked Mboka to review a new survey draft with the Council regarding the request for commentary on the performance of the President. The format would be via email and print copies to those areas not having email accessibility.
- **Selection for A/P reps on Searches** - tabled to 12/13/07 meeting due to time constraints

Guest – Steve Adams

- Steve commended the Council for being a good blend of employees and chemistry across the university community. He spoke of four items he believes to be critical in working at the university:
 - Effective communication
 - Collaboration (internal and external)
 - Building relationships
 - Strong leadership

He also gave an overview of ongoing projects within the Division of Student Affairs including the Long-Range Dining and Housing Plan, Student Fitness/Kinesiology & Recreation Center, and Bone Student Center Revitalization.

- **Adjournment** – Motion for adjournment by Michelle Schuline and seconded by Becky Mentzer. **Next meeting 12/13/07 in the Spotlight Room**