

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
December 4, 2003
1:15 p.m.
Room 314, Student Services Building

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

Ex-officio members present: Molly Arnold

Absent: Betty Kinser, Annette Levitt, Rick Lewis

Approval of minutes

The Council approved the minutes of the November 20 meeting as read.

Chair's Remarks – Paul Jarvis

Jarvis reported that, since the last Council meeting he had had several productive conversations and meetings with individuals and groups, including:

- The Committee for Diversity,
- Martha Burk, Chair of the Civil Service Council – conversations primarily centered on collaborative events and governance issues, and
- President Bowman – the first meeting on the new bi-weekly schedule. The primary discussion concerned the budget, both FY 04 and 05. Jarvis communicated concerns about the perceived vulnerability of A/P staff. Bowman shared that the current hiring freeze will probably continue through FY 05. Jarvis was very pleased with the meeting and felt that the groundwork has been laid to openly discuss all issues at future meetings. He also reiterated that Council members should feel free to suggest topics for these meetings.

Liaison Remarks – Kaye Johnson

No report.

Committee Reports

Parking Committee – Rick Lewis

The Parking Committee met on December 2, and Lewis submitted the following report:

1. The By-Laws were reviewed and changed to reflect the scope of Parking Services. The Committee will now be referred to as the Illinois State University Parking and Transportation Advisory Committee. The committee unanimously approved the changes.
2. Permit Fees have not been increased since 2000. The committee approved a recommendation to increase fees for 2004-2005 by 4% in addition to an additional increase for Reserved Permits, Lab Schools, and Cardinal Court/Shelbourne Apartments.

3. Transit Update – Universal Access is averaging 1500 riders per day. Students may be using the program as a “shuttle service”. There have been no incidents on the Late Nite Shuttle but a few “mop and bucket” situations.

Old Business

1. University Children’s Holiday Party

Volunteers are still needed to help with collaborative event with the Civil Service Council. Paul Jarvis has made an attempt to notify (via Email) the entire A/P staff to inform of the event, and request volunteers.

2. Domestic Partner Benefits

This policy has been in the development stages for many years, and President Bowman announced recently that the new policy will go into effect on July 1, 2004. He is convening an advisory committee to assist with the details of its implementation. Anyone who is interested in serving should contact the President’s Office directly.

New Business

1. Search Committee Involvement

President Bowman has announced that search committees are being assembled to fill two vacant positions on campus – Diversity and Affirmative Action Officer, and ADA 504 Compliance Officer. There will be A/P representation on each of these committees. A/P staff members interested in serving should contact the President’s Office, or Paul Jarvis.

2. Employee Recognition Ceremony

This annual event has been scheduled for April 7, 2004, from 1-3 pm, in the Bone Student Center Ballroom. The Council sponsors this ceremony jointly with the Civil Service Council. Kim Hays and Betty Kinser are the A/P representatives on the planning committee. Following some discussion on procedures, the Council requested that guidelines be written this year to provide direction to future committees.

3. A/P Council meeting schedule

The Council re-visited this issue. We have been meeting on a bi-weekly basis for the past few months, and Council discussed whether this schedule has been beneficial. The feedback provided was overwhelmingly positive, so the proposed schedule for the spring semester will become official. There was also some discussion about guests to be invited to future meetings.

4. Communication with A/P constituency

There was some discussion as to how the Council may best communicate with the A/P staff as a whole. For information purposes, Jarvis distributed copies of the University’s Automated E-mail policy. It was determined that the E-mail system continues to be the most efficient and effective method.

5. Educating Illinois

Jarvis informed Council members that he has forwarded copies of the final draft of the Educating Illinois document to all members. The Council will be discussing it at the December 18 meeting.

6. Campus Communication Committee

Jarvis reported that the next open meeting that the CCC would conduct with the Board of Trustees would take place before their February meeting. The theme of the meeting will be, "A Day in the Life of an Illinois State University Faculty Member." Jarvis reminded the Council that he and Molly Arnold serve on the CCC, and are always looking for input on topics for the committee to present. There was some discussion among the Council about how a similar presentation may be developed that highlights A/P and Civil Service staff.

Adjournment

The Council adjourned at 2:55 p.m. Moved and seconded by Julie Goodlick and Elaine Graybill.

Respectfully submitted,
Steven Klay, Secretary

Future 2003 - 04 Meetings

- December 18 Spotlight
- January 22 Spotlight Room
- February 12 314 SSB
- February 26 Spotlight Room
- March 11 314 SSB June 24 TBD
- March 25 Spotlight Room July 8 TBD
- April 8 314 SSB Room
- April 22 Spotlight Room
- May 13 314 SSB
- May 27 Spotlight Room
- June 10 TBD
- July 22 Spotlight Room