

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
January 27, 2005
1:15 p.m.
Administrative Conference Room
College of Business Building

Council members present: Deb Gentry, Elaine Graybill, Kim Hays, Steve Klay, Annette Levitt, Mindy Mangialardi, Sally Pyne, Jess Ray, Mark Vegter

Ex-officio members present: Paul Jarvis, Mboka Mwilambwe, Joe Rives

Guests present: Dixie Mills, Dean of the College of Business

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

Dean Mills made some brief remarks, welcoming the Council to the new College of Business Building

Approval of minutes

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

Chair's Remarks – Mindy Mangialardi

- The NCA Accreditation Site Visit will begin on 2/13. Members of the accreditation team will be on campus, meeting with various groups, as well as talking with random individual faculty, staff and students.
- The A/P Council's representative on the Foundation Board, Joe Rives, has taken a new position at Western Illinois University. Mangialardi will be consulting with the elections committee in appointing his replacement. Best wishes, Joe! Thank you for your countless contributions to the University, as well as your support of, and participation on the A/P Council.

Liaison Remarks – Kaye Johnson

No report.

Committee Reports

Academic Senate – Mboka Mwilambwe

Mwilambwe attended the January 26 meeting of the Academic Senate, and provided the following report:

The meeting was called to order at 7pm.

In order to accommodate schedules, the Senate first heard from Josie Evola (Acting Director for the Office for Diversity and Affirmative Action). She gave an overview of the Underrepresented Groups Report that ISU is required to file annually by law. This report underscores the efforts undertaken by university departments to increase recruitment and retention of underrepresented groups. It is available at the following address:
<http://www.diversity.ilstu.edu/reports/index.shtml>

Chair and Vice Chair Remarks:

- **Senator Crothers** welcomed everyone back and reminded committees to bring to the Senate floor items they are working on as soon as possible otherwise it would make for very long meetings in April when the Senate is trying to take care of all unresolved issues.
- **Senator Rinker** announced the creation of a commission called Redbirds for Relief whose function will be to coordinate the relief efforts of student organizations targeted at the Tsunami victims. Zach Koutsky is the director of this commission.

Senator Rinker indicated that the "Closing the Gap" program was very successful as 84 students volunteered 1012 hours, saving Milner Library over \$11,000. Students have already signed up to renew this effort for the Spring semester.

Finally, Senator Rinker indicated that the Budget Review Committee finished its recommendations for student fees and those will be forwarded to the appropriate individuals/groups.

Administrators' Remarks:

- **President Bowman** informed the Senate that President Bush signed a bill that includes federal dollars for several ISU projects. One of those projects (large one) will be announced next Monday in Old Main. US Rep. Jerry Weller will be in attendance.

The College of Business will hold an Open House on 4/1/05.

The AD search committee met last week. They are scheduled to hold campus interviews in April and expected to make a selection in May.

- Provost Presley announced that the task force created to deal with students called up in the military created a web page to help students better prepare before leaving. It gives information on things like Power of Attorney, how to go about withdrawing. The link is the following: <http://www.arr.ilstu.edu/veterans/militarywithdrawal.stm>

Provost Presley provided the Senate with some statistics:

-We currently have 1624 undergraduate students considered non-traditional (veteran's status or age helped determine that)

-Our current enrollment is 19,207 students, which is 400 students less than it was at this time last year.

-7,000 students have been admitted for the Fall 05 and as deposits come in and students firm up their commitments, Dr. Presley will keep us updated.

- **Vice-President Bragg** provided us with an update on construction projects going on campus:
 - The second phase of Schroeder Hall renovation is ahead of schedule
 - The renovation of Wilkins Hall is also progressing as expected
 - We are half way through the design phase of Haynie Hall as well as the Stevenson and Turner safety improvements.

The SSN transformation project is moving along nicely. The background computer work is essentially completed and the focus will now be on working with individual departments to help them deal issues specific to their situations.

Dr. Bragg indicated that he was happy with the ridership of the free campus shuttle as it has increased over time (currently at around 1200 people/day).

Dr. Bragg also provided an update on the budget as the IBHE finalized its recommendations. Those recommendations include:

- a 1.2% increase for ISU's budget
- an 18 million dollars increase for MAP awards to offset tuition increases implemented in 2003
- 268 million dollars to fund the state retirement system.

The Governor's budget address at the end of February should kick off the appropriations phase. Dr. Bragg indicated that he is not optimistic that ISU will get more than the recommended increase particularly since the state budget deficit is currently believed to be between 2 and 2.5 billion dollars.

- **Vice-President Mamarchev** informed the senate that more than 400 people attended the MLK dinner showcasing poet Nikki Giovanni. She also announced that the kick-off to Black History will be held on 2/1/05 in the Old Main and that Winterfest (indoor Festival ISU) will be held on 2/2/05 in the Bone Student Center.

Committee Reports

- **Academic Affairs:** the committee continued their discussion on Distance Education. They hope to finish their work by next week.
- **Administrative Affairs:** the committee is currently working on the amplification policy and annual commentary of the President.
- **Faculty Affairs:** discussed the retention report.
- **Rules:** the committee welcomed two new members to their committee. They are still working on the Faculty Code of Ethics but do not believe they have finished their work by the end of this semester. They are also working on selecting a representative of faculty for the administrator reviews (Deans, department Chairs).
- **Planning and Finance:** Vice-President Bragg provided the committee with an overview of his division, how it has been impacted by budget cuts and what ought to be the university's priorities.

Action Item:

Election of Senate Executive Committee Faculty Representative

Senator Wylie was elected to the Executive Committee.

Information Items

01.18.05.03 Recommendation for Establishment of Faculty Ombudsman Position (Faculty Affairs Committee)

This is proposed as a one-year pilot. Dr. Schoenwald would initially serve as the ombudsman. It is not expected to be a paid position for the time being. A few changes will be made to the proposal and this item will be presented to Senate at the next meeting for action.

Communications

12.13.04.04 Dr. Presley circulated a memo indicating that Karla Doepke (Psychology) and Rocio Rivadeneyra (Psychology) were selected for the Service Initiative Award. The same memo indicated that Christopher Horvath (Philosophy) was selected to be the recipient of the University Outstanding Service Award.

Dr. Paul Borg reminded the Senate that the North Central Accreditation team will be here from 2/14/05 to 2/16/05. He has not gotten the final schedule of their visit. However, he indicated that he is aware of an open faculty forum (4pm on 2/14) and an open student forum (4pm on 2/15). He encouraged everyone to be candid with the site team whenever they are on campus.

He also indicated that the self-study report is printed and there are hard copies in the Provost's office and a copy of it is available on the Provost's web site.

The meeting was adjourned at about 9pm.

Brown Bag Committee – Elaine Graybill

The committee (Graybill, Kim Hays and Steve Klay) met again, and the following dates have been established for the discussions:

- Tuesday, March 22 w/ President Al Bowman
- Tuesday, April 5 w/ VP for Finance & Planning Steve Bragg
- Friday, May 6 w/ University Legislative Liaison Phil Adams

All of the Brown Bag sessions will take place from Noon to 1:15 pm, and are scheduled to be held in room 375 of the Student Services Building. The Council will be providing drinks and cookies. The committee will also be exploring an option for participants to order a pre-determined box lunch through Campus Dining Services. The committee is also following through on marketing plans.

Shared Governance

Mangialardi indicated that this topic will be included on next meeting's agenda, and asked that the Council review the information previously provided by this committee that outlines the current opportunities provided for A/P employees to participate in shared governance.

Business

Constitutional Review – Annette Levitt & Deb Gentry

Utilizing the draft that had been electronically provided, Levitt and Gentry led the Council through the listing of proposed changes to the Constitution. There was discussion that generated additional suggestions. The committee will take these back and generate a final draft for the Council's consideration.

Robert's Rules of Order – Elaine Graybill

Graybill has been working on a "quick reference guide" for Council use, and provided a first draft of this document.

Upcoming U-Club Meeting

The Council will be hosting a meeting of the U-Club on Friday, February 4, from 3:30 – 5:30 pm. The Council discussed the agenda for the event, as well as plans for refreshments. An E-mail invitation will be sent out to all A/P employees.

Adjournment

The Council adjourned at 2:40 p.m. Moved and seconded by Deb Gentry and Jess Ray, respectively.

Respectfully submitted,
Steven Klay, Secretary

Future 2005 Meetings

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| • February 10 | Spotlight Room |
| • February 24 | SSB 314 |
| • March 10 | Spotlight Room |
| • March 24 | SSB 314 |
| • April 14 | SSB 314 |
| • April 28 | Spotlight Room |
| • May 12 | Spotlight Room |
| • May 26 | Spotlight Room |