

# ILLINOIS STATE UNIVERSITY

## Administrative/Professional Council Meeting

April 27, 2000

### Spotlight Room, Bone Student Center

**Present:** Molly Arnold, Mike Baum, Larry Jobe, Jeff Lopez, Beverly Nance, Chika Nnamani, Sally Parry, Sally Pyne, Larry Quane, and Cheryl Young

**Excused:** Jan Bremner, Martin Jackson, Doug Lamb, and Sharon Stanford

**Guests:** President Boschini  
Kayley Pyne (Sally's daughter, on campus for Take Our Daughters to Work Day)

#### Guest Presentation

The Council previewed Dr. Boschini's comprehensive campaign PowerPoint presentation, "A Vision for Illinois State University" and was asked to critique it. Council members should contact Dr. Boschini directly via e-mail or snail mail with their suggestions.

#### Approval of Minutes

The minutes of the March 23, 2000, Council meeting were approved.

#### President's Remarks—Mike Baum

##### Annual Employee Recognition Ceremony.

President Baum congratulated the recipients of the AP Distinguished Service Award for 2000: Chika Nnamani, Doug Lamb, Sally Pyne, and Karen Stevens. He also congratulated Mike Schermer, this year's recipient of the Esprit de Corps Award. He extended appreciation to Bev Nance and Molly Arnold who, along with their Civil Service colleagues Colette Homan and Martha Burke, made the annual employee recognition ceremony happen. If you have feedback regarding the ceremony, contact Arnold or Nance.

##### Interviews for Vice President for Student Affairs

Baum thanked the Council members who alerted him to the conflict between the Council meeting and the Council's scheduled opportunity to meet with Dr. Helen Mamarchev, a candidate for the Vice President for Student Affairs position. It was not possible to change the interview time, but Baum apologized to the candidate and wished her well on her interview. (Council members had the opportunity to meet this candidate at the scheduled open session.) Opportunities to join members of the Civil Service Council and meet with the remaining two candidates are as follows: Dr. Gary Grace on Tuesday, May 2, 10:30-11:30am; Dr. Richard Johnson on Thursday, May 4, 10:45-11:30am. Both meetings will be in Hovey 419.

#### Liaison's Remarks—Sharon Stanford

None.

## **Board of Trustees Liaison Remarks—Larry Quane**

There is nothing new to report since the last BOT meeting; the next meeting will be on May 12 at 9:00am. The 8:00am discussion session preceding the meeting will focus on the co-curricular aspect of the freshman experience.

## **Committee Reports**

### Awards Committee—Bev Nance

Nance commented that the candidates for A/P awards this year were very good, making the selection process difficult; but she is pleased with the results. If you have suggestions for entertainment for next year's annual employee recognition ceremony, please let her know.

### Parking Committee—Chika Nnamani

No new parking issues have emerged and the committee continues to work on issues previously reported.

### Performance Appraisal Review Committee—Molly Arnold

The recently completed focus group research provided a great variety of information, which has been shared with the vice presidents. The research, as well as practices on other campuses and in existing "pockets of excellence" on our own campus, will inform models that will be proposed by the committee. Because of the variety of jobs involved, it is expected that a series of tools will be created; Sue Zinck is providing expertise in this area. Issues the committee is examining include: 1) Human Resources' historical lack of authority to mandate performance appraisals (i.e., supervisors have not been held accountable for performance appraisals of their staffs); and 2) except for represented employees, the need to link performance with salaries and promotions.

### Distinctiveness and Excellence Committee—Sally Pyne

The committee's final draft was completed this week and will be submitted to President Boschini on May 1. Subsequently, the campus community will have the opportunity to offer commentary to the President (a process similar to that used for the shared governance documents). The committee anticipates that their work will drive both short- and long-term planning.

## **Old Business**

### AP Council Web Page

Baum is working on a draft of the web page and intends to complete it by the end of May. The Council will have the opportunity to review the draft over the summer; it will be finalized and installed by the beginning of fall semester. Daniel Manson will be assisting with the design and installation.

## **New Business**

### University Parking Committee Representative

Barb Todd, chair of the University Parking Committee, requested that the Council select a replacement for Mike Schermer whose term is expiring. This representative will join three other AP representatives on the committee. The Council named Jobe to this appointment.

### Shared Governance

President Boschini has requested the Council's reactions to the recommendations of the President's Committee on Shared Governance. This report is available for review on the Provost's web page: [<http://www.provost.ilstu.edu/report/governancefinalreport.htm>]. We will continue to work on formulating our response, due October 1.

### Recommendations of the Adhoc Election Review Committee

Baum distributed a document articulating the recommendations of the Council's adhoc Election Review Committee (Arnold, Baum, Bremner, Lopez). Council members should review the recommendations for further discussion and decision at the May meeting.

The charge for this committee was to review the current policies, procedures, guidelines, structures, etc., related to the various election functions associated with the AP Council, determine what elements or aspects of the current system are problematic and/or in need of change, and make recommendations to the Council. The committee is making the following recommendations:

amend the Constitution to reflect the addition of an Elections Subcommittee to the Council, composed of an Elections Officer who would serve as chair and two Council members elected by the Council from among members who would not be up for re-election in the year in which they serve on the committee. The Elections Officer would be an AP staff member who is not on the Council and who agrees not to run for any elected position representing AP staff while serving as the Election Officer. The officer would be appointed by the AP Council and serve for one election cycle. There would be no term limit for serving in this capacity.

amend the Constitution to allow for terms of office to correspond more closely to those of other governance bodies; specifically, to operate on an academic year, with elections being held March-April and the change-over of representatives occurring May 15.

amend the Constitution to read " The officers of the Council shall be Chair, Vice-chair and Secretary" (i.e., replacing "President" with "Chair").

### Summer Meetings

It has become the practice to make summer (June and July) meetings of the Council subject to call by the Council president. This will be an agenda item at the May meeting.

The meeting concluded at 3:00 p.m.

Respectfully submitted,

Cheryl Young