

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
April 8, 2004
1:15 p.m.
314 Student Services Building

Council members present: Mike Baum, Julie Goodlick, Elaine Graybill, Paul Jarvis, Steve Klay, Gail Lamb, Annette Levitt, Rick Lewis

Ex-officio members present: None

Absent: Deb Gentry, Betty Kinser, Mindy Mangialardi, Sally Pyne

Guests: Dr. Helen Mamarchev, Vice-President of Student Affairs

Council Chair, Paul Jarvis, called the meeting to order. He introduced Helen Mamarchev, who was visiting to share information about the new Dean of Students office that is being developed. She began by providing some history of recent assessment activities in which the Student Affairs division has participated, including C.A.S. (Council for the Advancement of Standards), utilizations of D.A.B.'s (departmental advisory boards), benchmarking with other institutions, and the development of the C.P.R. (Comprehensive Program Review) process. The formation of the Dean of Students model comes as a result of recommendations from these assessment processes. An internal committee has been working on how the office might be configured. Ultimately, Mamarchev hopes that this office will help to centralize for students where on campus they might go for "help".

Approval of minutes

The Council approved the minutes of the March 11 and March 25 meetings as read.

Chair's Remarks – Paul Jarvis

- v Jarvis thanked Mike Baum and Julie Goodlick for stepping in as the Chair and Secretary, respectively, at the last Council meeting.
- v Jarvis also extended thanks to Mindy Mangialardi, Kim Hays and Joe Rives for their help in making the joint A/P and Civil Service awards ceremony a success.
- v He also expressed appreciation to Mangialardi and Annette Levitt for their work on the A/P Council elections this spring. Jarvis shared that he will send letters to each person who ran for office, and the results can now be posted on the A/P Council website, in addition to their publication in the

meeting minutes. The newly elected members have been invited to the April 22 meeting, when President Bowman will be our guest.

- v Jarvis shared that he has been invited, as A/P Chair, to sit on the Educating Illinois Coordinating Team. The team consists of each of the governance chairs, as well as representatives from each of the Vice-Presidential areas, and the President's office. With the adoption of Educating Illinois 2003-2010, the Coordinating Team will meet to oversee the progress, and allow Jarvis to report back to the Council.
- v Jarvis shared that the Committee on Diversity Executive Committee has decided that the University's Diversity Plan needs the "buy-in" of all groups and constituencies on campus to have more complete ownership and commitment. Plus, there has been the expressed need to have more conversations and discussions about diversity on campus. To that end, the Committee has considered embarking on a planning process not unlike the process that generated Educating Illinois. A rough draft of values will be developed and taken to many diverse groups around campus for input. Building from that, aspirations, goals and measurable outcomes will be developed. It may be possible for A/P individuals to be involved in this process. Steve Klay and Annette Levitt expressed their interest.
- v Jarvis shared that he had met with President Bowman last week, and invited him to attend the Council meeting on April 22. Bowman agreed. Jarvis indicated that he had raised the issue of the process by which the Consensual Relations Policy was addressed by the Academic Senate, namely that what was eventually endorsed by the Senate was not the policy endorsed by the Council. He said that Bowman acknowledged his concern, and that he would look into it. The President was also responsive to the Council's ideas about how we might "kick off" the year for the A/P Council, and encouraged us to set some possible dates for that to occur.
- v Finally, Jarvis shared that he had had the opportunity to meet with the new Assistant Vice-President for Human Resources, Dr. Ira Schoenwald. He indicated that they had had a very positive meeting while Dr. Schoenwald was in town last week, prior to his start date on June 1st. The new AVP comes to us after many years of service in the California State University system, with great expertise on how to run a University, having been involved in starting a University from the ground up. He is especially aware of Administrative/Professional issues and the important roles we play in the life of the University. In fact, he was familiar with the Council, has read the minutes from past meetings, and expressed interest in attending our meetings to get to know us better. Jarvis added that he looks forward to a very positive relationship with Dr. Schoenwald and feels

confident he will be an active learner and listener with regard to A/P concerns.

Liaison Remarks – Kaye Johnson

As Kaye Johnson was absent, there was no liaison report.

Committee Reports

Academic Senate – Mike Baum

Baum attended the April 7 Senate meeting, and provided the following report:

The Chair, Lane Crothers made a few remarks in preparation for the General

Education proposal discussion.

SGA President Rinker spoke briefly regarding SGA leadership transition.

President Bowman reported that ISU just had a very successful meeting with the guidance counselors of our major feeder high schools. He was pleased to learn that ISU's reputation continues to grow. He also commented that there was no news out of Springfield that changes our current understanding of what lies ahead in terms of budget.

Provost Presley reported that he and Gary McGinnis have been meeting with faculty to encourage more applications for federally supported research. He also said that both Dean search committees are making very good progress.

Vice-president Mamarchev commented on the fact that Spring Commencement activities will be on-going a month hence.

Vice-president Bragg commented on the A/P and Civil Service Joint Awards Ceremonies that were held earlier in the day. He commended these University employees for their hard work and dedication to Illinois State.

The various committee chairs then reported on work that is either all-but-completed or that won't emerge from committee this session of the Senate.

The major agenda item for the Senate was the introduction of the "Report and Recommendations on General Education Program Review" reported out by the Academic Affairs Committee. The document is a bit over three pages and provides both "General Findings" and "Recommendations" for General Education. Please contact me or another member of the Senate if you are

interested in reviewing the document. As expected, the majority of the questions involved issues surrounding FOI and the recommendations made for changing this aspect of Gen Ed and other aspects of the first year experience.

Finally, several revisions to the Blue Book were presented and the changes passed. These involved the Academic Planning Committee, Additional SCERB members and a change in when appointments are made to CTE.

Business items

1. A/P Representative to the Academic Senate – Mike Baum

This discussion has been ongoing for a number of weeks and a representative has yet to be found. There was some discussion and it was suggested that the call may need to go out to all A/P's to see if someone might be interested in this role. For the future, it could be possible to include this the ballot for election by the A/P staff. For now, Council Secretary, Steve Klay, will send out a notice via E-mail, and the Council will address it again at the April 22 meeting.

2. Issues for President Bowman to address – Paul Jarvis

President Bowman will be attending the April 22 meeting, and he requested that the Council put together a list questions that he might address. The group came up with several questions, which Jarvis will forward to the President.

3. A/P Council Budget – Elaine Graybill

In the interest of time, this agenda item was tabled until the next meeting.

4. Spring A/P Elections – Mindy Mangialardi

As Mindy Mangialardi was unable to attend the meeting, her report will be delivered at the next Council meeting.

5. Orientation Process for New Members – Julie Goodlick

Jarvis shared that President Bowman has welcomed the Council to a meal at his home as part of the transition process planned for the current and new Councils. It was suggested that the "meeting" part of the planned orientation might take place late in the afternoon, with the meal at the President's home following. A tentative date of August 12 was set. Jarvis will check with Dr. Bowman to see if this works on his calendar. The first meeting of the new Council will take place on August 26.

Goodlick reported on the progress of the orientation sub-committee, and there was some discussion of what information might be included in a handbook for new members, specifically centered on attendance expectations. In the interest of time, Elaine Graybill moved that this discussion be tabled until the May 13 meeting. This was seconded by Gail Lamb, and approved by the Council.

Adjournment

The Council adjourned at 3:20 p.m. Moved and seconded by Elaine Graybill and Annette Levitt.

Respectfully submitted,
Steven Klay, Secretary

Future 2004 Meetings:

April 22	Spotlight Room	June 24	TBD
May 13	SSB 314	July 8	TBD
May 27	Spotlight Room	July 22	Spotlight Room
June 10	TBD	August 12	TBD