

ILLINOIS STATE UNIVERSITY

Administrative/Professional Council Meeting

June 24, 2004

1:15 p.m.

314 Student Services Building

Council members present: Deb Gentry, Julie Goodlick, Elaine Graybill, Kim Hays, Paul Jarvis, Steve Klay, Gail Lamb, Annette Levitt, Mboka Mwilambwe

Ex-officio members present: Kaye Johnson, Joe Rives

Absent: Mike Baum, Betty Kinser, Rick Lewis, Mindy Mangialardi, Sally Pyne

Guests: Martha Burk, Dr. Ira Schoenwald

Call to order

Chair, Paul Jarvis, called the meeting to order at 1:15 pm.

Paul Jarvis and Martha Burk, Chairperson of the Civil Service Council, shared with the Council the presentation, "A Day in the Life of the University." The presentation was originally developed for the Board of Trustees to highlight the contributions of Civil Service and A/P staff in the day-to-day running of the University. The Council commended both Jarvis and Burk for representing the employee groups well.

Approval of minutes

The Council approved the minutes of the June 17 meeting as amended. Corrected minutes are available on the A/P Council webpage.

Note: At this point in the meeting, Council Secretary, Steve Klay, left to conduct a Preview session. Annette Levitt took over the taking of the minutes.

Chair's Remarks – Paul Jarvis

- v Jarvis reported that he had participated in his regular meeting with President Bowman in which they discussed changes in the Athletic Director position.
- v Bowman shared that he planned to continue with the assessment of each of the Vice-Presidents through the VP direct-reports. A question was

raised if employees at the non-director level may be included in this process.

- v Jarvis also shared that he had inquired with the President as to the status of the University policy concerning A/P and Civil Service representation on search committees.

Liaison Remarks – Kaye Johnson Johnson reported that an E-mail has been drafted relative to the notification letters that will be sent informing employees of salary increases for FY05. Johnson asked the Council what would be the last possible date to notify continuing employees, and whether a message of this nature is necessary.

Committee Reports

Orientation Committee – Julie Goodlick No report, though Council members should watch for an E-mail regarding the upcoming orientation. Jarvis shared that the orientation is scheduled for August 12, and a room reserved from 2 – 5 pm. All Council members (current and new) will be receiving an invitation from the President's office for the dinner at the residence following the orientation.

Business

1. Council Member and Ex-officio Member Roles

A clarification was made after a review of the Council constitution and Roberts Rules of Order, indicating that ex-officio members are allowed to participate in Council votes. They are considered to be full-fledged members of the Council and expected to attend all meetings. Deb Gentry moved that a temporary sub-committee be formed to review the Constitution, and make appropriate recommendations for revision. This committee will be chaired by Annette Levitt, with other Council members encouraged to participate. The motion was seconded by Gail Lamb, and carried by Council vote.

2. A/P Council Budget – Elaine Graybill

Graybill shared that the \$1500 allotted through the Foundation does not carry over from year to year. Updates and revisions were made to the original proposal in regards to comments made at the last meeting. Julie Goodlick moved that the budget proposal for FY05 be submitted to Human Resources as written. Deb Gentry seconded, and the motion carried by Council vote.

3. A/P Constitutional Non-substantive Amendment – Elaine Graybill

The following amendment to the constitution will be voted upon at the next Council meeting:

Proposal to the A/P Council concerning meeting frequency and attendance

Monday, July 26, 2004

1. I propose that we amend the constitution to change the frequency of the meetings from monthly to bi-weekly and alter the attendance statements accordingly. I propose we consider this as a non-substantive amendment and use the procedure outlined in our A/P Council Constitution, as follows.

ARTICLE VII: Amendments to the Constitution

Amendments to this Constitution may be proposed to the Council by any Administrative/Professional employee. If an amendment is not deemed substantive by the Council, it will be discussed at a regular meeting of the Council, be reported to the Administrative/Professional employees through the distribution of Council meeting minutes, and be voted upon at a regular Council meeting following the distribution of the minutes. If the Council approves the amendment by a two-thirds vote, the change will be made in the Constitution.

If the proposed amendment is deemed substantive, approval will be determined through a vote of the Administrative/Professional employees. If the majority of those voting approve the amendment, the change will be made in the Constitution.

2. The amendment I propose we adopt is as follows. The changes are underlined.

Article III: Membership

Section 4. Attendance

The Council meets twice a month, usually on the second and fourth Thursdays.

The Secretary of the Council is responsible for maintaining attendance records and for alerting the Council Chair of any absences. For purposes of this section, "member" is defined as including regularly elected members and ex-officio members who are either elected or appointed. Members are encouraged to provide advance notice of absences from meetings. More than four absences in an academic year could result in relinquishment of the Member's term.

After the fourth absence, the Council Chair will send a letter to remind the Member of the expectations for attendance and the possible consequences if absences continue.

After a fifth absence, a meeting may be initiated at the discretion of the Council Chair for the Executive Committee and the Elections Committee to review the case as presented by the Secretary of the Council. If this review results in a determination that the member should relinquish his/her term, the full Council will vote on such motion. If such motion passes, the Council Chair will prepare a letter to the member to inform him/her of his/her resignation from the Council. A replacement will be determined.

For reference, the section as it previously read follows. The parts that were changed are underlined.

Article III: Membership

Section 4. Attendance

Frequency of meetings inserted

The Secretary of the Council is responsible for maintaining attendance records and for alerting the Council Chair of any absences. Members are encouraged to provide advance notice of absences from meetings. More than two absences in an academic year could result in relinquishment of the Member's term.

After the second absence, the Council Chair will send a letter to remind the Member of the expectations for attendance and the possible consequences if absences continue.

After a third absence, a meeting may be initiated at the discretion of the Council Chair for the Executive Committee and the Elections Committee to review the case as presented by the Secretary of the Council. If this review results in a determination that the member should relinquish his/her term, the full Council will vote on such motion. If such motion passes, the Council Chair will prepare a letter to the member to inform him/her of his/her resignation from the Council. A replacement will be determined.

Respectfully submitted,
Elaine Graybill
A/P Council Vice Chair

4. July 8 Council Meeting

Due to projected absences, Jarvis proposed that the July 8 Council meeting be cancelled. The next meeting will then be July 24.

Adjournment

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

Respectfully submitted,
Steven Klay, Secretary

Future 2004 Meetings

July 22 Spotlight Room

August 12 Spotlight Room 2:00 – 5:00 ; followed by Dinner at the Presidential
Residence

August 26 Spotlight Room