

**ILLINOIS STATE UNIVERSITY**

**Administrative/Professional Council Meeting**

**August 12, 2004**

**1:15 p.m.**

Spotlight Room, Bone Student Center

**Council members present:** Mike Baum, Julie Goodlick, Elaine Graybill, Kim Hays, Paul Jarvis, Steve Klay, Gail Lamb, Mindy Mangialardi, Amy Mersinger, Sally Pyne, Jess Ray, Mark Vegter

**Ex-officio members present:** Molly Arnold, Kaye Johnson, Mboka Mwilambwe, Joe Rives

**Absent:** Deb Gentry, Betty Kinser, Annette Levitt

**Approval of minutes:** The Council approved the minutes of the July 22 meeting as submitted.

**Chair's Remarks** – Paul Jarvis

- v Today's meeting is considered to be a transition meeting, including both the newly-elected and retiring members of the Council.
- v Jarvis reported that he had met with President Bowman for their "regular" meeting. As part of their discussion, they reviewed the state budget process that was finally approved by the Governor. President Bowman is very positive about the future for Illinois State University, and believes the University to be in a good position as we begin the new academic year. As long as the economy continues to improve, he does not anticipate further cuts.
- v Jarvis has also met with Academic Senate Chair Lane Crothers, and Civil Service Council Chair Martha Burk to discuss the status of the Councils within the shared governance structure. It has been negotiated that the current Academic Senate secretary will also provide periodic secretarial support to the Councils. The Councils will also begin to share the Academic Senate mail code, 1830, as a campus mailing address. Any mail for the A/P Council should be addressed to: 1830 A/P Council. Jarvis believes this to be a very positive step in the area of shared governance.
- v Jarvis continues to meet with the Educating Illinois coordinating committee.

- v Finally, Jarvis introduced Jess Ray, who will serve the remainder of Rick Lewis' term on the Council (2006). Lewis recently submitted his resignation from the Council.

### **Liaison Remarks** – Kaye Johnson

Johnson shared that Human Resources is in the middle of the salary incrementation process, which should take until the end of August. At its completion, re-appointment letters will be sent out, hopefully by mid-September. Some employees may see their retroactive pay raise reflected in their September paycheck, though this will probably not be the case for all employees. All employees should realize their raise, however, by the October paycheck.

### **Business**

#### **1. A/P Constitutional non-substantive amendment – Elaine Graybill**

The previously proposed non-substantive amendment was brought before the Council for a vote (see the June 24 Council minutes for amendment text). A 2/3 vote is required for approval. Graybill summarized the amendment, highlighting the changes to the current wording. Mike Baum offered a motion for approval, which was seconded by Mindy Mangialardi. The motion was passed unanimously.

#### **2. New Council Member Orientation – Julie Goodlick**

This is the first time in the Council's history that a formal orientation has been provided. It serves as an orientation for the newly-elected members, but all members received the Member's Manual, developed by Goodlick and the orientation committee. Topics covered included:

- Mutual expectations
- Council procedures and guidelines
- Officer, Committee Chair and Ex-officio job descriptions
- Constitution
- Governance
- A/P Grievance Committee

- Recent issues and accomplishments

In the midst of the orientation, there was discussion designed to clarify the role of the elected ex-officio position, the Team Excellence and Awards Committee Representative. The issue was eventually tabled for discussion at a future meeting.

The Council expressed its appreciation to Julie Goodlick for her hard work in gathering the materials for the Member's Manual and conducting the orientation.

### **3. Review of the Year – Paul Jarvis**

Jarvis noted the accomplishments of the Council over the past year during which there were a number of "firsts." The Council adopted Roberts Rules of Order to conduct its meetings. Meetings were scheduled twice a month to address issues in a timely fashion. The Council appointed representatives to University committees, conducted elections in two colleges for A/P representatives to Deans search committees, participated in the selection process for a permanent University President, joined the Civil Service Council in sponsoring a holiday party for children of University employees, worked with the Chairs of the Academic Senate and Civil Service Council to develop infrastructure needs (mail code, secretarial support, and space), developed a budget, articulated and codified Council procedures and guidelines, and provided an orientation for new members. The election of Council members was conducted electronically this year for the first time. Finally, communication with the administration was maintained through regular meetings with the President, conversations with the Vice-Presidents, and periodic guest presentations to the Council. Jarvis thanked all the members for their diligent work throughout the year.

### **Adjournment**

The Council adjourned at 3:25 p.m. Moved and seconded by Julie Goodlick and Molly Arnold.

Respectfully submitted,  
Steven Klay, Secretary

### **Future 2004 Meetings**

August 26	Spotlight Room
September 9	314 SSB

September 23	Spotlight Room
October 14	314 SSB
October 28	Spotlight Room
November 18	Spotlight Room
December 2	314 SSB
December 16	Spotlight Room