

ILLINOIS STATE UNIVERSITY

**Administrative/Professional Council Meeting
September 23, 2004
1:15 p.m.
Spotlight Room, Bone Student Center**

Council members present: Mike Baum, Deb Gentry, Kim Hays, Steve Klay, Gail Lamb, Mindy Mangialardi, Amy Mersinger, Sally Pyne, Jess Ray, Mark Vegter

Ex-officio members present: Paul Jarvis, Kaye Johnson, Mboka Mwilambwe, Joe Rives, Maureen Smith

Guests: Dr. Pat Jarvis, Dr. Richard Dammers

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

Approval of minutes

The Council approved the minutes of the September 9 meeting, with corrections. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

NCA Accreditation

Mangialardi introduced Dr. Pat Jarvis and Dr. Richard Dammers who were in attendance to provide information regarding the upcoming NCA Accreditation. An accreditation team, made up of campus representatives, has been working for the past year in preparation for the visit from the NCA consultants, which will take place February 14-16, 2005. Illinois State's team has drafted a self study, which is available to view on the University's main Web page, as well as on the Provost's Web page. Printed copies are also available through the Provost's Office. Members of the campus community are strongly encouraged to read the report, and provide feedback by October 1. Feedback may given to any of the steering committee members. Dr. Paul Borg and Dr. Jan Shane serve as co-chairs of the steering committee.

During the NCA visit in February, consultants will be meeting with campus groups, but will also be spending time out on campus, talking with individuals. When available, a full itinerary of the visit will be available on the Web sites mentioned previously. The visit will include an open meeting, to which the campus community is invited.

Chair's Remarks – Mindy Mangialardi

- Mangialardi reported that she had met with President Bowman, and shared the following information from that meeting:
 1. Dr. Bowman is pleased with the support for Illinois State projects that has been coming from our legislators. This support allows him to feel hopeful regarding funding for future projects. He also believes that there will be no mid-year cutback request from the Governor.
 2. Dr. Bowman is also very pleased with the progress of the Family Campaign, and particularly with the involvement of A/P staff members.

- Mangialardi also reported that she had met with Associate Vice President Schoenwald and HR Liaison Kaye Johnson, and the A/P Council will receive a budget of \$2,000, in addition to the \$3,000 we already receive for our Outstanding Service awards. She shared that Vice President Bragg was also very instrumental in ensuring this support for the Council.
- As part of her role as Chair, Mangialardi has also participated in meetings of the Educating Illinois Coordinating Team, and the Executive Committee of the Committee on Diversity, as well as with Civil Service Council Chair, Martha Burk.
- In response to her letter to A/P constituency, Mangialardi indicated that she had received positive feedback, as well as some questions and concerns, to which she had responded. The Council also spent some time during the meeting discussing these concerns.

Liaison Remarks – Kaye Johnson

No report.

Academic Senate Report – Mboka Mwilambwe

Mwilambwe provided the following report regarding the September 15 Academic Senate meeting:

The meeting was called to order at 7pm.

Chair and Vice Chair Remarks:

- Senator Crothers (Chair) did not have any remarks.
- Senator Rinker (Vice Chair), informed the assembly that Barry Tolchin has been added to fill one of the open student senator seats (Underrepresented Senator).

Closing the Gap (library volunteer program) update: they currently have between 30-40 volunteers signed up.

SGA is also holding sessions to educate their senators on various issues. They welcome any individual or group knowledgeable about a particular issue to contact them in order to speak to senators.

The SGA website should be operational by late September.

Administrators' Remarks:

- **Senator Bowman** is in Washington, D.C. (with Senator Gary McGinnis) meeting with legislators.
- **Senator Presley** indicated that copies of the Non-Tenure Track Faculty contract could be signed by next week. Ira Schoenwald and Sharon Stanford are talking to Deans about personnel implications associated with the implementation of this contract.

Senator Presley also indicated that his office has located the "locus of tenure" policy (this policy essentially moves tenure from one department to another) and that it has been posted on the web site as he expects it to be used this year.

- **Senator Mamarchev:** the Latino Heritage Month was kicked off today. Kathy Perkins (Minority Scholar in Residence) will give a presentation and book signing on 9/28 from 3:30pm to 5pm in the BBC Activity Room.

On a sad note Senator Mamarchev mentioned the death of two of our students over the past two weeks.

- **Senator Bragg:** there has been a slowdown in construction and activity at the Capital Development Board because the state has not issued bonds (many contractors have not been paid in a timely fashion as a result). However, Schroeder and the College of Business will open as scheduled in Spring 05.

Senator Bragg's area is also in the planning stages for the FY06 budget cycle. He will provide a report to the full Senate at the next meeting.

Committee Reports

- **Administrative Affairs:** the committee reviewed the Administrator selection policy. This review is ongoing and the committee must present the result of their work to the full Senate by October 3rd.
- **Academic Affairs:** met with individuals involved in proposals to fold FOI course elements into Com 110 and English 101. Jonathan Rosenthal will be on hand to discuss those proposals with the Senate on 11/12/04.
- **Faculty Affairs:** the committee prioritized issues. They are also in the process of identifying an ombudsperson.
- **Finance and Planning:** the committee is still trying to select a representative to the Academic Planning committee. Senators Crothers and Borg explained the history and responsibilities of this committee. There are about 30 programs to review this year.

Sandra Harmon of the Graduate School asked the committee for guidance on whether certification programs should have to submit a Program Approval Proposal Form. After discussion, the committee voted to indicate that its interpretation is that those certification programs should go through the Program Approval process whereas Sandra Harmon was seeking an exemption.

The committee also had a brief discussion on budgeting across the university and came to the conclusion that rather than overhaul all the processes (Senator Bragg believes budgeting models used are sound), there was more of a need to provide more information and coordination so that outsiders can understand what is happening in all divisions.

- **Rules:** the committee concluded discussions on Arts and Sciences bylaws (will be coming in front of the Senate next week. They held discussions with Dr. Richard Dammers on a report dealing with AP and Civil Service staff confidentiality in some aspects that still include too many gray areas. The committee is seeking to clarify those gray areas.

IBHE-FAC report

- **Professor White** presented a somber outlook for Higher Education based on his interactions with legislators present at the IBHE. The full report is available on the Academic Senate web site at <http://www.academicsenate.ilstu.edu/Committees/IBHE-FAC/04-05IBHE-FAC/IBHE-FACReport2004-09-10.htm>

Communications

- 08.30.04.01 Powers and Responsibilities of the Committees of the Academic Senate: Senator Crothers included those to guide committees in their work this year particularly since there has been a high turnover of senators.
- **Senators Ob de Beeck and Reid:** Dr. Bradley of the Politics and Government department gave a brief presentation on the Patriot Act. This was in answer to a request made at a previous meeting where one member wanted to be more educated on the issue. Upon his presentation, Senators Ob de Beeck and Reid expressed the need to make some corrections to the resolution.

The meeting was adjourned at about 8:30pm.

Foundation – Joe Rives

Rives reminded the Council that there are just 100 remaining in the Family Campaign, but it is not too late to participate, for those who desire. Campaign 2 will begin shortly after the current campaign is completed. Background planning meetings are already taking place.

Constitutional Review Committee – Deb Gentry

Gentry reported that the committee had begun their review of the Constitution, and had previously distributed some materials to Council members, including comparable documents from other institutions. The Council engaged in discussion of these documents, as well as detailed feedback for the committee. Gentry concluded that the committee would take this feedback and prioritize how topics may be addressed by the Council in future meetings. The committee hopes to have a finalized document ready for consideration during next spring's Council elections.

Business

1. **PeopleAdmin** – Jess Ray

Ray reported that the University has determined to move to an on-line recruitment, application and

employment process for Civil Service and A/P positions. Ray attended a demonstration (hosted by Human Resources) PeopleAdmin, a company that was founded to address the recruitment needs of Higher Education and the public sector. Ray, along with HR Liaison Kaye Johnson, cited many positive improvements the PeopleAdmin paperless system could make to the University's existing hiring procedures. The University will continue to explore options, including PeopleAdmin's product, along this avenue.

Adjournment

The Council adjourned at 3:00 p.m. Moved and seconded by Paul Jarvis and Amy Mersinger, respectively.

Respectfully submitted,
Steven Klay, Secretary

Future 2004 Meetings

- October 14 314 SSB
- October 28 Spotlight Room
- November 18 Spotlight Room
- December 16 Spotlight Room