

ILLINOIS STATE UNIVERSITY

Administrative/Professional Staff Council Meeting

September 23, 1999

Attending Members: Mike Baum, Brian Hamilton, Betty Kinser, Beverly Nance, Chika Nnamani, Sally Parry, Sally Pyne, Larry Quane, Leonard Seawood, Sharon Stanford, and Cheryl Young

Excused: Molly Arnold, Doug Lamb and Norris Porter

Unexcused: none

Approval of Minutes

The minutes of the August 26, 1999, Council meeting were approved after amending page 2, section entitled "Vacancies on the AP Grievance Committee" to replace the word "pertinent" with the word "last."

President's Remarks—Mike Baum

President Baum made available to the Council copies of the new list of members, and recognized the new Grievance Committee members for their willingness to serve.

Committee members were reminded of the invitation to participate in the Presidential Inauguration Ceremony and the Friday, September 24, deadline to order regalia.

Baum congratulated Larry Quane for being reelected Chair of the Campus Communications Committee, an indication of Quane's important role on this committee.

Both Baum and Quane have been appointed by President Boschini to another Shared Governance Committee, to be chaired by Professor Rodger Tarr. This newly appointed group will be meeting next week and has been charged with shepherding the process along through campus-wide discussion and exploration. Baum will keep the Council apprised of the committee's work.

The Provost's open meeting with AP staff has been scheduled for November 2, 1999, 12:30-1:30 p.m. in the Bone Student Center Circus Room. Vice President Susan Kern has been invited to the October 28 Council meeting to discuss development and its current status. President Boschini's next visit to the Council has been scheduled for the February 24, 2000, meeting.

Last month, Jane Reggio provided Baum with a copy of report of the Child Care Task Force for which she was the Council representative. Those members of the AP community who wish to review it can do so by visiting the Provost's web site:
<http://138.87.60.8/provost/report/childcaretaskforce.htm>.

Liaison's Remarks—Sharon Stanford

Stanford serves on the review committee that is rewriting the "Appropriate Use Policy" pertaining to electronic media. The committee is working to set policy that takes into account both public and personal materials and to incorporate infractions into the AP structure (as other campus governance entities will incorporate into their structures), and to create a global policy that

correlates with department/unit policies. (E-mail addresses are considered personal and retirees, who are on the same server, will also be accountable to the policy.) If you have examples of problem areas or suggestions regarding the creation or implementation of this policy, contact Stanford. The committee meets on Thursdays every other week, and committee recommendations will be submitted to President Boschini by December.

Committee Reports

Board of Trustees (BOT)—Larry Quane

The BOT will meet on October 22 in a 9:00 a.m. public session, with an 8:00 a.m. session in which the faculty roundtable will provide a report on the Foundations of Inquiry classes to date.

Facilities Naming Committee—Larry Quane No report (no meeting).

Awards Committee—Bev Nance No report; the committee does not meet until January.

Parking Committee—Chika Nnamani

No report (no meeting). Nnamani commented that students *are* using the reserved spaces. A suggestion was made that data be gathered to compare current usage with the same time last year.

Performance Appraisal Review Committee No report.

Distinctiveness Committee—Sally Pyne

Pyne announced that she is the AP representative on this committee (of 28 members), which has had its first meeting. The committee is currently reading background information, focusing on core university values that are the centerpiece of distinctiveness and excellence at Illinois State. Provost Goldfarb intends to include more information on the work of this committee on the Provost's web page. It was suggested that a list of the committee readings be included on the web page.

Old Business

A-P Orientation and Mentoring Program—Betty Kinser

The committee is planning to design a web page that will welcome all new AP staff and keep both new and existing AP staff informed. A list of names and addresses of all new AP staff has been compiled; Kinser will distribute 2-3 names from this list to each of the Council members, who are asked to contact the new staff members. The committee also recommends a special session in which AP staff can meet in person (possibly in the U-Club facilities). To keep the list of new AP staff current and accurate, all AP staff are asked to inform Kinser when a new AP employee joins the University.

Reception for Arlene Johnson

Stanford reminded the Council of the farewell reception for Arlene Johnson on September 29, 2-5pm (with a 4pm presentation).

New Business

University Events/Presidential Inauguration

Young explained to the Council that the goals of university events are consistent with those for the entire Division of Institutional Advancement: to cultivate relationships, enhance the University's image, and raise private funds according to university priorities. In pursuing these three goals, the staff provide an event management service to campus departments who are hosting events related to Institutional Advancement's three goals; event staff are available to assist on various levels with the planning and coordination of events. The event staff also plans and facilitates the president's entertainment and traditional university events, e.g., Homecoming, Founders Day, groundbreaking and building dedications, and the upcoming presidential inauguration. Homecoming this year will feature Alumni Day on October 1, a new effort to bring successful alumni back to campus to interact with students and faculty in structured formats.

The presidential inauguration is the first opportunity in over 30 years to celebrate--as a university community--our successes and traditions, to tell the Illinois State story, and to introduce a new president. Now is an appropriate time for an inauguration, during which we will celebrate big changes and big successes, recently accomplished or planned for the near future. For example: the reshaping of the undergraduate curriculum, the acquisition of a new college, the receipt of the largest ever private gift in our history, the great amount of physical change and progress currently underway on campus, and preparing for our first comprehensive capital campaign. The inauguration is a great opportunity to bring this progress and our mission together in a dramatic celebration that expresses pride in our institution and excitement about the University's new administration and new direction.

All faculty, staff, and students have been invited to the celebration, as well as most donors, many university friends and associates, and presidents/delegates from ACE and AASCU institutions. The AP Council has been invited to march as a group in the inaugural processional, as have the Civil Service Council, the Academic Senate, and presidents of Registered Student Organizations. In addition, an array of diverse inaugural events will occur on October 22-23.

Preparation for Elections

Because we are getting close to the time when we will again engage in the nomination and election process, the Council reviewed the process to insure that all eligible AP staff participate in a meaningful election that produces an effective and representative Council, as well as effective representation on elected committees. The upcoming process will include: determine vacancies for which nominations are sought; determine eligible candidates; send out to all AP staff a request for nominations that includes a listing and description of openings and a nomination deadline; and in early November, send out a ballot to each eligible AP staff member, including a deadline that will accommodate an announcement of election results at the December 16 AP Council meeting. The suggestion was made to include position/committee descriptions in the election process.

There are currently several vacancies that include many ways for AP staff to serve: 4 AP Council members, the elected representative to the Campus Communications Committee (3-year term), the elected representative to the Joint Awards Committee (2-year term), the elected representative to the Illinois State University Foundation Board (2-year term), and 7 members to serve on the AP Grievance Committee (2-year terms). There is considerable need to generate interest and active participation in the process in order to bring about the best results. The Council needs to encourage staff to become involved and guide them regarding appropriate places to become involved. A suggestion was made to encourage Council members to recommend new members.

The executive members of the AP Council are slated by the exiting AP Council members; their recommendations for new Council Officers are voted on by the "new" Council at the January meeting.

Mike Schermer has served many years as the volunteer "impartial administrator" of AP elections, and the Council is grateful to him for his integrity and his willingness to do this periodically demanding job. Because Schermer is the only staff member experienced in administering the election, a suggestion was made to identify an apprentice to him.

The meeting was adjourned at 3:10 p.m.

Future Meetings

1999

October 28, 1:30pm, Spotlight Room

November 18, 1:30pm, Spotlight Room

December 16, 1:30pm, Spotlight Room

2000

January 27, 1:30pm, Spotlight Room

February 24, 1:30pm, Spotlight Room

March 23, 1:30pm, Spotlight Room

April 27, 1:30pm, Spotlight Room

May 25, 1:30pm, Spotlight Room

Respectfully submitted,
Cheryl Young