

**ILLINOIS STATE UNIVERSITY**  
**Administrative/Professional Council Meeting**  
**September 9, 2004**  
**1:15 p.m.**  
Student Services Building, Room 314

**Council members present:** Mike Baum, Deb Gentry, Kim Hays, Annette Levitt, Amy Mersinger, Mindy Mangialardi, Sally Pyne, Jess Ray, Mark Vegter

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

**Call to order**

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

**Approval of minutes**

The Council approved the minutes of the August 26 meeting as written. Approved minutes are available on the A/P Council webpage.

**Chair's Remarks** – Mindy Mangialardi

- § Mangialardi remarked that Mike Baum would be serving as the parliamentarian and that Annette Levitt would be taking minutes during the meeting.
- § She shared that she has set up meetings with President Bowman for the remainder of the semester. Her next meeting with him is on September 17 and she encouraged all council members to share discussion suggestions with her.
- § Mangialardi met with the Educating Illinois Coordinating Team. The focus of the meeting was to frame the NCA self-study issue within Education Illinois to measure faculty excellence.
- § She has scheduled a meeting with Civil Service Chair, Martha Burk, to discuss the sharing of the administrative assistance to both councils.
- § She announced that she and all Council members have been invited to participate in the processional for the Presidential Inauguration on October 8. Council members who plan to participate should notify Julie Barnhill by Sept. 19 and should reserve their regalia through Barnes and Noble by Sept. 19.

§ She shared her thanks to Mike Baum for his work in updating the A/P Council website.

**Liaison Remarks** – Kaye Johnson, Human Resources

Johnson reported that the Non-Tenure Track faculty bargaining agreement was ratified and is waiting on President Bowman's signature. The FY05 re-appointment letters are almost ready to go out and will be sent directly to department heads. She announced the Council will be receiving at least \$500 in operational funds from the University and she anticipated the full FY05 budget request will be approved. Mersinger posed a question concerning the retro-active raises and Johnson shared that the goal is to have these reflected in the September paycheck unless there are technical issues with the payroll programming (and then they will be received in October).

**Committee Reports**

**Elections Committee:** Levitt shared that Mike Shermer has agreed to serve as the Elections Official.

**Constitutional Review Committee:** Levitt shared that the committee met earlier in the week and reviewed sample constitutions from other Universities and that of the ISU Student Government Association, Academic Senate, and Civil Service Council. Per their review the committee made some suggestions concerning items which need to be revised and added to the current A/P Council Constitution. The committee asked all council members to review four different administrative council constitutions along with the Illinois State SGA, University, Civil Service Council and current A/P Council Constitution before the next meeting on September 23. They asked the members to be prepared to share their suggestions and comments at the meeting.

**Academic Senate Liaison:** Mwilambwe asked for feedback concerning his report on the recent Senate meeting. He informed the council that the Senate is currently planning on voting on the Patriot Act resolution at the next meeting. He sought feedback on how to share the Senate agendas with the council. Baum asked Mwilambwe to ask the Chair of the Rules Committee to consider making the Administrator Selection and Evaluation policies a priority this year.

**Business**

**1. Focus Areas for 2004-2005**

Mangialardi asked for feedback concerning the areas the council should focus on this year. Baum shared he felt feedback from AP representatives on the two most recent Dean searches would be helpful in preparing future representatives. Mangialardi said she would follow up with them personally. Jarvis suggested the council consider how to gain greater representation on the Academic Senate or become further embedded in the policy making process for the University. He also suggested the council work with governance groups to better align our elections so that our representatives and the transition process is more logical and fluid. Levitt suggested the council encourage a review of the current Grievance Process selection and election timeline be revisited. Johnson shared she would review the current policy. Baum suggested the council revisit the online voting process and the collection of personal statements to see if the council was interested in continuing these initiatives and refine the timelines association with them. Mersinger suggested a priority for the council should be looking for PR opportunities to share with campus the role of the council and the contributions which A/P Professionals make to campus. Baum suggested inviting administrators to future council meetings to facilitate communication.

Mangialardi suggested the forming of two subcommittees to begin work on two of these issues. Jarvis, Baum, and Mwilambwe agreed to address the issue of more representation in the Academic Senate. Mersinger, Ray, Smith, and Vegter agreed to address the issue of communication and PR between the council to campus and the council constituents.

## **2. Letter to A/P Staff Discussion**

Mangialardi sought feedback concerning her letter to the A/P Constituency sharing the council focus for the year. She will share a draft of the letter with the council and ask for feedback.

## **3. General Meeting for A/P Staff**

Mangialardi sought feedback concerning the interest in an open meeting for the A/P's on campus. The council suggested we wait until there are issues which need to be discussed.

## **4. State of the University Address Reaction**

No particular comments stood out, except that Council members noted and appreciated President Bowman's consistent inclusion of "students, faculty and staff" in his remarks.

## **5. Proposed 2009 Holiday/Administrative Closure Schedule**

The council did not see any problems with the proposed schedule.

## **Adjournment**

The Council adjourned at 2:55p.m. Moved and seconded by Mike Baum and Jess Ray.

Respectfully submitted,  
Annette Levitt, A/P Council Representative in lieu of the absence of Council Secretary, Steve Klay.

## **Future 2004 Meetings**

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