

## ILLINOIS STATE UNIVERSITY

### Administrative/Professional Council Meeting

November 18, 2004

1:15 p.m.

Spotlight Room, Bone Student Center

**Council members present:** Mike Baum, Elaine Graybill, Kim Hays, Steve Klay, Gail Lamb, Annette Levitt, Mindy Mangialardi, Amy Mersinger, Sally Pyne, Mark Vegter

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

**Guests:** Dr. John Presley, Provost

#### **Call to Order**

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

#### **Approval of minutes**

The Council approved the minutes of the October 28 meeting, as submitted. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

#### **Chair's Remarks – Mindy Mangialardi**

- Mangialardi shared that she had met with President Bowman for their “regular” meeting. President Bowman shared that there are still some staff members (mostly part-time and student staff) that have yet to complete the on-line ethics training.
- The next meeting of the Educating Illinois Coordinating Committee will be November 24. Mangialardi is unable to attend. Sally Pyne will attend in her place.

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

Johnson shared about the University's progress toward replacing the current use of SS# with University ID#'s (UID). The transition is scheduled to take place during Memorial Day weekend, 2005. Those involved are looking at current University forms that require SS#, and whether a UID could be used instead. New students will be assigned a UID at the time of application.

#### **Committee Reports**

##### **Awards – Kim Hays**

Hays reminded the Council that we are approaching the time for changing the election information included on the Council Website. Council nomination forms will be sent out in January.

##### **Ad Hoc Committee on Shared Governance – Paul Jarvis**

Jarvis, Mike Baum and Kim Hays met as this committee to discuss the current “realities”, issues and opportunities concerning shared governance at Illinois State. The

committee was to attempt to define this issue as it currently exists, and to spark conversation as to how it might be advanced from the perspective of A/P employees through the auspices of the A/P Council. The committee generated a list of the current opportunities afforded A/P employees to be involved in shared governance. The list included:

1. A/P Council
2. Campus Communications Committee – 2 representatives, one elected “at-large” by A/P staff, the other, the current Chair of the A/P Council.
3. A/P Council Representative (Academic Senator) to the Academic Senate (one of approximately 60 senators). Note: the A/P Academic Senator is always a member of the Planning and Finance subcommittee of the Academic Senate, leaving A/P’s without “a seat at the table” on other important subcommittees that effect aspects of University life and policy that effect us, such as the Executive Committee, Rules Committee, Academic Affairs; Administrative Affairs and Budget, and Rules Committee.
4. Illinois State Foundation Board (1 representative elected “at large”)
5. Educating Illinois Coordinating Committee (the A/P Chair serves).
6. Executive Committee of the Committee on Diversity (the A/P Chair serves).
7. A/P Council’s bi-monthly meeting with the President.

The committee also identified issues facing A/P’s related to the issue of shared governance:

1. Foremost: having/insuring A/P representation “at the table” where core issues affecting us and/or the University are discussed, formulated, changed or decided.
2. Continuing to push for changes in University policy that permanently assure A/P staff representation on critical search committees such as those of President, provost, Vice-presidents and College Deans.
3. Making use of newly acquired governance opportunities such as the space gained in Hovey Hall for mailbox and storage, as well as the ability to draw upon clerical assistance.
4. Using “person power” (our members’ influence and connections) to bring about needed or useful changes.

Finally, the committee acknowledged that there continue to be significant places in the practice of governance where our access and influence relies on the good will of administrators or recent practice, rather than being written into policy/practice. Thus, they made the following recommendations:

1. That the Council use a meeting to review the committee’s findings and expand upon the list of point of influence.
2. That the Council examine and discuss each venue to determine what, if anything needs to be done to solidify and/or advance our ability to influence important governance processes and outcomes.

3. That the Council strategize regarding what is known (collectively) regarding where important issues are discussed and where they are decided, so that we might better address how to involve ourselves productively in the process of influencing change within the University.

4. That the Council should examine how we might better understand (assess) our constituency so that we might more accurately represent their collective and disparate needs/wishes.

As requested by the committee, this topic will be on the agenda for the December 16 meeting.

#### **Academic Senate – Mboka Mwilambwe**

Mwilambwe attended the November 10 Senate meeting, and filed the following report:

The meeting was called to order at 7pm.

#### Chair and Vice Chair Remarks:

- Senator Crothers congratulated students on the election turnout and efforts made for voter registration, while encouraging them to keep up this kind of activism when the time comes for the town of Normal elections.
- Senator Crothers reminded the assembly that there will be a Veteran's day celebration on 11/11 in the Bowling and Billiards Center.
- Senator Crothers asked that members of the Senate follow deadlines and procedures for placing items on the agenda. It hasn't always been the case and he wants to make sure we correct that.
- WBJC (radio station) is looking for someone (anybody with knowledge and opinions about local issues) to provide commentary on local issues. That commentary is usually about 2 minutes long and is taped (actual time spent at their office to do the taping will be longer). Anyone interested should contact Beth Whisman at WJBC for more information.

**Senator Rinker** also expressed his satisfaction and pride at the effort students made in the election process

The SGA listserv is up and running and students should now be receiving e-mails from SGA.

Senator indicated that SGA is expected to fill the last of the seats (Underrepresented) assigned to the Senate at their next meeting.

#### Administrators' Remarks:

- **President Bowman** was not present as he was at a retreat with the Board of Trustees.
- **Provost Presley** corrected a number he gave last week: instead of 55 students, he reported that there are actually 121 students that have been called up into the military (the number might actually be higher as he suspects that students who were already aware that they would be deployed did not register for the following semester and left without notifying the University of the reason they were not returning). Galen Crow of Extended University has worked to give those students ULIDs while they away from school.

Provost Presley also indicated that he is looking to revive adult learner services to help this group of students adjust to their new environment.

Subsequent to a conversation started at the last meeting, Provost Presley informed the Senate that the Institutional Research web site has graphs that address retention of faculty (a few offices such as the provost's and deans' have hard copies of the factbook where the graphs are).

- **Vice-President Mamarchev** also congratulated students for their election-related efforts. She thanked student senators for their participation in the fee review process. She mentioned that Student Counseling's services are in high demand at this time and that they are using group counseling whenever possible to try to meet the demand.
- **Vice-President Bragg** thanked people who participated in the family campaign.

He informed the Senate that the Veto Session started on Monday in Springfield and that so far there have been no discussions of capital projects. There is a possibility however, that the state may float more bonds for capital projects.

Finally, he mentioned that there have been discussions in Springfield on how to fund the state's obligations to the 5 retirement systems and those discussions could lead to a review of the benefit structure. However, he cautioned that the discussions are merely preliminary and that there have not been any specific proposals.

#### Committee Reports

**Academic Affairs:** the committee continued their discussion of the Distance Education report.

**Administrative Affairs:** no report

**Faculty Affairs:** discussed the Faculty Ombudsman and this item will be brought to the Senate floor at the next meeting. The committee also discussed faculty recruitment and retention.

**Rules:** the committee discussed changes to the University Library policy and continued their discussion on the Faculty Code of Ethics.

**Planning and Finance:** Vice-President Bragg provided some background on the budget (i.e. fund sources, numbers, budget requests, etc...) in order to help members of the committee have a frame of reference when each Vice-President comes and discusses their division's budget with the committee. Vice-President Kern is scheduled to meet with the committee on 12/8.

#### Information Items

##### 11.02.04.01 Administrator Selection (Search Committee) Policy

The Administrative Affairs committee worked on changes and recommendations to this policy and they presented their work to the Senate. Unfortunately, many objections were raised which led the committee to request more time to make some revisions. Most (if not all) of the objections were related to academic searches. Senator Crothers indicated that this policy has been difficult for everyone to agree on and that the Senate has been working on it for about 3 years.

## Communications

### 10.29.04.01 Patriot Act Resolution

Senators op de Beeck and Reid made some revisions inspired by a presentation to the Senate earlier in the semester by Dr. Bradley (Politics and Government). The resolution essentially expresses concern about some of the Patriot Acts' provisions, particularly those that are perceived to interfere with academic freedom and civil liberties. The resolution also urges the President to petition congress to overturn those provisions. The resolution was passed (not unanimously).

The meeting was adjourned at about 8:15 pm.

### **Guest Remarks** – Dr. John Presley, Provost

Council members had previously submitted a number of questions to Provost Presley, to which he responded at this meeting. Topics ranged from the changes in the General Education program, shared governance, to widespread use of Outlook software, and the University's enrollment targets. Provost Presley spent about an hour with the Council, as these questions were discussed.

### **Business**

#### 1. **Holiday Party** – Mindy Mangialardi

The Council will be co-sponsoring the annual holiday party held for the children of University employees. The party will be held on Saturday, December 4 from 10 am – noon. Mangialardi expressed appreciation to Jess Ray, Steve Klay, Annette Levitt and Kim Hays for volunteering to help at the event. She also pointed out that funding to assist financially with the event as already been approved in the budget.

### **Adjournment**

The Council adjourned at 3:18 p.m. Moved and seconded by Mike Baum and Joe Rives.

Respectfully submitted,  
Steven Klay, Secretary

### **Future 2004 Meetings**

September 9	314 SSB
September 23	Spotlight Room
October 14	314 SSB
October 28	Spotlight Room

November 18

Spotlight Room

December 16

Spotlight Room