

Illinois State University  
**Administrative / Professional Council**

1:15-3:00 pm; Thursday, January 14, 2010  
BSC Spotlight Room

**MINUTES**

**Council Members present** - Mboka Mwilambwe, Stacy Ramsey, Anjie Almeda, Pam Cooper, Teri Farr, Julie Huber, Debbie Lamb, Nikki Brauer, Melissa Moody, Erin Pearce, Michelle Schuline, Ryan Gray, and Alex Skorpinski

**Ex-Officio Members present** – Rachel Calhoun, Ron Gifford, Melanie Schaafsma, David Rardin and Larry Lyons

**Guest: Dan Layzell, VP Finance & Planning:** Vice President Layzell joined the staff at Illinois State University in September of 2009 and was invited to join this council meeting to address his goals for the Division of Finance & Planning/ISU. His main goals include

- To ensure ISU maintains a stable financial picture for both the short and long term
- To ensure the Division of Finance & Planning remains efficient & effective organization with a customer service focus
- To ensure the physical infrastructure of ISU remains a priority keeping ISU safe, secure and welcoming.

Council members also asked several questions, including:

- The recent restructuring of Administrative Technologies? VP Layzell cited the need for a more cohesive organization; moving off of a mainframe to an Enterprise Resource Planning (ERP) environment. Enterprise systems and business intelligence also need to be addressed as the campus mainframes are quickly reaching the end of their useful lives.
- The overall financial picture of ISU? Where VP Layzell said was good. The last 5-7 years have been very conservative budgeting, strategic planning and the ISU does not have a lot of long term debt. While the need is to focus on long term financial planning and making the best use of non-state generated funds, the next 5-7 years will be critical.
- What have been pleasant surprises since coming to ISU? where he mentioned the people who consider ISU a wonderful place to work, and that the ‘can-do’ attitude by all is refreshing
- What practices need to be kept toward moving ISU in the right direction? VP Layzell reiterated that ISU is student focused, which is truly and part of the culture on campus
- The Campus Master Plan, where he reviewed the format of the focus groups in public forums in November 2009, and referred to the comments on the website at [http://www.masterplan.ilstu.edu/plan\\_update/public\\_forum\\_feedback.shtml](http://www.masterplan.ilstu.edu/plan_update/public_forum_feedback.shtml) . A main theme that ran through all comments was that peopled like the Quad as the center of the academic campus.

- Have there been changes with the plan to hire a CIO? VP Layzell responded that the infrastructure needs to be in place first
- Income generation for ISU? VP Layzell responded that student fees are currently not slated to increase, and other than tuition, private giving through funds raised by University Advancement are critical
- Any interest in differential tuition? VP Layzell stated that the university would need to proceed cautiously in considering this as an option and be fully aware of the consequences first
- Possibility of expansion of academic offerings? He said in these financial times this would need to be explored very carefully as President Bowman is committed to keeping enrollment at the 20,000 level

**Approval of minutes** –December 10, 2010 minutes approved, motion by Melanie Schaafsma with second by David Rardin

**Chair's remarks** – Mboka will meet with President Bowman next week, please send agenda items to him before. Mboka mentioned that he spoke with Brian Huonker, Chair of the Civil Service Council, and the two of them agreed to organize subgroups for planning involvement in the Homecoming Parade and the Children's Holiday Party.

#### **Committee/Representative Reports**

- **Elections** –Anjie Almeda – no report
- **Programming** –Erin Pearce – spring topics for brown bag sessions will include
  - Financial Planning – sessions are being offered by Human Resources on January 19<sup>th</sup> & 20<sup>th</sup>, 2010
  - Educating Illinois –2/3/2010
  - Dawn Sanner, Student Fitness and Kinesiology/Recreation Center – 3/24/2010
- **Academic Senate** – Ron Gifford –no report
- **Foundation** – Larry Lyons -- next board meeting 2/19/10; will make the request of the Finance Committee for additional funding for scholarships
- **Scholarship** –Debbie Lamb –checked academic standing of scholarship recipients prior to making second disbursement of monies – all had GPA over 3.5
- **CCC** – David Rardin –no topic for next letter as of yet. Suggestions included a thank you to President Bowman for the level of transparency he has provided to the campus community and for the management of the budget over difficult financial times.
- **HR Liaison** – Melanie Schaafsma – no report
- **Awards**- Rachel Calhoun – 10 applications were received for Distinguished Service, and 7 applications were received for the Emerging Leader award. Committee met in December and made their decisions, with recipients to be publically named during Founders Day Convocation. A thank you was placed on the A/P Website and Facebook page.

#### **Business/Discussion Items**

- **Meeting frequency and start time** – (TABLED UNTIL NEXT MEETING)  
Discussion of moving the start time from 1:15 to 1pm to better accommodate for

class start times for those advising and teaching. Discussion of pro's and con's of moving meeting frequency including attendance, timely discussion & approval of campus issues (i.e. master plan approval), approval and distribution of minutes, engagement of sub-committees, and scheduling of guests will become increasingly difficult. Three options were presented, motion to consider for January meeting by Ron Gifford, second by Debbie Lamb:

- Keep two meetings – cut time back to one hour each
  - Keep one meeting, making the second meeting the choice of the chair if there is no important business on the agenda
  - Move to one meeting per month – from 1pm – 3pm
- **Social** –Friday, 1/29/10 5pm at Medici

**Adjournment** – Motion for adjournment by Stacy Ramsey and seconded by Michelle Schuline

**Next meeting** – 1/28/2010 in BSC Spotlight Room

- Special guests Deb Smitley & Dan Layzell to speak on the Campus Master Plan