

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
March 22, 2001
Spotlight Room, Bone Student Center

Present: Molly Arnold, Mike Baum, Maureen Blair, Jan Bremner, Larry Jobe, Jeff Lopez, Beverly Nance, Sally Parry, Sally Pyne, Larry Quane, Cheryl Young, Sue Zinck

Absent: Martin Jackson, Chika Nnamani

Guest: Provost Al Goldfarb

Guest Remarks

Educating Illinois: An Action Plan for Distinctiveness and Excellence

The *Educating Illinois* effort is being activated, with the campus getting focused on the actions involved. Dr. Goldfarb is pleased at the campus' response to the plan and commended the Distinctiveness and Excellence Committee for their remarkable work.

The processes involved with formulating and implementing this plan for distinctiveness and excellence are as important as the plan itself. The implementation teams (about 8-10 members each) have strong cross-campus representation and promote collaboration, communication, and campus buy-in.

All budget planning sessions demonstrate a connection to *Educating Illinois*, and staffing has been determined a priority. The University has three opportunities for increasing revenues in order to accomplish the *Educating Illinois* actions: 1) to attract new dollars, inherently tied to program needs; 2) to raise private funds; and 3) to stop doing some things in order to start doing others. The latter involves reallocation, which is the hardest part of prioritization for an institution.

The title *Educating Illinois* implies that Illinois State is a major player in higher education and, while we are involved in providing education, we are also involved in educating the citizens of the state about higher education needs and how our university fits into the higher education arena nationally. When the Board of Trustees endorsed the plan, they requested that acronyms not be used because they believe the plan too good to abbreviate the name.

Educating Illinois has attracted off-campus attention, enhancing the University's visibility. Other universities have shown interest and hits to the web page are being monitored and tracked to determine other sources of interest. The

President is distributing copies of the plan to presidents and provosts around the country and to media, e.g., the *US News & World Report* survey.

There will be a formal progress report next year, but in the mean time the website provides updated information as well as a "report card" on the progress of the implementation teams. There are opportunities to offer input through the Web Board as well as written communications to Dr. Goldfarb. AP staff not currently on one of the teams, but interested in becoming involved, may contact Dr. Goldfarb.

Administration

It is the right time for the University to have its president off-campus increasing the University's visibility and fund-raising aspects. The President and the Provost complement each other well and Dr. Goldfarb feels that the campus may be confident that one of them will always be on campus. He is very excited about the sense of team among the administration now, especially the vice presidential team.

Baum thanked Dr. Goldfarb for taking time to interact with the AP Council and welcomed him to return in the future.

Approval of Minutes

The February 22, 2001 Council meeting minutes were approved with one correction: the recent meeting of the Joint Awards Committee to plan the Employee Recognition Ceremony was January 31 (not January 15).

Chair's Remarks—Baum

Baum thanked Arnold for chairing the February meeting in his absence and expressed his appreciation to the Council for appointing him as the AP Council representative to the Academic Senate. His first involvement on the Senate will be attending an orientation session on April 4.

Provost's Liaison—Zinck

Performance evaluations are currently being done and the salary incrementation process is upcoming, as well as processing personnel worksheets for summer appointments. The crossover process that prepares employee records for the new fiscal year has been completed. Zinck's office now has a new staff member, Melanie Schaafsma; the increased staffing should have a positive effect in serving campus.

President's Campus Communication Committee (CCC) Representative—Quane

The next meeting of the Board of Trustees is May 11. The discussion topic for the 8:00 a.m. pre-meeting session is yet to be determined.

Jewel Gray, who is replacing Quane as Council liaison to the CCC, will attend the next AP Council meeting.

Committee Report

Joint Awards/Awards Committees (Nance)

No report from the committee, but the Council needs to select Esprit de Corps award recipient(s) by April 27. This will be an agenda item for the April 26 Council meeting.

Team Excellence Awards Committee (Pyne)

The plan, or lack thereof, for rotating responsibility for oversight of the annual awards was briefly discussed. Pyne will draft a plan to present to the president and vice presidents, incorporating Council suggestions to 1) rotate responsibility among the president's and vice presidential areas every two years, 2) set two-year terms for the committee chair, 2) include the "chair-elect" on the committee in the chair's second year, 3) and consider including on the committee representatives from among award recipients.

University Health Education Coordinating Committee/Alcohol Policies Task Force (Pyne)

The committee is making progress and meets again next week.

Educating Illinois Committee (Pyne)

The original committee (Distinctiveness and Excellence Committee) is defunct, now that the implementation teams have been formed.

Baum thanked Pyne for her work as AP Council representative on this committee.

Web Planning and Advisory Committee (Baum)

The Campus Web Planning Advisory Committee (WebPAC) was established last year by David Williams and charged with the task of examining the University web page, including policies, guidelines and procedures. WebPAC will advise regarding the web presence of Illinois State as an institution and also regarding the various ways the web footprint is used (e.g., departmental web sites, faculty-class web activities, research, development, athletics).

WebPAC has been meeting bi-weekly and examining issues such as 1) how does one gain the right to be included within the "ilstu.edu" or "IllinoisState.edu" domain; 2) how to deal with issues of commerce, i.e., selling from a university web page; 3) how should web pages related to teaching be used; and 4) how do faculty and staff hosting web-sites for professional organizations relate to the University domain? WebPAC has also worked on how to establish reasonable means for obtaining and managing custom web addresses (formerly referred to as vanity names), e.g., apcouncil.ilstu.edu.

More recently WebPAC has been examining how to make the University web page more accessible to those with differing abilities. For example, at the last meeting, the committee examined how various web sites sound when using a computer screen reading program. The committee is working toward establishing ways to help those who develop and or maintain university-based web pages to make them more accessible and less frustrating to those with visual or hearing impairments.

Old Business

Spring Election Process Update (Lopez)

Lopez distributed for Council input drafts of a ballot and cover letter for the upcoming election. There was brief discussion of the stipulation that no more than two staff from a unit may serve. The ballots will be distributed on March 26, with votes due on April 6. Posting nominees on the web site has worked very well.

The current Council term expires in August. The time period between the election and the installation of the new Council provides an opportunity to appropriately thank outgoing members and to orient new members. These activities will be agenda items for the April meeting.

New Business

Topics for the BOT Pre-meeting Sessions

Quane and Baum discussed potential items for next year's sessions. The intention is to present information that would not normally be presented to the BOT administratively. Past topics have included areas related to the students' first-year experience. AP staff members who have ideas for this discussion session should submit them to Baum.

Meeting Attendance

Attendance at Council meetings will be a future agenda item.

Quane Farewell

In honor of Larry Quane's retirement, there will be a farewell reception on April 25, 3-5pm, at the University Club in Bone Student Center.

Council Meeting Schedule

2001

April 26, 1:30 pm Spotlight Room—Special guest: Dr. Boschini
May 24, 1:30 pm Spotlight Room—Special guest: Dr. Dammers
June 28, 1:30 pm Prairie II Room

The meeting adjourned at 2:55 p.m.

Respectfully submitted,
Cheryl Young, Secretary