

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
August 24, 2000
Spotlight Room, Bone Student Center

Present: Molly Arnold , Jan Bremner, Larry Jobe, Jeff Lopez, Beverly Nance, Chika Nnamani, Sally Parry, Sally Pyne, Larry Quane, Sharon Stanford, Cheryl Young, and Susan Zinck

Absent: Mike Baum, Maureen Blair, and Martin Jackson

Approval of Minutes

The May 25 meeting minutes were approved, with one correction under "Old Business, Proposed Revisions to the AP Council Constitution, Article III: Membership" to read: "...the term of office of the Campus Communication Committee representative to two years (from three years), to attain consistency with terms stated in the *Illinois State University Constitution*."

Chair's Remarks—Molly Arnold for Mike Baum

Lamb Retirement

Doug Lamb retired over the summer after over 30 years with Illinois State and, as a consequence, resigned his seat on the Council. Following rules established in the AP Council Constitution, the Elections Officer and the members of the Executive Committee asked Maureen Blair, the new Director of University Housing, to serve out the remainder of Doug's term. Maureen has accepted and we are glad to have her back on the Council.

Response to the Educating Illinois Report

President Boschini sent the Council a letter requesting a response be sent to Provost Goldfarb by September 15 regarding the proposals in the Educating Illinois report. Joe Rives, Director of University Planning and a member of the Distinctiveness & Excellence Committee that produced the Educating Illinois report, asked if committee representatives could present highlights of the report to the Council. A special meeting of the Council has been scheduled for September 14, 1:30-3:30 p.m., in the Student Services Building, Room 314, when the committee will respond to questions and solicit input.

Welcome to New Vice Presidents

On behalf of the Council, Baum sent letters of welcome and congratulations to the newly appointed vice presidents. Baum is in the process of inviting President Boschini, Provost Goldfarb, and Vice President for Student Affairs Helen Mamarchev as guests at one of our meetings. Council members suggested also inviting Vice President Steve Bragg and Assistant to the President Richard Dammers.

New Civil Service Council Members

Congratulations are extended to newly elected members of the Civil Service Council: Christa Lawhun, Chair; Joyce Apple, Vice-chair; Martha Burk, Treasurer; and Sharon Foiles, Secretary.

AP Council Web Page

The AP Council web page was developed over the summer: www.apcouncil.ilstu.edu. Appreciation is extended to the Office of Institutional Web Support Services, and Mark Troester and Daniel Manson in particular, for their assistance in developing the web page. All units are encouraged to consult with them on their web pages and commend them for helping the University create a more functional and accessible web presence. On behalf of Baum, Arnold extended thanks to Council members who provided him with ideas regarding the design and content of the web page. As you make use of it, please feel free to give Baum ideas or suggestions for improvement.

Provost's Office Liaison Remarks—Sharon Stanford

New Liaison

Sue Zinck was introduced as the new Provost's Office Liaison, replacing Stanford.

Dissemination of Council Minutes

After brief discussion, the Council decided to eliminate the dissemination of hard copies of meeting minutes. Since the minutes currently appear on the AP Council web page, in the future an e-mail with a link to the web page will be sent to AP staff to apprise them of new meeting minutes.

Removal of AP Orientation from Provost's Web Page

Zinck reported that, now that the AP Council has its own web page that includes orientation aspects for AP staff, that section will be removed from the Provost's web page and replaced with a link to the Council's site.

Board of Trustees Representative—Larry Quane

Two major agenda items at the Board of Trustees (BOT) meeting on July 21 were the Results Report and the FY01 budget. The Results Report is part of the annual report to the Illinois Board of Higher Education (IBHE) that includes accomplishments for the past year and that, this year, includes the Educating Illinois report. Quane encourages all AP staff to review this important report. The BOT approved a 9.9% increase in operating funds, a 3% increase in tuition and fees, and an overall capital request of \$71 million; these recommendations are subject to IBHE and the Governor approval.

The BOT also discussed new facilities. The University purchased a warehouse on Northtown Road that will provide library storage, resulting in increased space in Milner. The old University Farm was sold and new buildings for the new University Farm are being constructed on the FS Research Farm in Lexington that the University purchased this summer.

The pre-meeting (8:00 a.m.) BOT/Campus Communication Committee discussion focused on an update on computer technology by David Williams.

The next BOT meeting will be October 20, with a pre-meeting discussion on the Educating Illinois report.

Illinois State University Foundation Board Liaison—Molly Arnold for Bob Navarro

The Foundation Board approved the FY01 budget and reported that more than 7.5% return on investments is anticipated for FY00. The Board is exploring options for new investment management to improve counsel and achieve higher returns.

The Board reviewed and discussed naming guidelines for major gifts. A report to the Board indicated that gifts are a little behind last year at this point, with donors down a little—but some income has not yet been recorded. Expectancies are up to \$15M. It is anticipated that the final report for FY00 will show increases in both donors and dollars. The Alumni-Development database of alumni and donors is being upgraded in order to provide more user-friendly service to departments.

The Board passed a resolution recognizing Larry Lyons and William Hallinan (retiring board member) for their work on the Board.

The Board approved the advance of funds to begin work on "In Exchange"—an investment in advancing the University and enhancing its image.

An education session during the Board luncheon included reports from Dean Dixie Mills (on the COB building), Doug Dowdy (on the new football building), and Roosevelt Newson (on the Performing Arts Center). Board members toured the Theatre at Ewing in the afternoon. The Old Main Society annual recognition event (that evening) included a "Showcase of Illinois State."

Committee Reports

Awards Committee—Bev Nance

No report; the committee will not meet until spring.

Parking Committee—Chika Nnamani

No report; the committee has not met and is awaiting new appointments for several vacancies caused by members who resigned from the University.

Performance Appraisal Review Committee—Sue Zinck for Molly Arnold

Zinck and Julie Jenson are co-chairing this committee, which needs to pull together all information and then formulate guidelines that will ultimately be presented to the vice presidents. An agenda and timeframe are being established for this review.

Distinctiveness & Excellence Committee—Sally Pyne

Pyne recommends that the Council support the premise that each employee can make a difference, endorse the values presented in the Educating Illinois report, and encourage individuals and departments to read and respond to the report and interact with the Web Board that has been created for that purpose.

Old Business

Revisions to the AP Council Constitution

Upon the Council's receiving no feedback from the AP staff constituency regarding proposed revisions to the constitution, the revised AP Council Constitution is considered approved. The constitution now appears on the AP Council web site.

Advising the President Regarding Shared Governance

With two minor corrections, the Council approved Baum's draft of the letter to President Boschini.

Staff Welcome

Arnold will schedule a luncheon gathering at Parrot's for new AP staff to meet the Council. Zinck will provide a list of staff new since the last gathering in October, as well as future monthly lists of new hires.

New Business

Holiday Schedule for FY05

The Council had no comments or changes regarding the University's projected holiday schedule for FY2005.

Increase for Awards

Stanford reported that there has been an increase in money available for awards. The Awards Committee needs to discuss and decide how best to use the increase.

Council Response to the Educating Illinois Report

The Council encourages all AP staff to respond individually regarding specific reactions to the report through the Provost's web page (www.provost.ilstu.edu/educatingillinois/) and will formulate a more general Council response on September 14 after the committee presentation. Whether or not a time extension will be needed to formulate the response will be decided on September 14; in the mean time, Council members should send comments related to the Council's response to Baum.

The meeting was adjourned at 2:20pm.

Respectfully submitted,

Cheryl Young, Secretary