

Illinois State University
Administrative/Professional Council

1:15 – 3:00 pm; Thursday, August 24, 2006
Spotlight Room, Bone Student Center

MINUTES

Council members present: Nikki Brauer, Steve Klay, Mark Vegter, Rick Olshak, Maureen Smith, Debbi Lamb, Pam Cooper, Becky Mentzer, Mindy Mangialardi
Ex-officio members present: Larry Lyons, Mboka Mwilambwe, Stacy Ramsey, Derek Story

I. Approval of the minutes

- August 10 Minutes were approved without correction.

II. Introduction of new Council members

New members introduced themselves. They are Pam Cooper, Becky Mentzer, Debbi Lamb, and Stacy Ramsey who has been elected to the Campus Communication Committee.

III. Comments from outgoing Chair, Mindy Mangialardi

Mangialardi thanked the council for all its work and support while she was Chair, with highlights of some of the accomplishments of the council under her tenure.

IV. Chair's remarks — Steve Klay

Klay remarked on the transition of becoming the new chair of the Administrative/Professional Council and the obligations affiliated with this role. He is starting to get involved in a number of committees in which the AP chair typically is a member. Educating Illinois is one of the more recent committees. Klay met with Deb Smitley about the purpose and function of the committee. Smitley wants to continue the on going communication between her office and the AP Council. Smitley will present a report about the mid year AP salary increase at a future meeting.

Klay is also scheduling the Chair's regular meetings with President Bowman.

Klay reminded council members that the AP/Civil Service dinner at President Bowman's is on Thursday, Sept 14. All current and outgoing members are invited to attend.

V. Mutual expectations for A/P Council members — Steve Klay, Chair

New members confirmed receiving their AP binders. Klay reviewed with AP Council members the commitments and expectations of being a member of the council. This was done, in part, because no orientation occurred for new members this year. New member orientation may be revisited at a future meeting.

VI. Council procedures and guidelines

- Human Resources Liaison — Derek Story

Klay suggested the council discuss in more detail the role of the HR Liaison. Some discussion occurred regarding the history of this role and the individuals who filled it. AP Council will ask Ira Schoenwald to be

the Liaison.

- **Ex-officio representatives**

1. **Academic Senate — Mboka Mwilambwe**

Mwilambwe discussed the role of the AP appointed senator. He is a member of the finance and planning committee of the Senate. Mwilambwe also discussed a change in policy regarding the highering of high level administrators and AP representation on their search committees.

2. **Foundation Board — Larry Lyons**

Lyons discussed the history of the board and its purpose. He will sit on the finance committee and the audit committee of the Foundation Board. The status of the AP scholarship program was discussed.

3. **Team Excellence & Awards Committee — Derek Story**

Maureen Smith provided the council with purpose of the committee and the role of the Ex-officio. Smith has been the member of this committee for the past two years.

4. **Parking Committee**

Council discussed who should be appointed to represent AP Council on this committee. The role of the position was discussed.

- **Committees**

1. **Awards — Derek Story and 1 Council member**

Klay mentioned that Kim Hays had served as the Council member on the Awards committee. Hays will be asked if she is interested in serving again.

2. **Elections — 2 Council members**

Elections committee typically meets in the spring semester. AP members up for election may not serve on the Elections committee.

3. **Orientation — 1 Council member**

Amy Roser and Nikki Brauer created the new binders. Klay asked the council to consider the need for Orientation to the council.

Discussion of recent issues and goals for 2006 — 07

Council discussed goals and issues for the year - Mangialardi suggested the Council look at the survey results from the AP Survey last spring. Mangialardi will resend the results of the survey for Council discussion at the next AP Council meeting. Other items include:

- a) Continue the Brown Bag Series
- b) Continue to work on the AP mid year Salary increase
- c) Invite Steve Adams to attend, in his new role as Vice President of Student Affairs
- d) Have open forums for AP in fall and spring.
- e) Invite Ira Schoenwald to provide updates/feedback on HR initiatives (if not in the role of liaison)
- f) Invite Sheehan Zenger, Athletic Director.
- h) Invite, Shane Mcgeery, Director of Affirmative Action
- i) Invite President Bowman to attend a meeting.
- j) Discussed having a council member update the AP website, Rick Olshak expressed an interest.
- k) Discussed professional development for AP, possibly bring in a speaker.
- m) Discussed networking with AP staff at other Institutions.
- n) Ask Phil Adams to attend a meeting.

VIII. Adjournment

Motion for adjournment by Becky Mentzer and seconded by Nikki Brauer.

**Dutifully submitted,
Mark Vegter, AP Secretary**