

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
September 22, 2005
Spotlight Room, Bone Student Center

Council members present: Donna Banner, Mike Baum, Nikki Brauer, Kim Hays, Steve Klay, Mindy Mangialardi, Rick Olshak, Sally Pyne, Jess Ray, Annette States Levitt, Mark Vegter

Ex-officio members present: Kaye Johnson, Mboka Mwilambwe, Maureen Smith

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

Approval of minutes

The Council approved the minutes of the September 8 meeting, as submitted. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

Chair's Remarks – Mindy Mangialardi

No report.

HR Liaison Remarks – Kaye Johnson

- Non-tenure track faculty members negotiated a 2.7% salary increase, beginning in October.
- The implementation of PeopleAdmin is still moving along, and plans continue for it to go live in October.

Academic Senate – Mboka Mwilambwe

The Administrator Selection Policy was discussed at the last Academic Senate meeting. Mwilambwe distributed a draft of the policy for discussion. The policy outlines selection procedures for the make-up of search committees for administrator positions. The Council identified inconsistencies from one position to the next, particularly as it relates to how search committee members are appointed and by whom. Following discussion, it was determined that Council Chair Mindy Mangialardi would draft a proposal of what the Council would recommend, and send it to the Academic Senate executive committee. The goal would be that there is consistency in the selection process, and the Council is involved in selecting A/P representatives. Refer to the bottom of this report for the Academic Senate report submitted by Mboka.

Guest: Martha Burk

Martha serves as the Chair of the Civil Service Council. She began by sharing some of the current goals of the Council. They include:

- Securing administrative office space on campus
- Continuation of their scholarship program - \$2000 comes to the Council from the Foundation Office for 4 scholarships. Last year, the Council awarded 10 scholarships. The additional scholarships were funded through fundraising efforts.

Burk also announced the dates of their annual Holiday Party for university employees. It will be held on Saturday, December 3, at 10 am in the Horton South Gym. There was some discussion about the A/P Council's involvement in this event, which will be continued. There was also some

discussion about funds (similar to those being provided to the Civil Service Council) being available from the Foundation for A/P Council programs.

Committee Reports

Communication Committee – Rick Olshak, Annette States Levitt, Jess Ray

Olshak reported that the Council's alias e-mail (apcouncil@ilstu.edu) has been updated to reflect the new officers. Any e-mails sent to this address will be directed to Mindy, Annette and Steve. The listserv should be operational by the end of the week.

The Committee brainstormed possible questions to be included in the proposed constituent survey. This list was shared with the council and feedback was provided. The survey will be distributed with a future set of minutes, and be posted on the Council Website. Any further input should be e-mailed to Rick at rick.olshak@ilstu.edu.

Business

No other business was brought forward on the agenda.

Adjournment

The Council adjourned at 2:55 p.m. Moved and seconded by Jess Ray and Rick Olshak, respectively.

Respectfully submitted,

Steven Klay, Secretary

Future 2005 Meetings

All meetings will begin at 1:15 p.m., and take place in the Spotlight Room in the Bone Student Center.

October 13

October 27

November 17

December 15

Mboka attended the August 31 meeting of the Academic Senate, and provided the following report:

The meeting was called to order at 7pm.

Chair and Vice Chair Remarks:

Senator Crothers did not provide remarks:

Senator Garrison provided the following remarks:

- SGA has passed a new set of bylaws to give more autonomy to its senators.
- SGA will begin to look at bylaws related to its executive officers at its next meeting.
- SGA is also looking at voting on a constitutional referendum.
- Senators will begin to use the listserv shortly to communicate with their constituents.

Administrator's Remarks

President Bowman provided the following remarks:

- Sandra Burk will be installed as the Bromenn Endowed Professor of Nursing on 10/04/05 at 2pm in Old Main Room.
- ISU is getting a lot of support from the Illinois congressional delegation. Both Senator Durbin and Rep. Johnson played a role in helping a Nigerian student obtain a visa.
- ADM has now specified how to use funds donated during the campaign. Those funds are to be used for scholarships, particularly for minorities in Agriculture programs as they seek to diversify the workforce in this area.

Provost Presley provided the following remarks:

- Two campus-wide committees have been formed as a result of the work of the task force on Advising: the Program Enrollment Committee (will look at academic program capacity, role of advisors, general student capacity, etc...) and the Academic Advising Steering Committee

Vice President Mamarchev provided the following remarks:

- An orientation was held last Saturday for students who have transferred here because of Hurricane Katrina.
- Her area emailed those students whose home addresses were close to areas affected by Hurricane Rita to make sure they (or their families) were not affected and offer support.
- Burger King is now open.

Vice-President Bragg provided the following remarks:

- He indicated that the university has an Incident Management plan and in light of the hurricane disasters, his area will work on updating it and disseminating it.
- His area is monitoring natural gas prices and they expect to see an increase in utility prices (he expects a \$300K to \$500K increase in cooling expenses).

Committees Reports:

- *Academic Affairs – Paul Borg*
No report.
- *Administrative Affairs – Peter Smith*
The committee discussed the Solicitation policy and Administrator Evaluation policy. Those policies will be available for review at the next Senate meeting. They also discussed the annual commentary on the President's performance and whether or not the current format for collecting it is the most effective. Senator Smith indicated that any ideas on this issue should be emailed to him.
- *Faculty Affairs – Chris Desantis*
The committee is evaluating the Ombudsman position and trying to decide whether or not to make it permanent. The college of Arts and Sciences has an ombudsman and if other colleges follow suit, it may make the university ombudsman position pointless. The committee also discussed faculty retention and they plan on administering a survey in order to extract ideas on what the university could do to retain faculty.

- *Planning and Finance – Martha Burk*
The committee met with Steve Bragg and Deb Smitley from Finance and Planning. They both gave the committee some background on the sources of funding for ISU. They also discussed some of the complexities involved when analyzing salary issues at issues. Steve indicated that the university will have to focus almost single-mindedly on this problem if it is to resolve it and it will take several years.
- *Rules – Dan Holland*
The committee met and discussed the bylaws for the Colleges of Business and Arts and Sciences. They also discussed the Milner Library policy and are trying to understand it.

Information Items:

09.21.05.04 Administrator Selection Policy – September 2005 Draft 3 (Senate Executive Committee)

Senator Crothers indicated that he would like this item to be voted on at the next Senate meeting. After revisions from the last meeting were made, others were suggested that were mainly typos or language that was unintentionally left from the old policy. Concerns were raised about the language and how we could make sure the policy is not abused by administrators (note that as indicated previously those senators that had concerns typically had concerns about searches that affect the academic side and faculties).

09.23.05.05 Faculty Associates Code of Ethics (Rules Committee)

The committee changed this policy to reflect the inclusion of the consensual relations policy. It was moved to an action item and passed.

09.23.05.01 Administrative Selection Committee – Panel of 10 – Blue Book Revision (Rules Committee)

The committee made revisions such as requiring that faculty selected for this panel be tenured in order to avoid the strain on non-tenured faculty. They also made some changes to reflect new titles for some administrators. The provost also suggested that the committee clarify that this panel will be typically used for searches for Academic-related positions. The committee will make revisions and bring back for review at the next senate meeting.

Communications:

09.12.05.01 From Steve Adams: Enrollment Fall 2005

This was sent in order to give a more accurate picture of enrollment. The previous numbers that were shared contained some errors.

The meeting was adjourned around 8:25 pm.
