Illinois State University Administrative/Professional Council

Position Description

POSITION: __________________ CHAIR

Permanent responsibilities required of the person in this position:

- Chair the A/P Council Meetings and provide leadership for the Council in fulfilling its purpose in shared governance
- Develop and send out agenda to members before each meeting
- Review minutes for accuracy; forward to members
- Represent the A/P Council in meetings with the President, the Vice Presidents, and other major administrators
- Represent the A/P Council on the Executive Committee of the Committee on diversity
- Represent the A/P Council on the Coordinating Team for Educating Illinois
- Serve on the Campus Communication Committee
- Participate in the annual A/P and Civil Service Recognition Ceremony
- Other duties as they arise

Potential responsibilities that may arise for the person in this position:

- Continue to work to ensure a voice for A/P personnel is heard within the University
- Continue to work to ensure adequate A/P representation in major decisions affecting A/P employees within the University
- Represent the A/P Council in meetings where representation is requested or warranted (e.g., Big Picture meeting with administrative staff for the Board of Higher Education, Conservation Hours with the Board of Trustees, etc.)

Estimated time required:

3-4 hours/week depending on the issues facing the Council or the University
Position Description

POSITION: ___________ VICE CHAIR ________________________________________________

Permanent responsibilities required of the person in this position:

• Participate in executive meetings with the Chair and Secretary to plan the agenda and direction of the Council.

• Stand in for the Chair when s/he is not available to fulfill any responsibilities.

• Serve as a consultant on parliamentary procedure.

• Chair the Orientation Committee in the spring/summer.

Potential responsibilities that may arise for the person in this position:

• May attend meetings or perform other duties as a stand-in for the Chair.

• Volunteer for tasks related to the functioning and agenda of the Council.

Estimated time required:

Varies from month to month
Illinois State University Administrative/Professional Council

Position Description

POSITION: Secretary

Permanent responsibilities required of the person in this position:

- Record the minutes of each Council meeting, as well as other meetings, as needed.
- Transcribe minutes in preparation for distribution.
- Maintain Council attendance records and notify the Chair when attendance policy issues arise.
- Maintain Council member name table tents and bring to each meeting.
- Participate in Executive Board Meetings, as needed

Additional responsibilities may arise for the person in this position.

Estimated time required:

Transcription of meeting minutes-2 hours/meeting
Position Description

POSITION: Illinois State University Foundation Board Directors Representative

Permanent responsibilities required of the person in this position:

- Attend and actively participate in all scheduled Illinois State University Foundation Board of Directors meetings, representing the issues, positions, and interests of the Administrative/Professional Council.

- Attend and actively participate in all scheduled Foundation Board subcommittee meetings, as assigned by the Executive Director of the Illinois State University Foundation Board of Directors.

- Attend and actively participate in all A/P Council meetings, providing Council members with status reports from Foundation Board of Directors meetings and seeking inputs on issues, from an A/P perspective, for subsequent Foundation Board meetings.

- Maintain a historical archive of materials distributed at Illinois State University Foundation Board of Directors meetings for the A/P Council.

- Coordinate/facilitate requests between the A/P Council and the Illinois State University Foundation Board of Directors.

- Positively advocate for fundraising activities of the Illinois State University Foundation Board of Directors and Division of University Advancement.

- Complete other duties on behalf of Administrative/Professional employees as assigned by the A/P Council and/or the other Illinois State University foundation Board of Directors.

Potential responsibilities that may arise for the person in this position:

- Assisting with fundraising activities within the University community, as requested by the Illinois State University Foundation Board of Directors and/or Division of University Advancement.

- Assisting with fundraising activities external to the University community, as requested by the Foundation Board and/or Division of University Advancement.

- Attending donor recognition events sponsored by the Foundation Board of Directors and/or Illinois State University.

Estimated time required:

Maximum five hours per week.
Illinois State University Administrative/Professional Council

**Position Description**

**POSITION: _____ ACADEMIC SENATE A/P REPRESENTATIVE ____________________**

**Permanent responsibilities required of the person in this position:**

- Attend and actively participate in all A/P Council Meetings.
- Attend all Academic Senate meetings as a representative of the A/P Council (every other Wednesday during the academic year, from 6-9 p.m.)
- Provide written report of each Academic Senate meeting, to be included in A/P council meeting minutes.
- Serve on a committee within the Academic Senate Structure, most likely the Finance and Planning Committee.

**Potential responsibilities that may arise for the person in this position:**

- Potential responsibilities for this position are contingent upon the actions of the Academic Senate.

**Estimated time required:**

- Meeting time-Academic Senate-6-9 hours per month
- Meeting time-A/P Council-up to 6 hours per month
- Preparation of written meeting report-2 hours per month
Illinois State University Administrative/Professional Council

Committee Description

NAME OF COMMITTEE: AWARDS COMMITTEE

Purpose or Charge of the Committee:

The awards committee is charged with soliciting nominations for and selecting the winners of the A/P Distinguished Service Awards, facilitating the selection of the A/P Esprit de Corps Award winner, and contributing to the planning and implementation of the Joint A/P-Civil Service Awards Ceremony each spring.

Chair and Committee Composition:

The Chair of this committee is an A/P Council member, elected by the Council, who will serve for a one-year period.

One member of the committee will be the Team Excellence and Joint Awards Committee Representative, who sits ex-officio on the A/P Council and is elected by regularly eligible A/P voters. Election of this member occurs every other year during the regular A/P election process. The individual’s term is two years.

The three most recent recipients of this award will be invited to serve on the Committee for a one-year period. Vacancies will be filled by the next most recent recipient(s) of this award.

The three most recent recipients of this award will be invited to serve on the Committee for a one-year period. Vacancies will be filled by the next most recent recipient(s) of this award.

The same group that selects the award recipients, OR a separate subcommittee, if preferred by the Chair, will participate in the planning and implementation of this Joint A/P-Civil Service Awards Ceremony.

Specific Tasks required of this committee’s members:

A/P Distinguished Service Awards

- The Chair will assist in publicizing the process for nomination through the A/P Council Web site, Council meeting minutes, and AP-L listserv. The deadline for nominations will be around March 15.

- After nominations are submitted and ready for review, as notified by Human resources and then the Char, committee members will independently review each nomination.

- When reviews are complete, the Chair will call the selection meeting where the committee will select up to four winners.
• The Chair or his/her designee will contact Human Resources (traditionally, Colette Homan) with names of all winners so that plaques may be ordered and names added to the permanent plaque located in the Bone Student Center. In addition, the financial awards given to the winners are the responsibility of the Office of Human Resources. The financial awards run through the payroll process and are distributed with the employees’ payroll checks.

• The Chair or his/her designee(s) will contact the nominator of each Distinguished Service Award recipient to ask them to have the recipient attend the ceremony. (Winners’ identities remain confidential until the announcement during the ceremony.) NO communication is made with the nominees who were not selected to receive the award. Committee members are asked to keep this information confidential.

• The Chair or his/her designee will participate in announcing the winners of the Awards at the Joint Awards Ceremony.

Esprit de Corps Award

• While the A/P Council selects the A/P Esprit de Corps award winner, it is the Awards Committee’s task to facilitate the process. The Awards Committee Chair should initiate the process for the A/P Council. The committee may help to identify nominees to bring before the Council for consideration in the award.

Joint A/P –Civil Service Awards Ceremony

• The committee, under the Chair’s direction, will participate with the Human Resources staff and the Civil Service Council in the planning and implementation of the Joint A/P-Civil Service Awards Ceremony.

Timeline:

January through Mid March
February-March
February-March
March
March
April

Call for Distinguished Service Award nominations
Assemble Awards committee
Participate in planning and implementation of Joint A/P-Civil Service Awards Ceremony
Facilitate A/P Council’s selection of Esprit de Corp Award recipient
Review of nominations and selection of Distinguished Service Awards

Chair facilitates with A/P Council, etc.
Chair
Awards Committee
Civil Service Council, Human Resources staff
Chair
Chair and Committee members

JOINT A/P-CIVIL SERVICE AWARDS CEREMONY
Position Description

POSITION: Team Excellence and Awards Committee Representative
_____________ (also Chair, A/P Council Awards Committee)

This individual is elected to represent A/P employees on the Team Excellence Committee and on the planning team for the joint A/P-Civil Service Employee Recognition Ceremony. S/he is an ex-officio member of the A/P Council and chairs its Awards Committee. S/he is expected to attend and participate in all A/P Council meetings and report on the work of the various Awards committees as it occurs.

Responsibilities required of the person in this position:

For Team Excellence Committee work-

Details on the Team Excellence Committee are available on the A/P Council Web page under “Awards”- http://www.apcouncil.ilstu.edu/awards/shtml

• The Team Excellence Committee Chair, a position which rotates among the President’s office and the four Vice Presidential areas, will call an initial meeting. The A/P rep should attend this meeting to help make arrangements to send out announcements requesting nominations and to determine the timeline for the awards.

• Review nominations submitted for the award.

• Meet with other committee members to discuss ratings and select winners.

Potential responsibilities, as may be requested by Team Excellence Chair:

• Assist chair in making announcements regarding the award. (Awards are announced at Founder’s Day each year in February.)

• Assist chair in contacting other committee members to arrange for meetings.

• Assist chair in making arrangements for financial awards or related certificates.

For A/P Distinguished Service Awards committee work-

• Attend initial meeting called by Human Resources in early February to discuss the process of selecting the A/P Distinguished Service Awards.

• Lead the call for nominations with publicity through the A/P Council Web site, Council meeting minutes, and AP-L listserv. The deadline for nominations will be around March 15.

• Assemble the committee of A/P employees (specified in the Awards Committee description) who will independently review each nomination.
• After nominations are submitted and ready for review, as notified by Human Resources, call the committee members to conduct their reviews. When complete, call a meeting of the assembled committee to determine the winners.

• Facilitate the process for the A/P Council to indentify nominees for and select the Council’s “Esprit de Corps Award” winner. May wish to have the Awards committee recommend nominees to the Council.

• Contact (or assign a committee member to contact) Human Resources (traditionally, Colette Homan) with names of all the winners so that plaques may be ordered and names added to the permanent plaque located in the Bone Student Center.

• Contact (or assign a committee member to contact) the nominator of each Distinguished Service Award recipient to ask them to have the recipient attend the ceremony. (Winners’ identities remain confidential until the announcement during the ceremony.) NO communication is made with the nominees who were not selected to receive the award.

• Work with Human Resources to ensure that the financial awards for the recipients are processed.

• Arrange for announcing the winners of the Distinguished Service Awards at the Joint Awards Ceremony.

Potential Responsibilities that may arise for the person in this position:

• Lead A/P Awards Committee members in participating with the Human Resources staff and the Civil Service Council in the planning and implantation of the Joint A/P-Civil Service Awards Ceremony.

Estimated time required:

Team Excellence Award: Typically two meetings and independent time for review of nominations. Total time estimated at 5 hours depending on number of nominees and discussion required for decision-making.

Distinguished Service Awards:
6-8 hours estimated during spring semester (orientation meeting, review of nominations, decision-making meeting, assisting with Awards and ceremony details).
Committee Description

NAME OF COMMITTEE: _____ELECTIONS COMMITTEE__________________________

Purpose or Charge of the Committee:

The elections Committee is charged with coordinating the annual nomination and election process for A/P Council representatives, as well as any special elections that may take place.

Chair and Committee Composition:

The Elections Committee is comprised of an Elections Officer and two Council members. The Elections Committee members shall be determined by a vote of the Council taken early in the Fall semester and shall serve for one election cycle.

Note: the Elections Officer cannot serve on the Council and the two Council members selected to serve cannot stand for any election overseen by the Elections Committee during that election cycle. The Elections Officer is NOT a current member of the A/P Council.

Specific Tasks required of this committee’s members:

- Work with IWSS staff members to prepare for online election through the I-Portal.
- Consult Human Resources for a listing of A/P staff who are eligible to run for election.
- Distribute nomination lists to A/P.
- Collect Nominations and verify that nominated individuals are interested in running for said position(s) and collect their statement of intent.
- Submit nominations to IWSS so that they may prepare the online elections.
- Send a hard copy and electronic notice to A/P staff of election dates and process
- Receive election results via IWSS.
- Election Committee meets to verify election results.
- Election results are shared with A/P Council members. The A/P Council President notifies nominated individuals of election results (and, for those who won collects their acceptance serving the council).
- Election results are shared with constituency via email and campus via the Report.

Timeline (roughly when do these tasks need to take place, or what are deadlines for completion each year?):

Early February-collect eligible names from HR, meet with IWSS to discuss online elections schedule
Late February-nomination forms are sent to A/P
Late March (after Spring Break and SGA elections)-elections to take place via I-Portal
Late March/Early April-election results announced
Illinois State University Administrative/Professional Council

Committee Description

NAME OF COMMITTEE: ORIENTATION COMMITTEE

Purpose or Charge of the Committee:

To orient new members of the A/P Council to their new roles and responsibilities as elected representatives.

Chair and Committee Composition:

Committee is chaired by the Vice Chair of the A/P Council. Volunteer committee members will be selected each year.

Specific Tasks required of this committee’s members:

- Prepare a schedule of upcoming meetings to present to new Council members as soon as they are elected and invite them to begin attending Council meetings.
- Prepare a notebook of needed reference materials and guidelines for distribution to each new member. Outgoing member4s may turn over their old notebooks for updating to new members.
- Schedule an afternoon orientation session for new and returning Council members prior to the first meeting of the new Council year, to include:
  - Briefing new members on issues the Council has recently addressed and those readily forthcoming
  - Go over “Mutual Expectations for A/P Council Members” document
  - Answer questions new members may have about campus governance, how meetings operate, what to expect, etc.
- Facilitate with the President’s office a “welcome dinner” for A/P Council members at the President’s residence (hopefully the evening after the Orientation session).
- At the first Council meeting of the year, facilitate special introductions of new members as needed.

Timeline (roughly when do these tasks need to take place, or what are deadlines for completion each year?):

March/April-
1. Vice Chair of Council forms committee.
2. (After elections completed) Prepare list of upcoming meetings and invite new members to start attending.
April-
1. Schedule orientation session and President’s welcome dinner.
2. Book room for orientation.
May/June/July-
1. Update documents as needed.
2. Prepare notebooks.
3. Prepare training session
August-
1. Distribute notebooks at least two weeks prior to Orientation session.
2. Conduct orientation session.
3. Facilitate introductions as needed.
Position Description

POSITION: ______ Representative(s) to Parking and Transportation Advisory Committee

Purpose or Charge of the Committee:

The Parking and Transportation Advisory Committee is responsible for assisting the Office of Parking and Transportation staff in developing policies, procedures, regulations and establishing fees for University Parking Regulations and provide advice on the Niteride, Late Niteride, and Universal Access programs.

Permanent responsibilities required of the person in this position:

• Work with the Office of Parking and Transportation in the development and annual review of policies, procedures, and regulations.
• Review Parking Permit fees and meters and recommend rates.
• Review parking fines.
• Provide feedback on proposals for new parking lots and decks.
• When appropriate, conduct appeal hearings as requested by parking violators following denial by the Appeals Review person.
• Annual review the financial statements of the Office of Parking and Transportation.
• After each meeting, report in writing on the outcomes of the Committee to the A/P Council for inclusion in minutes to be read by all A/P employees.

Estimated time required:

1 meeting per semester. Minimal amount of time to prepare report to the A/P Council.