



# ADMINISTRATIVE / PROFESSIONAL COUNCIL

*Illinois State University*

## Representative to the Campus Communications Committee

The Campus Communications Committee's role is to facilitate communication between the Board of Trustees and various campus constituencies. The committee meets prior to each Board of Trustees meeting to create a formal letter of to be read at the Board of Trustees meeting addressing campus successes, issues, and concerns. In addition, the Campus Communication Committee hosts the Coffee Hour prior to each Board of Trustees meeting, bringing in speakers on topics that would be of interest to the Board of Trustees and other campus representatives.

The committee is made up of eight members including; two faculty members nominated and elected by the Academic Senate, the Academic Senate Chairperson, one student elected by the Student Government Association, one Civil Service employee elected by the Civil Service Council, the Civil Service Council Chairperson, one Administrative/Professional employee elected by the Administrative/Professional Council, and the Administrative/Professional Council Chairperson.

Duty	Time Commitment
Attend all A/P council Meetings and report to the Council on votes, issues, and matters generated out of the Board of Trustees meeting.	4-5 hours per month
Attend all CCC Meetings	10 hours per year
Solicit input and feedback from the A/P population, utilizing the A/P listserv and other means, such as brown bag lunches, town hall forums, etc.	Ongoing
Help generate ideas for Coffee Hours and coordinate when necessary.	Ongoing
Assist in the creation and writing of the Campus Communications Committee letter to the Board of Trustees.	1.5 hours per board meeting
Attend Coffee Hours and Board of Trustees meetings	1 hour per board meeting (approximately 4-5 per year)