

ILLINOIS STATE UNIVERSITY
Administrative/Professional Council Meeting
January 25, 2001
Spotlight Room, Bone Student Center

Present: Molly Arnold, Mike Baum, Maureen Blair, Jan Bremner, Jeff Lopez, Beverly Nance, Sally Parry, Sally Pyne, Larry Quane, Sharon Stanford (for Sue Zinck), and Cheryl Young

Absent: Martin Jackson, Larry Jobe and Chika Nnamani

Guest: Dr. Helen Mamarchev, Vice President for Student Affairs

Guest Presentation—Mamarchev

Shared Governance

Because the Academic Senate's December meeting was cancelled, the Senate's shared governance proposal became a discussion item at the January 23, 2001, meeting. At the same meeting, the proposal moved to an action item and the Senate voted to change in principle its present structure to include as voting members additional faculty and students, a representative from the AP Council, and a representative from the Civil Service Council; and, as ex officio members, a deans' representative and the Chair of Chairpersons. The Constitution and By-Laws will have to be revised to accommodate this change. These changes express a greater understanding that all of us are an important part of the University and its success.

Student Elections

The Senate's new structure is an exciting change and allows a better window for student elections. A new law specifies that the Student Trustee shall be chosen through a general student election. The students have explored on-line voting for student elections and plan to implement it, if not in the upcoming election then in the future.

Renovation of Downtown Normal

Mamarchev, along with Vice President Steve Bragg, serve on the Town of Normal commission that is working on the redesign of downtown Normal. Working with a consultant, the town is pursuing an exciting renovation and is working on creative financing to make changes that will be highly appealing to the campus community, especially students. Among the changes being considered: a transportation center, a drugstore, an improved busing system, new shops, and additional parking. As the University is in the process of developing its own master plan, the town plan will nicely dovetail with it.

Perspective as a New Staff Member

One of the things that has stood out the most is the difference in Illinois State's culture, compared to Florida's from which Mamarchev moved. For example: campus displays and chalking of sidewalks seem to be a part of the campus culture and things of pride at Illinois State, whereas Florida controlled such activity by restricting it to a designated area.

Illinois State's student body has a large number of first-generation students (perhaps the reason for fewer parent calls directly to the Vice President), and this is a great niche for our University. Programs such as Passages and Connections are programs usually identified with small schools. We should also be excited about our current high-GPA students.

Changes in Student Affairs

As a result of three recent retreats, facilitated by Dr. Phyllis McCluskey-Titus (EAF), the Student Affairs directors and major staff rearticulated the division's vision and revised its mission. All goals directly relate to Educating Illinois, and the units will work to support those goals as appropriate to their units.

Major effort is being made to draw people to Bone Student Center. The facility now has a concierge desk on the first level and a new buffet in the 1857 Room, is changing the study den to a coffeehouse-type service, is replacing Taco Bell with a hot dog food service, and is expanding the existing University Club into a faculty-staff commons area. In addition, a new computer store will provide technical services and merchandise, and red carpet will be installed in the first level concourse. Plans are being developed to install seating on the "veranda" on the west side of Bone Student Center to encourage use in nice weather. Programs on the plaza, where a broad-spectrum of cultural-type events can occur, are being pursued with Milner Library. A food court on the second level is also being considered. An unveiling, described by Mamarchev as a "visual celebration of life at Illinois State" will occur on February 13, 11:00 a.m., in the Circus Room.

Other changes include: the grand opening of Brewster's (North Street side of Watterson) on January 29; the rededication of the new golf course in July; the featuring of a different ethnic menu weekly at South Side Dining; and a new Atkin-Colby facility, named "Traditions," where students can enjoy foods from other countries and/or ethnicities.

Remodeling of the Student Affairs vice president's office suite is in progress. An open house will be hosted when it is completed.

On an experimental basis, notification of a student's absence from class will be sent via e-mail to faculty and others involved. In this process, Student Affairs

adopts the humane attitude and accepts students' reasons at their word; faculty always have the prerogative to accept or reject the students excuses—and to allow or deny make-up work.

The Student Affairs staff is striving to reach out more and to partner more with various other groups to accomplish good for the University as a whole. The division has the capacity to contribute to building the campus culture; it is a matter of deciding what we want and then putting it into action.

Baum thanked Mamarchev for updating the Council regarding activities in Student Affairs and other endeavors in which she is involved.

Approval of Minutes

The minutes of the December 14, 2000, Council meeting were approved with the following corrections in the "New Business" section: The name of the committee is Educating Illinois *Coordinating* Committee, and the campus constituents' roles in the effort were to be *discussed* on December 20, rather than *explained*. The last sentence of the paragraph on the Sick Leave Bank was eliminated; the committee is not at this time considering expanding eligibility for use of the bank.

Provost's Liaison—Stanford for Zinck

University Policy

Anne Garrett, who maintains the web page for university policy, will provide a link to the AP web page that will provide ready access to policies in the draft stages. This link will make it easier for APs to review proposed policies.

Stanford distributed two draft policies for input from the Council. The draft of the policy on Administrative/Professional Staff Performance Appraisals proposes to delete the statement that performance appraisals can be appealed through grievance procedures established for AP employees, to include a statement indicating that AP staff can appeal their performance evaluations with the person to whom their supervisor reports, and the other proposed change is to delete the restriction of annual raises for AP staff hired after April 1. The draft policy on Educational Benefits proposes to allow AP staff and faculty to register for credit courses in excess of the number of hours for which tuition and fees are waived. The Council endorsed these changes and Stanford indicated the proposed policies will now proceed to the next level for approval.

Baum stated that currently a link from the AP Council web page to the policy site is in place.

Board of Trustees Representative—Quane

The Board of Trustees (BOT) will meet on February 16. The 8:00 a.m. session preceding the board meeting will focus on graduate education and research. Everyone is welcome to attend the session.

Committee Reports

Awards Committees (Nance/Pyne)

The Awards Committee's next meeting will review the process for nominating candidates for the AP Distinguished Service Award. The ceremony is scheduled for May.

The Team Excellence Award Committee has received approximately 15 applications. They are reviewing them and will make a recommendation to President Boschini between now and the February 15 Founder's Day ceremony.

Committee on Alcohol Policy (Pyne)

The committee is reviewing other schools' policies and trying to consolidate the various existing policies at Illinois State.

Committee for Diversity (Baum)

To aggregate this effort, the structure of the committee has been revised, eliminating the subcommittees that had previously been proposed. The subcommittee membership will be apprised of the changes.

Elections Committee (Bremner/Lopez)

Copies of the committee's proposal for the AP Council election process and timeline were distributed. The Council endorsed the process and the appointment of Mike Schermer as the Elections Officer for the upcoming election cycle. Baum will confirm this appointment in writing.

A major new feature of the process is the posting of nominations on the Council's web page as they are received and qualification is verified, enabling nominators to ensure their nominations were received. The Elections Officer will contact unacceptable nominations (i.e., those who have served two successive terms) to explain why the nomination is not being accepted. Should someone be elected to the Council who is precluded to serve (e.g., two continuing Council members are already from that unit), the Elections Committee will select the next highest vote getter and, should a member of the Council resign who was from that same unit, the "replacement" person will be the person "passed over" previously. Mailed ballots (on colored paper) will remain the method of voting.

A link to the complete process and the timeline appears on the Council web page. The upcoming election will solicit nominations in late February and the final results will be announced at the April AP Council meeting, with the new Council members being seated at the August Council meeting.

Old Business

Academic Senate and Shared Governance

In December, and based on the assumption that no Senate action would be taken until February, a draft letter was prepared stating the Council's reaction to the Senate's proposal on shared governance at that time, (i.e., the draft was prepared prior to and without the knowledge that the proposal would move from a discussion item to an action item at the Senate's January meeting). Accordingly, the Council agreed to revise the letter to reflect the Council's concerns subsequent to the Senate's January 24 action. Baum will e-mail a draft to Council members prior to sending it to the Senate.

New Business

Campus Master Planning

Young and Baum will clarify when the Council is scheduled to interact with members of the Campus Master Planning steering committee.

Council Meeting Schedule

2001

February 22, 1:30 pm Spotlight Room—Special guests: Representatives of the Campus Master Plan Steering Committee

March 22, 1:30 pm Spotlight Room—Special guest: Dr. Goldfarb

April 26, 1:30 pm Spotlight Room—Special guest: Dr. Boschini

May 24, 1:30 pm Spotlight Room

June 28, 1:30 pm Prairie II Room

The meeting adjourned at 3:05 p.m.

Respectfully submitted,
Cheryl Young, Secretary