

ILLINOIS STATE UNIVERSITY

**Administrative/Professional Council Meeting
August 23, 2001
Spotlight Room, Bone Student Center**

Present: Cheryl Young, Sally Pyne, Larry Jobe, Beverly Nance, Maureen Blair, Chika Nnamani, Steve Klay, Rob Flot, Molly Arnold, Jewel Gray, Jan Bremner, Jeff Lopez, Sue Zinck, Betty Kinser, Susan Blystone

Absent: Mike Baum

Guests: Tammy Carlson, Ben Ryburn, Jim Kellogg

Election of officers for 2001-02

Cheryl Young presented the slate officers for nomination on behalf of the departing Council members. The slate was accepted unanimously. The officers for 2001-02 include:

- Chair Chika Nnamani
- Vice-Chair Sally Pyne
- Secretary Steven Klay

Guest's Remarks

Tammy Carlson, Ben Ryburn and Jim Kellogg were present to represent a committee that had been working on a plan regarding disciplinary procedures for civil service employees. They presented the proposal for the plan that is slated to go into effect on January 1, 2002. This proposal will be posted on the civil service Website for interested parties to examine. Council members discussed this plan's possible application to A/P staff, including whether the Performance Appraisal Committee could explore this option.

Approval of Minutes

The minutes of the June 21, 2001 Council meeting were approved unanimously.

Liaison Remarks – Zinck

The A/P Mentor program that was proposed by the New Professionals Club was discussed. It was determined that Pyne will plan a reception for the new A/P staff, and forms for those interested in the mentor program would be distributed then.

Committee Reports

Awards – Arnold

No report

President's Campus Communication Committee – Gray

The committee met on 7/12/01 to discuss the 7/20/01 Message to the Board of Trustees. The message included a welcome to Ms. Cori Brown, the new Student Trustee. President Boschini is pleased at her high caliber. Three items on the BOT's agenda were featured:

1. Asking the Board to pay close attention to the Annual Review of Undergraduate Education Report.
2. There were positive comments in reference to President Boschini's raise in salary, with indications that it is well deserved.
3. That morning's historic meeting between the Illinois State University's Board of Trustees and Normal Town Council. The Committee hopes the spirit of cooperation continues.

Illinois Foundation Board – Lyons

No report.

Parking – Nnamani

Committee is working to put stop signs at the exits of parking areas that have proven to be hazardous to pedestrians.

Performance Appraisal Review – Arnold

A graduate class is working with the information gathered from the focus groups. This information will be condensed and further research will be conducted.

Academic Senate – Baum

No report.

Elections – Lopez & Bremner

Susan Blystone was introduced. She will be serving out the remainder of Martin Jackson's term on the Council, which concludes August, 2002.

UHEC, Task Force on Alcohol Policy – Pyne

Committee is moving forward on policy. Some pieces are complete.

Team Excellence Awards – Pyne

Will no longer be included in committee reports.

University Sick Leave Bank – Lopez

There have been no requests this summer.

University Web Planning & Advisory – Baum

In Baum's absence, Pyne reported that there would be an open meeting to discuss portals on Thursday, August 30 from 3 to 4 pm.

Old Business

Lopez and Bremner presented the following proposal which addresses Council attendance. Council members were asked to take it under consideration for discussion at the next Council meeting.

The Secretary of the Council is responsible for maintaining attendance records and for alerting the Chair of any unexcused absence.

If the Chair or Secretary of the Council is not provided with a reasonable and timely explanation for an absence, the absence will be considered unexcused. Two unexcused absences in an academic year could result in relinquishment of the Member's term.

After the first unexcused absence, the Council Chair will send a letter to remind the Member of the expectations for attendance and the consequences if a second unexcused absence occurs.

After the second unexcused absence, the Executive Committee and the Elections Committee will confer to review the case as presented by the Secretary of the Council. If the review results in a determination that the member should relinquish his/her term, the full Council will vote on such motion. The Chair of the Council will prepare a letter to the member to inform him/her of their resignation from the Council and a replacement will be determined to fill the un-expired term.

New Business

Nance announced the grand opening of the Minority Student Academic Center, taking place from 9:30 to 11 a.m. on Wednesday, August 29. The Center will be housed in the Campus Religious Center.

Adjournment

The Council meeting was adjourned at 3:05 p.m.

Respectfully submitted,
Steven Klay, Secretary

Future Meeting Schedule (all 1:30-3pm in Bone Student Center)

2001	
October 25	Prairie I
November 15	Spotlight Room
December 13	Spotlight Room
2002	
January 24	Prairie I
February 21	Spotlight Room
March 21	Prairie I
April 25	Prairie I
May 23	Spotlight Room