

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, October 13, 2016  
Spotlight Room, BSC

**AGENDA**

**In attendance: Zach McDowell, Jamie Neville, Susan Woollen, Greg Diller, Christine Bruckner, Rachel Kobus, Hope Fine, Tara Hjalmquist, Ron Gifford, Emily Vigneri, Rachel Caracci, Heidi Verticchio, Stephanie Duquenne**

**Excused Absence: Hannah Mesouni, Aaron VonQualen**

- I. Review of Agenda
- II. Approval of Minutes
  - a. **Approved.**
- III. Chair Remarks – Ron Gifford
  - a. **Thank you to Stephanie for organizing the bags, Homecoming, and shirts! Thanks to Rachel C. for organizing the bag distribution!**
  - b. **Discussed meeting with President Dietz.**
  - c. **Emily Vigneri announced that she has to resign her term due to accepting a Civil Service position on campus. Ron discussed replacement plans for Emily's term. Greg Diller has accepted the position of Elections Chair.**
- IV. Treasurer's Report
  - a. **\$33.20 remaining in Commodities.**
  - b. **\$1400 remaining in Contract.**
- V. Committee/Representative Reports
  - a. **HR Updates – Melanie Schaafsma FISA project is underway anyone who is transitioning to hourly the packets have been delivered; continued communications are going out to the employees who are moving up and communications are going out to people who are at \$3k and meet exemption to let them know why they aren't moving up; employment consultants are reaching out to all that are changing to hourly via phone call; HR is collecting any feedback regarding this project; Melanie provided all the AP's in finance in planning so we can move forward with selecting 5 and Ron has received 8 names for AP council can move forward with the selection**
  - b. **Academic Senate – Nikki Brauer - President attended an IBHE meeting before the 9/28 Senate meeting. Climate assessment was discussed. 25% of student population is underrepresented. Redbird Plaza should be ready in mid to late January. Payouts to pensions have exceeded the money allotted to higher education in the state. EAB (Educational Advisory Board, a consulting firm) has been having meetings with different entities on campus. EAB.com; use ISU log-in, can look at different whitepapers available. At last night's meeting, the role of EAB was further discussed. Homecoming was praised. New reporting structure of the Provost's area was discussed. A Task Force is going to be looking at ISU's Greek system. FLSA affected employees have received packets. SGA would like a formal review of the SCC and is working with a faculty member from Criminal Justice to get this in action. SGA is asking for an ad hoc committee for reviewing the SCC in the Senate and this got approved so there will be an ad hoc committee formed to look review the SCC.**
  - c. **Campus Communications Committee –Heidi Verticchio meeting next week**
  - d. **Foundation – Christine Buckner sending Stephanie notes to include in minutes**

- e. Awards – Rachel Caracci **no update on which office will be the team excellence lead; goal is to have postcard out by Nov. 1<sup>st</sup> and Rach will get info to Rach K. for website updates**
  - f. Elections – Emily Vigneri **pulling together info for Greg**
  - g. Programming – Stephanie
    - i. Save the date for Socials 4:30pm unless stated otherwise: *8/26<sup>th</sup>, 5pm Hyatt Place The Terrace; 9/30 Jessie's Grill, 10/28 Medici; 12/16 Swingers-Festive Holiday Attire contest; 1/27 Maggies; 2/24 Firehouse; 3/31 Cheeks; 4/28 Western Tab and May 19<sup>th</sup> Pub II*
    - ii. Krispy Kreme Fundraiser set 10/26 **info is out and 20 dozen have been ordered so far; Heidi V. will be collecting money and orders; will order 20 extra**
      - 1. Need volunteers **Please email Hope if you are free to help that morning**
    - iii. Brown Bag updates **Two ideas up for vote: VP LJ and the new Queer Studies minor and we will decide next month**
    - iv. Service Opportunities-Christine **Trick or Treat for a Change (INSERT WEB SIGN UP) and ISU LEADS mentor**
  - h. Communications—Rachel Kobus **Krispy Kreme relay will go out on Monday; pics have been updated on website so please check to make sure info is correct**
    - i. Newsletter ideas
  - i. Scholarship – Heidi Verticchio **no report**
- VI. New business
- a. Tshirt update
    - i. Pass out and collect \$
- VII. Adjournment **Christine motion to adjourn, Racheal C. 2<sup>nd</sup>**

NOTE: If you cannot attend the meeting, please contact Ron at 8-8298 or [rmgiff@IllinoisState.edu](mailto:rmgiff@IllinoisState.edu)