

Illinois State University
Administrative/Professional Council
1:15 – 3:00 pm; Thursday, October 29, 2015
Spotlight Room, Bone Student Center

AGENDA

Christine, Ron, Alex, Rachel, Ryan, Emily, Steph, Heidi, Greg, Susan, Maureen, Nikki, Aaron

- I. Review of Agenda
- II. Approval of Minutes **Heidi first, Rachel Second**
- III. Chair Remarks – Alex Skorpinski **Met with President Larry Dietz Tuesday for monthly updates which included: meeting with the Governor along with a couple of other University Presidents and addressed the Illinois State budget and Governor would like to move forward with a budget with some of his budget plan being accepted; Search for VP of Administrative Technology posted and AP will have a smaller group session with candidates. The timeline looks to be not rushed in order to develop a good final candidate pool of 4; COB open forums start tomorrow, Oct. 30th with resume's being up on the Provost page.**
- IV. Treasurer's Report **Ken now has access to AP funds in Budget Wizard with HR still handling transactions; Civil Service has double the GR budget as we do so Alex is looking into how costs are split moving forward**
 - a. Amendment to Treasurer Position Description **Treasure position will be the person to contact Budget office when the Treasurer position comes and goes; Treasure will report on the budget quarterly report unless more reports are needed and a final end of the year report**
- V. Committee/Representative Reports
 - a. HR Updates – Melanie Schaafsma **no report**
 - b. Academic Senate – Nikki Brauer **Senate minutes are attached**
 - c. Campus Communications Committee – Ryan Denham **committee has delivered quarterly report to BOT's which included budget concerns, technology concerns and resources and upcoming speaker series; new website News.illinoisstate.edu is the new hub of articles, stories and videos of ISU and will be the go to place to store ISU info; Giving Tuesday will be on Dec. 1st this year**
 - d. Foundation – Beth Keegan **no report**
 - e. Awards – Rachel Caracci **nominations are being accepted via online via my.illinoissate.edu; a call for nominations will go in the Report; Rachel has extra postcards if we chose to the Krispy Kreme fundraiser or if you need an extra**
 - f. Elections – Emily Vigneri **no report**
 - g. Programming –
 - h. Communications—Matt Keegan and Stephanie Duquette **Send anything you need to be included in AP newsletter to Stephanie or Matt**
 - i. Scholarship – Ron Gifford **Allocations have been behind and one student, at least, has not received it yet so Ron is working with Financial aid to follow up**
- VI. New business
 - a. Representative to serve on the F/S Email Migration Planning Team **Matthew Helm reached out to Alex for a rep for this team:-Ryan Denham offered to serve and was appointed**
 - b. Parking Advisory Committee-Maureen **School St garage is still by permitted space verses zones and discussion was regarding making School st a zone lot also; Maureen has parking utilization report to share; UHigh rep was voted on committee; temporary accommodations for disability you can call Parking; parking generates own dollars and pay for property purchases and costs them about \$600 per space for maintenance**
 - c. Children's Holiday Party additional funds of \$350 vote **motion to approve no more than \$850 for total expenses of holiday party including Horton costs and bounce houses**

- d. Krispy Kreme will more than likely move this to early next year
- e. Ron and Nikki will work on dates and locations

VII. Adjournment motion made by Stephanie 2nd Nikki

NOTE: If you cannot attend the meeting, please contact Alex at 8-7108 or ajskorp@ilstu.edu.