

Illinois State University
Administrative/Professional Council

1:15-3:00 pm; Thursday, January 23, 2014
Spotlight Room, Bone Student Center

MINUTES

Council Members present – Ken Fansler, Megan Koch, Debbie Lamb, Becky Mentzer, Matthew Murray, Stacy Ramsey, Maureen Roach, Melanie Schaafsma, Soemer Simmons, Alex Skorpinski, Beth Snyder, Emily Vigneri, Hurdylyn Woods

Approval of minutes-Minutes from December 12, 2013 approved; Motion by Stacy Ramsey, second by Debbie Lamb.

Chair's Remarks:

- Chair Skorpinski met with President Flanagan
 - Discussed pension updates
 - Upcoming searches for VFPF, CIO, and Assistant to the President for Diversity and Inclusion.
- Cleaned out Hovey 408B (C/S and A/P Council office) and plan to use this for a meeting space.
- Employee retention-exploring options for what we can do to keep employees at Illinois State.

Business Discussion Items:

- **Position descriptions**
 - Chair Skorpinski sent the updated position descriptions out last week. These are guidelines that need to stay up to date. The Council will review the descriptions annually. Send any changes or tweaks to Alex. He will be posting the descriptions to the website soon.
- **Search for Diversity & Inclusion Task Force**
 - President Flanagan has asked Council to provide 4-8 names of administrative professional employees who would be interested in serving on the task force.
- **Treasurer Subgroup Updates**
 - Chair Skorpinski has a rough draft of the position that he will share with the subgroup. Debbie Lamb will schedule a meeting for the group to meet and discuss the position description.

Committee/Representative Reports

- **Human Resources**–Melanie Schaafsma–
 - FY14 AP appointment notifications are being printed and mailed to employees. In the future, employees will receive notification at date of hire and anytime the appointment changes. Human Resources plans to have the letter available online through iPeople in the future.

- HR created an online search committee training for tenure track faculty searches and may use it for AP searches in the future.
- Employee retention-HR has talked about metrics. They currently survey employees when they leave but focus on check out and benefits. Before conducting a more thorough survey they need to develop questions and have a plan for how the information will be used.
- **Academic Senate** –Soemer Simmons–
 - First meeting since break was canceled.
 - VFPF committee received input from all VPs on the institutional priorities report.
 - The governor’s office provided three year budget projections.
- **Awards**–Beth Snyder–Derek Story was selected as the 2014 Esprit de Corps award winner. Plan to highlight award winners in the Report.
- **Foundation**–Beth Snyder-Next meeting is February 28, 2014
- **Campus Communications Committee**–Matthew Murray–no report.
- **Communications** – Emily Vigneri–Included the open sessions for the Library Dean Search on the Council Facebook page. If council members have information to be shared on Facebook let Emily know.
- **Elections** –Becky Mentzer–working on timeline for elections in March.
- **Grievance**-Nikki Brauer–no report
- **Programming** –Nikki Brauer-spring socials schedule created.
- **Scholarship**–Debbie Lamb–All renewable scholarships were renewed.

Adjournment – motion by Debbie Lamb; seconded by Matthew Murray.

Next meetings – 1:15-3pm

February 13, Spotlight Room

Special guests: President Flanagan and Larry Alferink (ISU Annuitants Association)

Socials –

Socials will now be held on the last Friday of the month for the spring semester.

January 31: Joe’s Station House

February 28: Entourage

March 28: Elroy’s

April 25: Rosie’s

May 30: Eleven