

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, May 23, 2013
Spotlight Room, Bone Student Center

MINUTES

Council Members present –Anjie Almeda, Gina Bianchi, Nikki Brauer, Jennifer Frobish, Ron Gifford, Debbie Lamb, Becky Mentzer, Matthew Murray (member-elect), Stacey Mwilambwe, Stacy Ramsey, Soemer Simmons, Alex Skorpinski, Beth Snyder, Derek Story and Hurdylyn Woods.

Approval of minutes-Minutes from April 25, 2013 approved; motion by Nikki Brauer, second by Hurdylyn Woods.

Guest Speaker:

Ryan Denham from University Marketing and Communications spoke to the Council regarding *STATEside*. *STATEside* is a daily blog that was launched last August. It is an off-shoot of the quarterly published *Illinois State* magazine and while the main target audience for *STATEside* is alumni, the blog has a mixed audience. *STATEside* contains student and alumni spotlights, photo galleries, video features and publishes one news story every weekday. Mr. Denham told Council members that *STATEside* staff are always looking for story ideas that have broad appeal and encouraged members to submit story ideas. Mr. Denham will be presenting to the Board of Trustees and other areas/groups to raise awareness for *STATEside*.

Chair's Remarks:

Stacey's final meeting with President Bowman was cancelled. Meetings will more than likely resume with incoming President Flanagan in the fall.

Committee/Representative Reports

- **HR Liaison** – Derek Story
 - Benefits Choice will end on May 31st. If employees have no changes, their information will roll over.
 - CMS was on campus May 2nd. Attendance was lower than anticipated.
 - Melanie Schaafsma will be returning in June to Human Resources as the Academic Employment Director. She is anticipated to be the new AP Council Liaison from Human Resources.
- **Academic Senate** —Soemer Simmons-
 - Elections
 - Daniel Holland and Susan Kalter were re-elected as the Senate Chairperson and Senate Secretary, respectively.
 - Senators Fazel, Hoelscher, Buckley and Stewart were elected as Faculty Representatives to the Executive Faculty Committee.

- Presentation: Compliance Working Group
 Lisa Huson and Alice McGinnis from University Counsel spoke to the Senate regarding the Institutional Compliance Program. There has been an increase in regulatory and compliance responsibilities placed on institutions which creates new risks. This Committee is working to provide a framework for a formalized compliance process that can be monitored by the University. Currently the Committee will be focusing on Information Technology Security, Campus Events such as conferences and Business Continuation/Emergency Preparedness. The policy will be posted to the General Counsel's website within the next few weeks.
- Chairperson's Remarks
 - New Senators were welcomed at the meeting.
 - Good luck to our student representatives on finals.
 - President Bowman was thanked for his service to the Senate. A reminder that a reception will be held for President Bowman tomorrow from 1pm-4pm.
- SGA Remarks
 - The Club Milner Dance Party was the biggest one yet. It is a relaxation activity for students during finals.
 - SGA members will meet on July 13th.
 - Members will be participating in Preview to inform new freshman and their families about the new campus smoking and bereavement policies.
 - President Bowman was thanked for his support of the SGA.
- President Bowman's Remarks
 - President Bowman discussed the current status of pension legislation down in Springfield. There has been no consensus yet by lawmakers.
 - President Bowman thanked the Senate for its support during his administration. He is looking forward to going back to an office in Fairchild Hall.
- Provost Everts' Remarks
 - Provost Everts thanked President Bowman for his service to the University. She also congratulated Darrell Kruger on his new position.
 - There have been decisions reached in the following searches:
 - Honors Director-Dr. Timothy Fredstrom will begin July 1st in the position
 - AVP Graduate Studies-Dr. John Baur has been named Interim Director. The search will be continued.
 - AVP Enrollment Management-All candidates have been on campus and Provost Everts believes a decision will be made soon.
- Vice-President Dietz's Remarks
 - VP Dietz also thanked President Bowman for his service and congratulated the graduating seniors in the meeting.

- He reported that there have been far fewer student deaths this year than compared to last year. He credited new prevention programs as well as better student awareness of said programs.
 - Information Item-The Academic Senate Meeting Schedule for 2013-2014 was distributed.
 - Advisory Item-05.08.13.01 Academic Plan
 - Misc
 - A Senate Resolution was passed making President Bowman an Honorary Senator for Life. He was presented with a plaque.
 - Shakespeare Festival will begin at Ewing Manor in June.
- **CCC** –Jennifer Frobish-Jennifer distributed highlights from the May Board of Trustees meeting. The Coffee Hour was used to announce the Dr. Flanagan as the new University President. The Board of Trustees thanked those who participated in the Presidential search process for their service. The Board also thanked former Board members Bob Dobski and Joanne Maitland for their service and welcomed new Board member Bob Churney. President Bowman expressed his confidence in Dr. Flanagan’s ability to lead Illinois State University. According to President Bowman, the University has received \$37 million from the State which is approximately half of our FY 13 appropriation. The University expects to receive the balance by the end of 2013. The Long Range Financial Plan Committee is expected to report on their findings and recommendations prior to the start of the new fiscal year. This weekend marks the 154th Commencement at Illinois State University and we anticipate graduating over 3,600 students. According to President Bowman, the Senior Campaign sponsored by University Advancement has seen roughly a 10% donation rate as of today’s meeting from the graduating seniors. President Bowman also reported that the University has set a record-high for admissions applications for the upcoming year with average ACT scores and GPA remaining competitive. Applications from under-represented groups are on the rise as well. After much discussion the Board of Trustees set tuition rates for the upcoming year, approving a modest tuition increase of 2.1%. While this action was recognized as necessary, the University must work to ensure we remain affordable. President Bowman received numerous accolades throughout the Board of Trustees meeting for his service and was presented with a plaque by the Shared Governance groups to honor his dedication and service to ISU and shared governance as a whole.
- **Foundation** – Gina Bianchi – The Development and Advisory Committee met last Monday but no resolutions were passed due to lack of quorum. The next Foundation meeting will be held on June 21st.
- **Awards**-Beth Snyder-No report.
- **Communications** – Alex Skorpinski-The newsletter email will be going out next week. Alex met yesterday with Civil Service Council members to establish a shared drive to store files. Both Councils will be able to store copies of emails, documents, etc. which will help in the yearly transition of officers/members. Alex will work on the folder structure for the drive. As of this time, permissions for access have yet to be decided.
- **Elections** –Anjie Almeda-No report.
- **Programming** –Nikki Brauer-No report.

- **Scholarship** –Debbie Lamb –There have been three applications submitted so far with the deadline being June 3rd. Debbie asked Alex if a reminder could be placed in next week's AP email.

Business/Discussion Items

- Summer Work Groups-Council members broke into Summer Work Groups to set up meeting times, set goals and elect a chairperson.
 - Grievance-Chair: Nikki
Committee members will be meeting June 20th with Derek Story and Mike Schultz from Human Resources. Committee goals are:
 - Review the AP Policy and identify issues/problems/areas for revision
 - Compare it to the Civil Service and Faculty policies/processes
 - Review the AP Grievance Panel process and structure
 - Explore whether we need to hold elections for AP Grievance Panel members or if we can adjust policy wording to include elected AP Council members as Grievance Panel members.
 - Assist Mr. Schultz with training documents/materials/program for when members may be called to service for a grievance.
 - AP Staff Onboarding, Marketing, Communication & Involvement
Campaign-Chair: Undecided
 - Coordinate with Human Resources as the onboarding of new AP staff will be done electronically.
 - Committee would like to provide information regarding AP Council with materials that are already sent to new AP staff. This information would include an introduction to the AP Council, current initiatives and members, how to get involved, upcoming events, an invite to attend a social or brown bag, etc. New AP staff could be invited to contact a member of the Council if they need assistance/support while settling in to the campus.
 - To address lagging involvement, the Committee would like for the Council to reach out to those individuals who run for elected positions but are not elected. These individuals can be invited to serve on committees. Furthermore, a campaign should be started to get additional involvement in committee work rather than trying to get more individuals to run for elected positions. Once people have served on committee, he/she may be more interested in running in an election.
 - Job Descriptions for Executive Board, Liaisons & Representatives, Awards Process, New Council Member Onboarding/Orientation-Chair Beth
Committee members will be meeting on June 13th and July 11th during the time regularly schedule for AP Council meetings.

- Stacy will pull together job descriptions she has on file. For those positions that do not currently have a description on file, Council members currently filling those positions will be asked to provide an outline of what he/she does and the time commitment involved.
- Committee members will review the timeline currently used for awards nominations.
- The Committee discussed creating an orientation/welcome folder for new AP Council members.
- Programming & Fundraising-Chair: Undecided
 - The Committee realized it would need to coordinate with other committees so as not to duplicate efforts. One suggestion was to provide a small gift such as cookies in a bag with a Reggie pin and an invitation to the first social to new AP staff.
 - Ideas for new/different Socials
 - Holiday party
 - Homecoming 5K-Organize a family-friendly group to participate
 - Bowling event
 - Cherry Berry social
 - Concerts on the Quad during the summer-get a group together
 - Shakespeare Festival social
 - U-Club
 - When inviting staff to first social, use Outlook so he/she can just accept the invite and it will be on his/her calendar as well as a reminder
 - Fundraising Ideas
 - Have people donate \$1.00 at each social rather than having the raffle in order to raise money for scholarships
 - Krispy Kreme donut selling event again
 - Softball game-Organize a team and play against another shared governance group to raise money
 - AP volunteers at Athletics concession stands to raise money
- Other
 - The Council thanked Jennifer Frobish for her service.
 - The Social was incorrectly listed as May 23rd in the agenda and the previous minutes. It will be held on May 30th at the Firehouse Pizza.
 - Ron will be sending out an email to all AP Council members regarding the election of next year's Executive Board. Anyone who is interested in running for President, Vice-President or Secretary should let Ron, Anjie or Soemer know.

Adjournment – motion by Ron Gifford; seconded by Anjie Almeda

Next meetings – 1:15-3pm

- June 13th-Regular Meeting Cancelled—Recommended Work Meeting for Summer Work Groups. Spotlight Room is available.
- June 27th-Room 412, State Farm Hall of Business

Socials – 5pm see website/Facebook for specific locations

- June 27th
- July 25th