

Illinois State University
Administrative/Professional Council

1:15-3:00 pm; Thursday, May 8, 2014
Spotlight Room, Bone Student Center

MINUTES

Council Members present –Nikki Brauer, Ken Fansler, Megan Koch, Debbie Lamb, Becky Mentzer, Matthew Murray, Stacey Mwilambwe, Stacy Ramsey, Melanie Schaasfma, Alex Skorpinski, Beth Snyder, and Emily Vigneri

Approval of minutes-Minutes from April 24, 2014 approved; Motion by Megan Koch, second by Stacey Mwilambwe.

Chair remarks

- Meeting next week with President Dietz was cancelled.
- AP and CS Council had a joint executive board meeting on Monday. The main topic of discussion was the perception of Academic Senate being “the” governing council on campus. Chair Skorpinski will be looking into this topic throughout the summer.
- Chair Skorpinski attended the Capital Planning Budget Team meeting yesterday. Discussed academic priorities for facility improvements. Three main focus areas included the visitor experience, emergency management, and flexible classroom space. A status update for major projects was provided. The construction project on Capen Auditorium is ready but the University had a slight problem in procurement with the state. Normal Theater and CPA will be used for classroom space in the fall and possibly the spring. The design review for Felmley steam tunnels is complete. The College of Fine Arts analysis is completed and moving on to the next stage. Not much details on design documents and planning for overflow. University Galleries in Uptown Normal is under construction with plans to move over in late August and open in the fall. Furniture for the first floor of Hovey Hall should be delivered in July. The weather has affected the University’s ability to get things done this spring.

Business Discussion Items

- **Parking representatives**-Matt Lyons and Bridget Reeland will continue to serve on Parking Advisory Committee. Chris McCombs will no longer be serving. Be thinking about another representative to serve on the committee and send ideas to Chair Skorpinski.

Committee/Representative Reports

- **Human Resources**–Melanie Schaasfma–
 - Over the past few weeks Melanie Schaasfma, Colette Homan, and Jessica Norris have been meeting with colleges discussing underutilization for areas including minorities, women, and veterans. There will be new reporting requirements in October that include providing evidence of where we are reaching out for open

positions. HR will continue to ask hiring managers where they are advertising to include in reporting efforts. HR is also looking for places to reach out to underutilized areas and if you have ideas for groups to partner with please let Melanie know.

- **Academic Senate** –Nikki Brauer–
 - Nikki will send notes from Academic Senate meeting on May 7
- **Awards**–Beth Snyder–*no report*
- **Foundation**–Beth Snyder-next meeting in June
- **Campus Communications Committee**–Matthew Murray–
 - Board of Trustees meeting tomorrow. The coffee hour topic is ISU Leads by Erin Thomas.
- **Communications** – Emily Vigneri–
 - Email going out next week
 - Making announcements on Facebook
- **Elections** –Becky Mentzer–*no report*
- **Programming** –Nikki Brauer-
 - Stacey and Nikki are planning a brown bag with President Dietz for this summer
- **Scholarship**–Debbie Lamb–
 - Currently have three application
 - Scholarship deadline is May 16

Adjournment – motion by Becky Mentzer, second by Debbie Lamb.

Next meetings – 1:15-3:00 p.m.

May 22, Spotlight Room

Socials –

May 30: Eleven