

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, July 27, 2017  
1 East Conference Room, BSC

**AGENDA**  
**Attendance:**

Guest Speaker: Brian Beam, Executive Director of University Marketing and Communications, to speak on Campaign

- I. Review of Agenda
- II. Approval of Minutes-no past minutes to approve
- III. Chair Remarks – Ron Gifford Ron met with Tammy Carlson and is trying to invite her an upcoming meeting regarding the compliance of Civil Service category and AP category; Per the BOT past meeting, Dietz’s contract will get extended for the next 60 days until a contract is drafted. First meetings of the 2017-2018 year will be Aug. 17<sup>th</sup> and then Aug. 21<sup>st</sup>. Invites will be sent out soon without a location because we will have to change rooms for some meetings.
- IV. Treasurer’s Report Current balance of \$2,000; the remaining balance of \$40.66 for Hancock for holiday party will be paid
- V. Committee/Representative Reports
  - a. HR Updates – Melanie Schaafsma
  - b. Academic Senate –
  - c. Campus Communications Committee –Liz Chupp
  - d. Foundation – Christine Buckner
  - e. Awards – Rachel Caracci Discuss timeline: hoping to move deadline up from a dec. deadline to a November 17<sup>th</sup> deadline, waiting for Civil Service to agree on this change; Award form is updated and ready to go online; in August Hope will ask for three more committee members; end of sept. post card will go out; an email relay will follow that postcard
  - f. Elections – Jamie Neville
  - g. Programming – Stephanie Duquenne Social tonight at Schooners
  - h. Communications—Rachel Kobus Enews for AP went out this week; still waiting on a couple more photos for scholarship recipients for web; will add new members to page by our first August meeting—Do we need to schedule pics for these new members? Yes, we will want to schedule pics later in August
  - i. Scholarship – Heidi Verticchio Awarded 9 students
- VI. New business
- VII. Adjournment

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