

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, August 22, 2013
Room 401, Stevenson Building

MINUTES

Council Members present –Nikki Brauer, Stephanie Duquette, Ken Fansler, Megan Koch, Becky Mentzer, Matthew Murray, Stacey Mwilambwe, Maureen Roach, Melanie Schaafsma, Soemer Simmons, Alex Skorpinski, Beth Snyder, Emily Vigneri

Approval of minutes-Minutes from August 8, 2013 approved; Motion by Matthew, second by Nikki.

Chair's Remarks: Working with Jay Groves to schedule monthly meetings with President. Meeting with Stacy next week to run through responsibilities of the Chair. President Flanagan announced modest faculty/staff salary increase, retroactive to July 1, in email earlier this week.

Homecoming: Homecoming is September 30-October 6. Stephanie brought Homecoming goodies to share. This year the save the date cards have a QR code for the Guidebook app which will be used in place of printed schedules and maps. Be sure to download the app. F/S postcard with sticky tag will be mailed next week. This year there will be no free tailgating lots. Every lot is pre-paid. Visit the Homecoming, Parking Services, or Athletics website to reserve a spot. Spots can be purchased the day of if still available.

We also discussed purchasing candy bags to pass out to children at the parade. Last year the Council approved up to \$800 to cover the Homecoming parade and the Children's Holiday Party. The Council approved up to \$800 for bags again this year. Motion by Becky, second by Nikki. Stephanie has offered to help to order the bags through the vendor Alumni Relations uses for other Homecoming goodies.

Committee/Representative Reports

- **HR Liaison** –Melanie Schaafsma-Mentioned salary increases. Human resources is not aware of the increase amount or date. Busy time for hiring. Human resources will be better staffed here in the near future.
- **Academic Senate** —Soemer Simmons-No Report. The next Academic Senate meeting is scheduled for August 29, 2013.
- **CCC** –Matthew Murray-No report. Next board meeting in October.
- **Foundation** – Beth Snyder-No report. Next board meeting in October.
- **Awards**-Beth Snyder-No report.
- **Communications** – Alex Skorpinski-Will send another email next week to promote the social. If anyone has something they want to share let Alex know. Stacey has submitted the AP Redbird Rumble team for Homecoming. If you signed up you are scheduled to

participate. Emily Vigneri will take Alex's place as the chair for the Communications Committee. Matthew will actively manage Facebook.

- **Elections** –Becky Mentzer. No report. Meeting scheduled with Anjie next week.
- **Programming** –Nikki Brauer-No report.
- **Scholarship** –Debbie Lamb –No report.

Summer Work Group Reports

- Grievance-Nikki, Chair
 - Checking in with HR after Labor Day
- AP Staff Onboarding, Marketing, Communication, and Involvement Campaign-Emily V., Chair—Emily shared the AP Involvement handout. The committee is continuing to brainstorm ways to effectively communicate with APs.
- Job Descriptions for Executive Board, Liaisons, and Representatives, Awards Process, New Council Member Onboarding/Orientation-Beth, Chair
 - Changes/updates to the nomination form have been made
 - Working with CS and Team Excellence on consistent timeline. The timeline is being move up.
- Programming and Fundraising-Stacey M, Chair
 - See below Fall programming

Business/Discussion items

1. Committee involvement: Discussed how to make sure the work from the summer groups continues. Each committee chair provided a brief overview of the responsibilities of their committees so new members could choose a committee to join.
 - a. Programming committee members: Nikki-chair, Stephanie, Stacey, Matthew, and Soemer
 - b. Awards committee members: Beth-chair, Ken, Stephanie, and Maureen
 - c. Scholarship committee members: Debbie-chair, Becky, Ken, Maureen, Megan, and Ron
2. Krispy Kreme donut fundraiser: Decided to work with CS Council on the Krispy Kreme fundraiser again this fall. Alex will work with Lois Soeldner to organize it.
3. Fall programming: The summer work group has developed a plan with monthly programming for the academic year. The list is attached. If anyone has additional ideas, please forward them to the committee. The committee has decided to use brown bags for a hot topic discussion. Socials will now be a responsibility of the programming committee. We will continue to schedule these for the last Thursday of the month (depending on the month). It was also decided that we will schedule the socials for the entire semester, rotating locations, and then evaluate the success at the end of the semester and plan for the next. The Fall schedule has been added to the University calendar (August-Firehouse, September-Gil Street, October-Marriott, November-Swingers).
4. AP and CS positions: Much discussion was spent addressing searches for AP and CS employees. AP employees are reaching out to Council members about their concerns with the changes. We discussed options for addressing employee concerns. One idea was to provide a FAQ that provides details on the changes. Another idea was to use the AP website for employees to ask questions. We also talked about sharing what we are

hearing with HR and allow them to respond or help assist them in responding. As a shared governance group on campus we feel it is our obligation to do something for AP employees. Executive board will discuss further and get back to the Council. This will be the first business discussion item for next meeting.

Adjournment – motion by Stephanie Duquette; seconded by Soemer Simmons

Next meetings – 1:15-3pm

September 12, Spotlight Room

Socials –see website/Facebook for specific locations

August 29th-Firehouse-5 p.m.