

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, August 23, 2007
Spotlight Room, Bone Student Center

MINUTES

Council Members present - Mboka Mwilambwe, Mindy Mangialardi, Nikki Brauer, Pam Cooper, Anjie Almeda, Teri Farr, Maureen Smith, Becky Mentzer, Melissa Moody, Michelle Schuline, and Alex Skorpinski

Ex-Officio Members present – Stacy Ramsey, Rachel Calhoun, and Derek Story

Approval of minutes – Approval of minutes was delayed until the 9/13/07 meeting.

Chair's remarks – Mboka Mwilambwe

Mboka thanked council members for their support and extended appreciation on behalf of the council to outgoing executive board members, Steve Klay, Mindy Mangialardi, and Mark Vegter for their service and commitment to the council in the past year. Mboka hopes to build on areas of progress in a collaborative environment with A/P Council members and employees. Mboka is embracing the role of Chair and working to transition into committees where the AP Chair is a standing member as well as scheduling meeting time with President Bowman. Mboka welcomed and encouraged agenda items for his meetings with President Bowman (suggestions included childcare, A/P salary review process), which begin 8/29/07. Mboka also stressed the importance of the council meeting attendance policy.

Committee/Representative Reports

- **Foundation** – Larry Lyons – No report
- **Scholarship** – Debbie Lamb – Maureen Smith reported on behalf of Debbie Lamb that two scholarship recipients (\$2000/each) have been chosen for this fall and there will be an additional call for applicants for a single spring selection (\$2000). She feels the scholarship has been very positive for the A/P Council. Scholarship recipients and their parents will be acknowledged at the faculty/staff luncheon at Homecoming. Scholarship details will be available on the A/P website and scholarship selection criteria will be brought to the council in a future meeting.
- **CCC** – Stacy Ramsey – No report
- **Academic Senate** – Ron Gifford – No report
- **HR Liaison** – Derek Story – Derek reported that the A/P salary review program is still being worked on internally within HR. Orientation for all new faculty and staff has been revamped and is very successful. A new welcome video has been created which focuses more on the benefits of working at Illinois State University. Leonard Grinstead is the new HR representative and will likely replace Derek as HR Liaison to the council. Derek reported regarding increasing the monetary award for A/P Distinguished awards, Mboka would need to follow up with VPs,

seek their approval and also make the chair of the Civil Service Council aware as a courtesy. Derek asked Mboka to follow up with Ira Schoenwald on the appointment of the new chair of the A/P grievance panel. Derek also inquired if having a Human Resources staff member on the grievance panel would be considered a conflict of interest.

Business/Discussion Items:

- **A/P Website** – Mboka introduced Alex Skorpinski as the new webmaster for the A/P Council website and thanked him for his enthusiasm. Alex asked the council to consider an ideal wish list for functionality of the website in an effort to revamp the web presence of the A/P Council. Alex will bring a story board concept of the website including goals by timeline to an upcoming council meeting. Alex asked council members to email him with any ‘big picture’ ideas for the website and plans a target go live date for the end of October 2007
 - Ideas mentioned at the meeting included: a resource for A/P employees with links to HR website, intranet bulletin board similar to State Farm (i.e. for childcare and sale items), photos and bios of award winners, a photo/quote section for A/P employees (in a ‘what’s your story’ format)

- **Committee Appointments**
 - Elections – Mindy Mangialardi, Teri Farr, (administrator TBD)
 - Parking – tabled until September 13, 2007 meeting
 - Awards – Rachel Calhoun (members include 2007 award recipients)
 - Scholarship – Debbie Lamb, Maureen Smith
 - Constitution – Stacy Ramsey, Nikki Brauer, Becky Mentzer

- Suggestion was made for creation of an ad hoc **Communications** committee which would handle newsletters, brown bags, and spotlights on A/P employees. Stacy Ramsey and Nikki Brauer volunteered to serve this year

- **Activities for the Year**
 - **Brown Bags** / Potential **guests** for council meetings
 - Ira Schoenwald – discussing ‘broad banding’
 - Director of Health Services
 - Dan Holland - Chair of Academic Senate
 - Steve Adams – VP Student Affairs
 - Dick Runner – discussing campus master plan and rec building

 - **Homecoming Parade** – discussion of possible participation in the homecoming parade this year, potentially featuring 2007 award winners and scholarship recipients, or staffing a food booth as a fundraiser. Teri Farr and Anjie Almeda volunteered to assist in coordination. Mboka will add this as an agenda item for the 9/13/06 meeting to gauge interest and invite additional ideas and participation.

- Adjournment – Motion for adjournment by Anjie Almeda and seconded by Mindy Mangialardi. **Next meeting 9/13/07 in the Spotlight Room**