

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, August 23, 2012
Spotlight Room, Bone Student Center

MINUTES

Council Members present - Stacy Ramsey, Anjie Almeda, Rebecca Baker, Nikki Brauer, Ron Gifford, Debbie Lamb, Becky Mentzer, Stacey Mwilambwe, Soemer Simmons, Alex Skorpinski and Dane Ward

Ex-Officio Members present – Gina Bianchi, Jennifer Frobish, Beth Snyder and Derek Story

Approval of minutes-August 9, 2012 minutes were approved, motion by Nikki Brauer, second by Debbie Lamb.

Committee/Representative Reports

- **Academic Senate** —minutes can be accessed at:
<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
Stacy did not have a chance yet to send the email out to all AP staff asking for interest to serve as the representative. She will try and do so before the first Academic Senate meeting on August 29th.
- **Awards**-Beth Snyder-no report
- **CCC** – Jennifer Frobish – no report
- **Communications** – Alex Skorpinski-Alex showed Council members a mockup of the electronic newsletter. He is working with Kyle to tweak the layout. It is similar to the *Report* in that it has space for feature stories, Council minutes, deadline and event information, etc. Older versions of the newsletter will be archived on the AP Council website. The newsletter is tentatively named *AP Council Update*. If anyone has any other suggestions, please let Alex know. The question was asked about the banner at the top of the newsletter and whether the photo would change with each issue. It was decided for consistency, the same banner would be used with each issue but may be updated to reflect seasonality. The committee hopes to send an abbreviated version of the newsletter out on Tuesday, August 28th. The committee would then meet during the first week of September to discuss content for the next one. Anyone who has any content suggestions should contact committee members.
- **Elections** – Anjie Almeda –Unless we are asked to assist with a search, we won't have anything until Council elections in spring. A question was raised about the Grievance Panel's staffing level. We currently have 11 members and 15 are needed. Council members discussed if the empty positions needed to be filled and if so, how do we go about doing it. It was decided Anjie would contact those individuals who had run for the Council in the last election, but were not elected, to see if they would be interested. Alex will get those individuals' names and Derek will get Grievance Panel policies/descriptions to Anjie. Jennifer volunteered to help Anjie with contacts. Derek

informed the Council that those who serve on the Grievance Panel must go through training at least once a year.

- **Foundation** – Gina Bianchi – Gina has been assigned to a new committee.
- **Programming** – Nikki Brauer – no report
- **Scholarship** – Debbie Lamb – Received thank you note from scholarship recipient, Andrew Arthur.
- **HR Liaison** – Derek Story
 - AP Stats-Derek gave a presentation to Council members regarding the AP population at ISU in terms of demographics/statistics. Derek cautioned that the information he provided was a snapshot from July and that the numbers are continuously changing. Anyone wanting official statistics should contact the Planning, Research and Policy Analysis Office.
 - Pension Issue-No update on the pension/benefits issue.
 - Rehiring Retirees-Legislation is still being discussed. Definition of time frame conversions and who will all be affected is still pending.

Business/Discussion Items

- Homecoming Bags-The bag we used last year has been discontinued. The company has a similar bag which costs more but we could use the same design as last year. The Council discussed how many bags should be ordered and the pricing for each quantity. Stacy reminded the Council that we would most likely be splitting the cost of the bags with the Civil Service Council again. It was decided to order 2,000 bags. A motion was made by Ron Gifford, second by Nikki Brauer, to spend up to but not exceed \$800.00 for the bags. Motion passed. Stacy will contact the Civil Service Council to let them know so they can vote at their next meeting. It was decided to have the bags shipped to Hovey this year. Stacy will give Jennifer the shipping address.
- Pictures for Website-Stacy asked new Council members who needed to have a photo taken for the AP Council website. It was determined Becky, Beth, Dane, Emily and Gina need photos. Stacy will contact University Marketing and Communications (UMC) to let them know. UMC staff will set up appointments with these members.
- Committee Selection-Members were asked to volunteer for Council committees for the upcoming year. Committee membership is as follows:
 - Awards Committee-Beth Snyder (chair), Stacey Mwilambwe, Soemer Simmons and Alex Skorpinski
 - Elections Committee-Anjie Almeda (chair), Jennifer Frobish and Soemer Simmons
 - AP Constitution Review Committee-Stacy Ramsey (chair), Nikki Brauer, Jennifer Frobish, Ron Gifford, Soemer Simmons and Alex Skorpinski
 - Programming Committee-Rebecca Baker (co-chair), Nikki Brauer (co-chair), Gina Bianchi
 - Scholarship Committee-Debbie Lamb (chair), Ron Gifford, Becky Mentzer, Maureen Smith, Beth Snyder and Dane Ward
 - Communications Committee-Alex Skorpinski (chair), Emily James, Soemer Simmons and Beth Snyder

- Constitution Review-The Council reviewed revisions made to the existing Constitution and offered suggestions/clarifications. Stacy will make the suggested revisions and we will vote on the Constitution at the next meeting. Stacy provided the Council with talking points to make it easier for the AP population to recognize the changes made when voting to approve the new Constitution. Anyone who has additional talking points should forward them to Stacy.

Adjournment – motion by Ron Gifford, second by Nikki Brauer

Next meetings – 1:15-3pm

- September 13th – State Farm College of Business, Room 412
- September 27th - Spotlight Room, Bone Student Center

Socials – 5pm see website/Facebook for specific locations

- August 30th
- September 28th