

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, September 14<sup>th</sup>  
3<sup>rd</sup> East Lounge, BSC

**AGENDA**

**Attendance: Susan Woollen, Zach McDowell, Hurdylyn Woods, Amelia Noel-Elkins, Heidi Verticchio, Amanda Papinchock, Ron Gifford, Hope Fine, Rachel Kobus., Christine Bruckner, Jamie Neville, Stephanie Duquenne**

**Approved absence: Nikki Brauer, Liz Chupp and Rachel Caracci**

- Review of Agenda
- Approval of Minutes **Heidi approved; Hurdylyn 2nd**
- Chair Remarks – Ron Gifford **Met with the President last week. He was concerned about the Civil Service job review but mentioned one school is pushing it but ISU will be continuing to keep a pulse on it; the President is getting a feel of campus as the start of the school year and if you have any concerns or issues, please send them to Ron to bring to the President. Ron would like to thank Jamie for getting AP Council involved in House Calls- Great Opportunity!; A draft of Educating Illinois has been created, name changed to Educate, Connect, Elevate Illinois State University. Round tables and forums will be available. Oct. 10<sup>th</sup> the committee will come to AP council and material will be distributed prior to AP council prior to this meeting for review**
- Treasurer's Report
  - a. **We have 1959.34 in our account.**
  - b. **I have submitted a bill to Shannon for 63.00 to pay for the cost of technology in the Dobski Conference Center.**
  - c. **I have also submitted a bill to Shannon to pay our portion of the postcards and mailings. This will be roughly 174.00**

**Committee/Representative Reports**

- Academic Senate – Amelia **Committee meetings and Faculty Caucus met last night; Committees prepared for the upcoming year**
- Campus Communications Committee – Liz Chupp **No Report**
- Foundation – Christine Buckner
  - i. **Faculty/Staff/Retiree Campaign Committee: Christine is on this committee to involve more F/S/R in giving beyond the Gladly we Give employee campaign and developing an outreach plan; Christine asked for more data to help guide this plan such as how many AP's already give, of those, who are Staff and who are Faculty, etc.**
  - ii. **Will meet on this Saturday and Christine will provide remarks about the AP council and what are the initiatives for the council this year**
- Awards – Rachel Caracci/Hope Fine **Post cards are ordered and will be sent out Oct. 6<sup>th</sup>; the deadline is November 17<sup>th</sup>; Finance and Planning is in charge of the Team Excellence Award; it will be in the Sept and Oct. AP newsletter**

- Elections – Jamie Neville **No report**
- Programming – Stephanie Duquette, Christine and Hope
  - Service Sign Ups –Christine
    - **September:**
    - ISU Child Care Center
    - Human Library
    - House Calls
    - **October:**
    - Habitat for Humanity-**Deadline to sign up through Christine is 9/29**
    - Homecoming (distribute bags at the parade)
    - ISU Child Care Center
    - Choose a kid(s) for Holiday Helper (sponsorship begins early October) – gifts should value approximately \$40
    - **November:**
    - Blankets for PATH
    - Send gift in for Holiday Helper (before Thanksgiving Break)
    - **December:**
    - Holiday Helper Wrapping Parties: December 5/6 from 6-9pm
    - Holiday Helper Parties (December 9th)
  - Brown Bag-Steph
    - What ideas and when: **Tree Tour Patrick Murphy (fall) ; Tour of the Archive (winter); LBGTQ institute: Title IX (Around April because Sexual Assault Awareness Month)**
  - Children’s Holiday Party
    - **Will spend \$540 on bounce houses and \$118 on Horton Fieldhouse; we will plan on \$800, motion made by Heidi to and Christine 2<sup>nd</sup>, approved by council**
  - Bone Updates:
    - This week: September 11-15
      - Please join us for the BSC Revitalization Groundbreaking Ceremony/Dobski Conference Room Dedication tomorrow at 10:30.
        - The event will take place outdoors, on the east side of the BSC.
        - Those who attend will have the opportunity to take “dig” photos and will receive a free t-shirt to celebrate the start of the revitalization, while supplies last.
      - The “To those who fell in love at ISU” bench has found a temporary location during the renovation due to popular demand. The temporary location is between the Bowling and Billiards Center and Milner Library, near the outdoors stairs that lead to Milner Plaza.
    - September 18 - 22
      - Beginning September 21, the existing first floor east entrance to the BSC will be closed, and an alternate entrance will be accessible.
      - A walkway/tunnel will be constructed September 18-20 for the new, alternate entrance to the BSC on the east side of the first floor (entrance will open to the Milner Plaza hallway/stairwell).
        - The new sidewalk located in front of the Bowling and Billiards Center will lead to the new alternate entrance.
      - Beginning September 22, the BSC courtyard will go offline so that Core Construction can begin prep work on that space.
- Communications—Rachel Kobus **Rachel heard back regarding head shots, please let Rachel know by the end of next week if you would like one; For the next spotlight, wanted to do a feature on all new members, Christine will reach out**
- Scholarship – Heidi Verticchio **No report**
- HR Updates – Melanie Schaafsma
- New business
  - i. **Stephanie will make AP Council Button**

- ii. What else can AP be focusing on in the upcoming year:
  1. How can AP get more involved in sculpting the updated Strategic Plan; we need to be more vocal about this
  2. How do we leverage our voice and how do we involve more AP outside the counsel
  3. How to improve the monthly Socials: signage, change it up to more inclusive, identify offices with high concentrations of AP and personally invite these offices (both for socials and brown bags)

- Adjournment Jamie first motion, Susan 2<sup>nd</sup>; motion approved

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