

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, September 22<sup>nd</sup>, 2016  
Kasten Board Room, Alumni Center

**AGENDA**

**Attendance: Christine Bruckner, Hope Fine, Zach McDowell, Heidi Verticchio, Greg Diller, Ron Gifford, Melanie Schaafsma, Nikki Brauer, Rachel Kobus, Rachel Caracci, Emily Vigneri, Susan Woollen**  
**Excused absence: Jamie Neville**

- I. Review of Agenda
- II. Approval of Minutes
  - a. **Approved**
- III. Chair Remarks – Ron Gifford
- IV. Treasurer’s Report:
  - a. **Heidi reported printing costs from last year to provide benchmark for printing costs this year.**
  - b. **Heidi does not have access to Foundation accounts.**
  - c. **Susan indicated that we can move money around from contractual and commodities lines.**
- V. Committee/Representative Reports
  - a. **HR Updates – Melanie Schaafsma - Making sure that everyone saw Benefits choice portal announcement. FLSA update: New teaching minimum is at least \$3000 a month or higher. All advisors and several other academic A/P titles are included in that. Looked at every JD for A/P and CS employees. Minimum is posted on website. Nothing is changing with anyone’s classification, just how salaries are paid. Much smaller pool than initially thought. Procedure will be suggested to departments for requesting overtime.**
  - b. **Academic Senate – Nikki Brauer - last Senate meeting was cancelled. Planning and Finance subcommittee – discussed what the process will be this year. Last year, the process was studied and was lined up more with Educating Illinois. Last year, VPs had to respond and share how they were meeting priorities. Have been discussing how to change the process so that planning for priorities is done differently. Susan will be attending the meeting next week in Nikki’s absence.**
  - c. **Campus Communications Committee –Heidi Verticchio - More happening nearer to next BoT meeting**
  - d. **Foundation – Christine Buckner – Homecoming related items coming up**
  - e. **Awards – Rachel Caracci – Team Excellence person has yet to be named. Rachel cannot print anything until she knows that information. Deadline is probably going to be in December and committee will have to meet then. Rachel asked for up to \$300 for printing costs for the postcard. Nikki motioned, Heidi seconded. Motion passes.**
  - f. **Elections – Emily Vigneri – No report**
  - g. **Programming – Stephanie**
    - i. **Save the date for Socials 4:30pm unless stated otherwise: 8/26<sup>th</sup>, 5pm Hyatt Place The Terrace; 9/30 Jessie’s Grill, 10/28 Medici; 12/16 Swingers-Festive Holiday Attire contest; 1/27 Maggies; 2/24 Firehouse; 3/31 Cheeks; 4/28 Western Tap and May 19<sup>th</sup> Pub II**
    - ii. **Krispy Kreme Fundraiser set 10/28<sup>th</sup>→ Krispy Kreme is coming up! Order deadline of a week before (19<sup>th</sup>). Delivered on 26<sup>th</sup>. \$3.75/dozen is our cost, we sell them for \$8. Checks to Civil Service Council. We will not carry exact change but will accept cash and checks.**
    - iii. **Brown Bag updates - Tara not present**
    - iv. **Service Opportunities - We need people to volunteer for Homecoming. Children and spouses can participate. 9-10am. Contact Rachel Caracci if you want to volunteer at Homecoming. Christine will reach out to Skylar Guimond about service opportunities.**

h. Communications—Rachel Kobus

i. Newsletter ideas – next newsletter is going out on Monday. Recap of service performed lately.

i. Scholarship – Heidi Verticchio - no report

VI. New business

a. T-shirt update – Stephanie got a quote from new t-shirt place in Uptown Normal. Stephanie will take t-shirts orders and collect payments. Athletic grey with red writing.

VII. Adjournment - Motioned by Rachel, seconded by Heidi.

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