

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, August 22, 2013
Spotlight Room, Bone Student Center

MINUTES

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

Approval of minutes-Minutes from August 23, 2013 approved; Motion by Soemer Simmons, second by Ken Fansler.

Chair's Remarks: Council members should have received an invitation by campus mail for dinner with President Flanagan on October 8 in the Prairie Room. Respond to University Events as soon as possible. Attire is business professional.

Merit based raises have been announced.

Alex talked to Melanie Schaafsma as well as Tammy Carlson in Human Resources about the C/S and A/P positions concerns. Alex summarized what was discussed at our last meeting and explained how employees have contacted council members about the lack of communication and/or confusion regarding the issue. Tammy said they are working with managers as positions open but they have not taken any proactive measures for addressing all University employees. She also noted that they are not planning to flip positions. Human Resources received the audit from the State University Civil Service System and is working through the document now. Tammy's goal is to meet with hiring managers affected by employees from the audit soon. Tammy also serves on a statewide board that is looking at these issues. If an employee contacts the Council about this issue, we are encouraged to contact Colette Homan, Melanie Schaafsma or Tammy Carlson in the HR Office. Alex is organizing a small discussion with Human Resources and the A/P Council Executive Board including Stacey Mwilambwe and Nikki Brauer. The purpose of the meeting is to find out as a council how we can help and appropriately direct people as things come up. This topic could be a possible Brown Bag for hiring managers in the future. On another note, the calls managers have received about position description reviews are not related to this issue.

Business Items:

- 1. Krispy Kreme fundraiser:** In discussions with C/S Council for donut fundraiser. Looking at possible dates toward the end of October. Lois is happy to work with University to set this up on the quad. Last year we used the funds to award more scholarships. Debbie will send out a date next week and ask for volunteers.

- 2. Homecoming parade:** Bags are ordered and we have permission to hand them out during the parade. We need volunteers to work the parade route. If interested, meet at 9:15 a.m. on the first floor of Hovey Hall using the side door. Debbie will send out an Outlook invitation to those who expressed interest.

Committee/Representative Reports

- **Academic Senate** —Soemer Simmons. See attachment that Soemer provided.
- **Awards**-Beth Snyder.
- **Communications** – Emily Vigneri. Met with Alex yesterday. Will provide copy to Alex for emails. Alex will continue sending them. She is creating a calendar for what should be included in all emails.
- **Elections** –Becky Mentzer. Asked by Provost Office to put a call out for AP members from the library to serve on the Library Search Committee. Not having luck with finding an employee to volunteer. Less than 15 AP members in the library.
- **Grievance**-Nikki Brauer. Setting up a meeting for committee to meet next week.
- **Programming** –Nikki Brauer. Will begin working on Holiday Children’s Party soon.

Miscellaneous

We also talked about supporting U-Club in November. Another topic was having a few guest speakers at Council meetings. Jeff Hill and Larry Lyons were mentioned.

Adjournment – motion by Nikki Brauer; seconded by Stacy Mwil

Next meetings – 1:15-3pm

September 26, Spotlight Room

Socials –see website/Facebook for specific locations

September 26-Gill Street