

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, November 10, 2011
Spotlight Room, Bone Student Center

MINUTES

Council Members present - Stacy Ramsey, Teri Farr, Rebecca Baker, Nikki Brauer, Pam Cooper, Binoy Edathiparambil, Ron Gifford, Ryan Gray, Debbie Lamb, Joshua Reid, Soemer Simmons, and Alex Skorpinski

Ex-Officio Members present – Rachel Calhoun, Larry Lyons, Brian Huonker, Jennifer Frobish, and Derek Story

Approval of minutes –approval of October 27, 2011 minutes were approved, motion by Rebecca Baker second by Soemer Simmons

Chair's remarks –Stacy has an upcoming meeting with President Bowman, please send your questions/remarks/topics this week. Stacy remarked that the President of the Civil Service Council, Jean Darnall noted a thank you from the Civil Service Council in their article in the REPORT regarding the success of combined council's efforts in the Homecoming parade. The Veteran's Day celebration will be in the Prairie Room North with dedication of the Veteran's Memorial Garden on the Quad. Stacy noted that members may wish to look at the SUAA webpage to follow the progress of the Illinois Legislature progress on pension reform. Additional assessment is ongoing to begin a young professionals group. Data from Human Resources showed that the average age of new hires for AP employees is 35, while Civil Service is 37, and Faculty is 41.

Committee/Representative Reports

- **Academic Senate** –Brian Huonker –minutes can be accessed at: <http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
- **Communications** – Ryan Gray & Alex Skorpinski – next article for REPORT due Wednesday prior to Thanksgiving; discussed sending holiday email
- **Elections** – Anjie Almeda – no report
- **Programming** –Nikki Brauer –
 - Young Professionals Group
 - Need for a Brown Bag to discuss expectations, general vision & purpose
 - Children's Holiday Party – Sunday, December 4th, 2-4pm Horton Fieldhouse
 - Volunteers Needed – email Nikki with your interest
 - Advertise on website, Facebook, listservs
 - Encourage sign up prior to the deadline of Nov 29
- **Foundation** – Larry Lyons – no report

- **Scholarship** –Debbie Lamb –Debbie will reach out of Beth Snyder of Annual Fund to find out the current balance of the AP Scholarship monies from donors and new donors to the fund
- **CCC** –Jennifer Frobish –no report
- **HR Liaison** – Derek Story
 - For those supervising students and hourly staff, projecting time approval will need to be completed prior to the 15th of December, HR will communicate the exact date soon via email
 - All employees are encouraged to check their home address in iPeople, as this is where the data will be sourced for mailing W2 forms in January
- **Awards**- Rachel Calhoun –call for award nominations – deadline will be December 16th; Committee will meet either the 19th of December. Committee members are: Rachel, Alex, Binoy, Nikki, and Soemer

Business/Discussion Items –

- Previous social was well attended, reminder email was beneficial and new location was good as well.

Adjournment – motion by Pam Cooper, Second by Nikki Brauer

Next meetings –

- December 8 - Spotlight Room
- January 12th – Spotlight Room
- January 26th - Spotlight Room

Socials – 5pm see website/Facebook for specific locations

- Friday, November 18th, Jesse's Grill in the Marriott
- Friday, December 16th