

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, December 14, 2017  
Spotlight Room

**AGENDA**

**Attendance: Susan Woollen, Amanda Papinchock, Jamie Neville, Christine Bruckner, Kris Harding, Rachel Caracci, Rachel Kobus, Stephanie Duquette, Ron Gifford, Heidi Verticchio, Melanie Schaafsma, Nikki Brauer**

**Excused Absence: Hurdylyn Woods, Zach McDowell**

- Review of Agenda
- Approval of Minutes **Jamie first; Heidi second**
- Chair Remarks – Ron Gifford **Had a meeting with President Dietz: addressed new tax issue that has to do with interest rate about the refinancing of Cardinal Court before the end of the year. A special meeting of the BOT's during commencement; Holiday party went great. Council very thankful to the President and Marlene for hosting. Ron thanked Awards committee for the work they have done. Educating IL meeting with the council has been moved to January. This will give the Council time to review it and work up comments.**
- Treasurer's Report-Heidi Verticchio: We have \$1194.39 in account

**Committee/Representative Reports**

- Academic Senate – Amelia Noel-Elkins
- Campus Communications Committee – Liz Chupp
- Foundation – Christine Buckner **We are at \$109 million towards the \$150 million goal; Faculty and Staff are encouraged to give; next meeting will be in February, on Founder's Day**
- Awards – Rachel Caracci/Hope Fine **Katie Birdsall and Yimin Wang-Emerging Leader recipients; Stephanie Duquette, Ryan Gray, Jan Patterson and Bruce Stoffel are Distinguished Service Awards**
- Elections – Jamie Neville **Spring semester the elections will take place: Jamie and Aaron Von Qualen's seats will be open for election; Ron and Amanda will be serving on this committee with Jamie**
- Programming – Stephanie Duquette
  - Children's Holiday Party-**Went well! Stephanie will provide numbers to council when she receives them; santa needs to move in a bit faster and the numbers DO need to be put in order. Needs to be put in order, single file order and santa need to start right away. Suggestion is to do 1-25, 26-50, 51-75, etc. Kris Harding will be willing to help out.**
  - Thought is to change the monthly social's to AP/Civil Service Social. Thought is to change name to "Social with your Colleagues sponsored by AP/Civil Service Councils. Stephanie will follow up with Amy Witzig
  - Service Sign Ups –Christine
    - Blankets for PATH
    - Send gift in for Holiday Helper (before Thanksgiving Break)
  - Brown Bag-Steph-  
Recap of the tour of the archives
- Communications—Rachel Kobus **No report**
  - Headshots reminder

- Scholarship – Heidi Verticchio **no report**
- HR Updates – Melanie Schaafsma **Merit Board met and would rather have a procedure vs having a rule. A document is being worked on. Feb. 1<sup>st</sup> is the next meeting that this document would be voted on. Lisa Mason will be promoted to the Exec. Director of Search Services and HR will be posting to replace non-academic AP; Cultural Resources Page was created by HR that includes community resources that embrace inclusivity and diversity and are posted on perspective employee page. All about ISU is organized by Derek Story about getting involved. Only staff are invited to All about ISU.**
- New business
- Adjournment **Nikki first, Liz second**

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