

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, December 8, 2011
Spotlight Room, Bone Student Center

MINUTES

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

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

Additional Guests present: Vice President Erin Minné, Sam Catanzaro, Kristen Hendrickson, and Angela Engel

Approval of minutes –approval of November 10, 2011 minutes were approved, motion by Rebecca Baker second by Anjie Almeda

Guest – Vice Presidents Dan Layzell and Sheri Everts re: Educating Illinois – In the Educating Illinois planning process, they are meeting with groups on campus and will also have three open forums in January and February with a corresponding online survey, data will be collected from all groups and analyzed at a retreat in February. Discussion was had with Council members considering the following questions:

- Looking ahead 20 years, what do you want people to be saying about Illinois State University
- What unique strengths or features set Illinois State University apart from other institutions?
- What internal or external opportunities may be available to the University in the near future?
- What internal or external challenges might the University face in the near future?

Chair's remarks –Stacy had a meeting with President Bowman, and he noted that the tax increase has made a huge difference in the budget, as we are currently up to date on monies from the State of Illinois for this year, and only \$17.8m from last fiscal year is still due. Stacy asked President Bowman if he would be willing to be the featured guest at a AP Brown Bag in the spring and he said yes. Stacy also noted that Chris McCombs will be replacing Doug Banks as the AP representative on the University Parking Committee.

Committee/Representative Reports

- **Academic Senate** –Brian Huonker –minutes can be accessed at:
<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
- **Communications** – Alex Skorpinski –sending holiday email and will also send out reminder for awards nomination deadline
- **Elections** – Anjie Almeda – no report
- **Programming** –Nikki Brauer / Rebecca Baker –
 - Young Professionals Group
 - Email sent to Council members detailing initiative and brought to Council for vetting and support. After some discussion, Council members agreed to endorse its inception
 - Children's Holiday Party – Sunday, December 4th, 2-4pm Horton Fieldhouse
 - Over 900 participants
 - Ran smoothly, but need more volunteers

- Propose not using goody bags at the function next year, but rather use all at the homecoming parade
- **Foundation** – Larry Lyons – no report; next Foundation Board meeting in February
- **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 and will follow up for second disbursement of scholarship monies
- **CCC** –Jennifer Frobish –no report, next BOT meeting February 12th
- **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
 - New Director of Employment Services, Karen McLaughlin will be starting in the spring, She comes to ISU from the University of Illinois
- **Awards**- Rachel Calhoun –call for award nominations – deadline will be December 16th; Committee will meet the 19th of December. Committee members are: Rachel, Alex, Binoy, Nikki, and Soemer

Business/Discussion Items –

- Brown Bag and Guest Ideas for the spring –
 - Guests ideas: General Education Task Force
 - Brown Bag ideas:
 - President Bowman
 - Milner Library Facility Tour
 - Mennonite College of Nursing Laboratory Tour
- Esprit De Corps Award – council voted, and announcement will be made at Founders Day Convocation

Adjournment – motion by Nikki Brauer, Second by Soemer Simmons

Next meetings –

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

Socials – 5pm see website/Facebook for specific locations

- Friday, December 16th
- Friday, January 27th