

Illinois State University
Administrative/Professional Council
1:15 – 3:00 pm; Thursday, February 22, 2018
Spotlight Room

AGENDA

Attendance: Amelia, Rachel C., Kris Harding, Zach, Hurdylyn Woods, Jamie, Susan, Liz, Christine Bruckner, Heidi, Nikki, Ron, Stephanie Duquenne, Amanda, Hope Fine

Excused Absence: Melanie, Rachel Kobus

- Review of Agenda **approved**
- Approval of Minutes **no minutes to approve from last meeting as there was not quorum; minutes from the Senate meeting provided by Amelia was approved; 1/25 meeting was first approved by Christine and 2nd by Rachel and all approved**
- Chair Remarks – Ron Gifford **Constitution will be sent out prior the next meeting for the council review. Please review and pay special attention to the attendance policy as we will review that piece at the next meeting. Received nice thank you note from Melanie and Bruce for AP awards. Search will begin for COE dean and Provost Murphy are asking for AP's from COE names to help serve on search committee. Meeting with President was postponed and will take place two weeks from now prior to our next AP meeting.**
- Treasurer's Report-Heidi Verticchio: **\$1020.99 in our account**
- Committee/Representative Reports
 - Academic Senate – Amelia Noel-Elkins **Senate minutes from 2/21 meeting will be sent; Ron will be filling for Amelia at next Senate meeting**
 - Campus Communications Committee – Liz Chupp **Last letter shared with the BOT will be emailed out to Council; Liz will draft the official procedure on how the CCA letter is to be formed.**
 - Foundation – Christine Buckner **Foundation Board will meet tomorrow**
 - Awards – Rachel Caracci/Hope Fine **no report; will gear up for next year in june/july**
 - Elections – Jamie Neville **2 position will be open, members at large**
 - Programming – Stephanie Duquenne
 - Spring 2018 Socials: Moved back to Fridays
 - Feb. 23rd- Medici
 - March 23rd (moved up due to Good Friday)-8Bit
 - April 27th- Maguires
 - May 25th- HyVee Market Grill
 - June 29th- Pub II
 - July 27th- Hyatt patio
 - Service Opportunities –Christine
 - Bring it Back to Normal-April 14th
 - Habitat
 - Midwest Food Bank
 - ISU Child Care
 - Brown Bag-Steph-
 - Meet your AP council/AP council 101-March
 - Can we spend no more than \$300 and host a lunch?

- Hort Center tour-Spring
- April we will want to on board the new members
- Future ideas:
 - CS Council reached out to see if we want to help them out with their Spring Drive which will collect items for Project Oz. I have attached Hayley's email.
 - Review of A/P Council's Formstack forms-Ron will be working with Rachel K. about working with IT on this
 - F/S night at a men's or women's bball game-have a ticket special in upper bowl and maybe a special giveaway

- Scholarship – Heidi Verticchio last year this was put out on the April 1st news and deadline was in June...June 8th will be the 2018 deadline following the same 2017 timeline that worked well.
- Communication – Rachel Kobus
 - My report is our newsletter hit on Monday to all APs. Website is updated with all headshots (still need a couple). Also I will make a Facebook event for each of our socials. I encourage council members to share this on Facebook pages to spread the word. I will get March's up at the beginning of the month.

- HR Updates – Melanie Schaafsma
 - Provost announcement will be next week
 - Tammy Carlson will be a guest at AP Council on March 8th to talk about the PAA issue

- New business
 - proposed sexual harassment program Susan spoke with Tony Walesby and would be happy to do one or two presentation, one during the day and one during the evening. Will plan on two days, one for day and one for evening post spring break. Stephanie will poll the AP council for dates. One at 11am and 5pm and place Degramo 551. Susan will get text from Tony to help with promotion.

- Adjournment Jamie motioned, Nikki 2nd, approved

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