

Illinois State University  
**Administrative / Professional Council**

1:15-3:00 pm; Thursday, February 12, 2009  
Spotlight Room

**MINUTES**

**Council Members present** - Mboka Mwilambwe, Stacy Ramsey, Anjie Almeda, Teri Farr, Julie Huber, Debbie Lamb, Becky Mentzer, Erin Pearce, Michelle Schuline, and Maureen Smith

**Ex-Officio Members present** – Rachel Calhoun, Ron Gifford, Len Grinstead, and David Rardin

**Approval of minutes** – January 22, 2009 minutes were approved -Motion made by Michelle Schuline second by David Rardin

**Guest** – Grace Johns spoke to the Council members as an ambassador of the ‘Gladly We Give’ Faculty Staff Annual Fund. A/P employees were encouraged to participate in the initiative with the overall goal as participation.

**Chair’s remarks** – Mboka will meet with President Bowman on February 17 – please forward agenda items. Mboka talked with the Executive Committee of the Academic Senate to discuss adding other groups to the Executive Committee and they are open to the discussion.

**Committee/Representative Reports**

- **Elections** –Alex has the list from HR for A/P staff at 50% or higher appointment. Anjie asked if executive positions (President, VP, Deans, etc) should be excluded from the list. Mboka suggested contacting Kim Hays or Mindy Mangialardi regarding previous year protocol as the constitution does not clearly state a procedure for this. Angie also asked if the list of eligible employees should be posted on the A/P website for reference for nomination. Nominations will be collected prior to spring break and elections held after spring break.
- **Programming** – Erin Pearce – next brown bag will be February 24 in SSB 314, topic to be the Student Behavior Intervention Team’. Advertising will include list-serv, the REPORT, and the university website
- **Academic Senate** – Ron Gifford – see report at: <http://www.apcouncil.ilstu.edu/representatives/representation.shtml>
- **Foundation** – Larry Lyons –Next meeting 2/21/09
- **Scholarship** –Debbie Lamb – committee to meet late spring semester
- **CCC** – David Rardin – BOT meeting 2/20/09, Coffee hour topic will be ‘the new face of disability concerns.’ Erin Pearce asked if the BOT has been asked what topics they would like to see addressed, Mboka responded yes. YearOne was suggested as a potential topic for an upcoming BOT meeting and perhaps in

invitation to Danielle Miller-Schuster to present the topic at an upcoming Council meeting as well.

- **HR Liaison** – Len Grinstead – Len spoke with Nancy Spangler regarding A/P web page updates and will be working with Alex to refer to programs already occurring and post them on the A/P website. Len mentioned that SURS holds all-day retirement education seminars in Urbana for \$20. The suggestion was made for him to contact them to see if they would be interested in hosting a session on our campus as well, perhaps at the end of May or during the summer. Performance Appraisals are due April 1, 2009 to HR. Len asked the council if members would be interested in attending a focus group session regarding revamping of the process as less than 50% of campus participates currently.
- **Constitution** – Stacy Ramsey - no report, ongoing meetings – meeting scheduled January on each Thursday that A/P Council does not meet
- **Awards**- Rachel Calhoun – names of recipients for Distinguished Service Award and Emerging Leader Awards will be announced at Founders Day Convocation, February 19, 2009. Plaque in BSC will be updated accordingly.
- **Business/Discussion Items:**
  - Happy Hour for A/P employees – first gathering will be at the N.V. Lounge located in uptown Normal on February 27, 2009 from 5 – 6:30. Additional gatherings are scheduled for the last Friday of every month.
  - Senate Executive Committee Membership – A/P and other non-academic groups are not currently represented, this will be a topic of conversation at the March Academic Senate Meeting of the Rules Committee. The main concern addressed was about adding additional voting members. Current groups not represented on the Executive Committee are A/P, Civil Service and NTT.

**Adjournment** – Motion for adjournment by ‘X’ and seconded by ‘X’

**Next meeting** – 2/26/2009 in the BSC Spotlight Room