

Illinois State University
Administrative/Professional Council
1:15 – 3:00 pm; Thursday, April 13th, 2017
Spotlight Room, BSC

AGENDA

Attendance: Rachel Caracci, Stephanie Duquenne, Ron Gifford, Rachel Kobus, Christine Bruckner, Hope Fine, Susan Woollen, Zach McDowell

Excused absence: Aaron Von Qualen, Heidi Verticchio, Hannah M and Jamie Neville

Absent:

- I. Review of Agenda
- II. Approval of Minutes
- III. Chair Remarks – Ron Gifford
 - a. Will meet with the President next week
- IV. Treasurer's Report
 - a. No changes:
 - i. 42.70 Commodities
 - ii. 650.55 Contractual
 - iii. Heidi will check on what and if we need to spend down either of these accounts prior to the new FY (Call Shannon in HR)
- V. Committee/Representative Reports
 - a. HR Updates – Melanie Schaafsma
 - i. Annual sick bank open enrollment sign up will be held April 19-28th and you have to sign up each year. This is prior to benefit choice timeframe.
 - ii. VPPF is completed and Dan has started
 - iii. Provost search will be led by HR; HR is doing networking in the academic community to bring possible applicants in
 - iv. HR is working with SA and OEOA to come up with diversity training that is part of normal search committee training. This falls in line with Educating Illinois. This will be expanded to all types of search committees and interviewing teams regardless of classification
 - v. 60 AP positions that are either almost being ready to be posted, posted or recently closed. This includes one year contract.
 - vi. AP evaluations are due May 1st. These are recommended as best practice but not required. Could HR communicate during on boarding of new employees to encourage employees to request an evaluation if they don't receive them. Nikki will share what form she uses for reviews as a good example
 - b. Academic Senate – Nikki Brauer
 - i. Academic Senate packet from last night has been emailed to council and minutes will be shared
 - ii. Admissions does feel good about where we will land on incoming freshman, FTE
 - c. Campus Communications Committee – Heidi Verticchio
 - i. The next CCC meeting will be the first week of May. If anyone has any specific items they would like to be brought forward on behalf of APs to the Board and Campus Community, please email Heidi at hfritz@ilstu.edu Or you can discuss in the meeting and it would be reflected in the minutes.

- d. Foundation – Christine Buckner
 - 1. June meeting will take place but the fall meeting that typically happens around Homecoming will now happen around the Campaign kickoff September 16th
 - e. Awards – Rachel Caracci
 - i. No report
 - f. Elections – Jamie Neville
 - i. Hannah will provide an update tomorrow
 - ii. Nominations will close tomorrow
 - g. Programming – Stephanie Duquette
 - i. Save the date for Socials 4:30pm unless stated 4/28 Western Tab and 5/19 Pub II
 - ii. Brown Bag updates
 - 1. Date needs set for Center for Community Engagement and Service Learning
 - a. Wednesday, May 24th at noon at the Center for Civic Engagement and Service Learning
 - iii. Service Opportunities-Christine
 - h. Communications—Rachel Kobus
 - i. We need to choose a spotlight for our next enews
 - ii. Rachel has made the scholarship story and will go in the next enews
 - iii. Election email will go out on Monday
 - i. Scholarship – Heidi Verticchio
 - i. The application has been updated and is posted on the website: <http://apcouncil.illinoisstate.edu/scholarship/apply.php> Please encourage any AP colleagues with students attending ISU to apply. I have an email into Advancement to confirm that the Foundation funds have been allocated for this. I have not heard back with confirmation or the amount. But we are moving forward with positive thoughts that the allocation is there.
- VI. New business
- a. Evaluation subject will be readdressed at a whole meeting, possibly in the summer
 - b. Will also need to talk about adding more AP representation to the Academic Senate
- VII. Adjournment

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