

Illinois State University
Administrative/Professional Council

1:15-3:00 pm; Thursday, June 12, 2014
Spotlight Room, Bone Student Center

MINUTES

Council Members present –Stephanie Duquette, Ken Fansler, Megan Koch, Debbie Lamb, Becky Mentzer, Matthew Murray, Stacey Mwilambwe, Alex Skorpinski, Maureen Roach, Beth Snyder, Hurdylyn Woods

Approval of minutes-Minutes from May 8, 2014 approved; Motion by Becky Mentzer, second by Matthew Murray.

Chair remarks

- May meeting with President Dietz was canceled. Meets with President next week. Email Chair Skorpinski if you have questions or concerns you would like addressed in the meeting.
- Two percent merit based increases were approved. Chair Skorpinski will be sure to share our appreciation with the President.
- AP Exec board met with the CS Exec board and discussed opportunities for creating combined professional development opportunities for AP and CS employees.
- The AP and CS chairs plan to meet regularly with HR. A few topics they will be discussing include:
 - Exploring ideas for partnering on professional development opportunities
 - Discussing the necessity of managers doing annual performance appraisals
 - Helping provide assistance on campus through ongoing communication, policies and procedures.

Business Discussion Items

- **AP scholarship-**
 - Competitive pool of applicants (12 applications)
 - Second highest number of applicants compared to 13 applicants in 2013
 - Five new applications (two incoming freshman and three current students)
 - Committee recommended awarding five \$1,000 scholarships
 - Motion to award the scholarships by Debbie Lamb, second by Becky Mentzer.
- **On-boarding of new council members-**
 - New AP Council members are invited to July meetings
 - Exec board is hosting an onboarding/orientation meeting with for new members on July 8
 - Debbie Lamb will assemble binders for new members
 - Chair Skorpinski will schedule photos for new members with UMC
 - Chair Skorpinski will send Outlook meeting requests for 2014-2015 meetings
 - Outgoing members will handle organizing Exec board elections

Committee/Representative Reports

- **Human Resources**–Melanie Schaafsma–*no report*
- **Academic Senate** –Nikki Brauer–
 - Senate does not meet over the summer
- **Awards**–Beth Snyder–*no report*
- **Foundation**–Beth Snyder-next meeting is June 20
- **Campus Communications Committee**–Matthew Murray–
 - Board of Trustees meeting last week
 - Raised tuition; second lowest increase in state
 - Approved Milner journal subscriptions
 - Chair McCuskey retired and Anne Davis is interim chair. Vote for new chair at next meeting on July 25
 - Coffee hour topic for July meeting has not been discussed
- **Communications** – Emily Vigneri–*no report*
- **Elections** –Becky Mentzer–*no report*
- **Programming** –Nikki Brauer-
 - Stacey and Nikki are planning a brown bag with President Dietz for this summer
- **Scholarship**–Debbie Lamb–*no report*

Adjournment – motion by Megan Koch, second by Hurdylyn.

Next meetings – 1:15-3:00 p.m.

July 10, Spotlight Room

Socials –

June 27: Pub II

July 25: Schooner's

August 29: Baxter's