

Illinois State University  
**Administrative / Professional Council**

1:15-3:00 pm; Thursday, July 26, 2012  
Student Services Building - Room 314

**MINUTES**

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

**Ex-Officio Members present** – Rachel Calhoun, Jennifer Frobish, and Derek Story

**Guests:** Emily James, Beth Snyder

**Guest Presentation:** Julie Prianos, Overview of new My.IllinoisState.edu:

The new website will be a one stop resource for faculty, staff and students providing an intuitive seamless interface replacing iCampus on August 1<sup>st</sup>. (iCampus will remain live from 8/1 through 8/15 for the summer grading period.) Information about My.IllinoisState.edu can be accessed through the ISU homepage for a summary of content. Items included will be customizable links/areas to access email, bookmarks, announcements, campus events and news. An employee tab will give links to each employee's specific affiliation on campus. IWSS will send an email to all faculty/staff next week and follow up postcards for additional information.

**Approval of minutes** –approval of May 10, 2012 minutes were approved, motion by Rebecca Baker, second by Pam Cooper

**Chair's remarks** –Stacy noted that the August 9<sup>th</sup> meeting will be a thank you and recognition of outgoing members and election of officers for the year.

**Committee/Representative Reports**

- **Academic Senate** —minutes can be accessed at:  
<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>  
A new representative will need to be selected, please send recommendations to Stacy.
- **Programming** –Nikki Brauer – no report
- **Foundation** – Larry Lyons – minutes can be accessed at:  
<http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
- **Scholarship** –Debbie Lamb –committee (Debbie, Ron, Dane and Maureen Smith) met to review 11 applications. 8 Scholarships will be awarded this year, of which 7 were new applicants. Balance available for scholarships is \$6600.
- **CCC** – Jennifer Frobish – next BOT meeting is July 27<sup>th</sup>. Mayor Chris Koos, City Manager Mark Peterson of Normal, and Mayor Steve Stockton and Deputy City Manager Barb Adkins of Bloomington will be featured at the coffee hour prior to the meeting for updates on their respective communities. Items on the agenda include the academic plan

and the LEAP Forward project among others. President Bowman has stated there will be a holding period for raises, as he is waiting until after the November veto session to see if the State will be call for any additional rescissions in funding. Any raises would be retroactive to July 1<sup>st</sup>, and if approved would be probable in the spring semester.

President Bowman also stated that while the BOT will be approving his pay raise, he will not be accepting it if raises are not available for other AP employees.

- **HR Liaison** – Derek Story – Human Resources is currently watching:
  - HB 4996 (retiree rehire legislation)
  - Benefits choice second period (likely in October, with details to follow on the HR web site)
  - Training being offered on iPeople for lead staff and directors July 30<sup>th</sup> & 31<sup>st</sup> and August 1<sup>st</sup> in SFHOB 3 times daily
  - Speeding up employee on boarding to give earlier access to faculty and staff to necessary on campus resources
- **Communications** – Ryan Gray & Alex Skorpinski – no report
- **Elections** – Anjie Almeda – no report
- **Awards**- Rachel Calhoun –no report

#### **Business/Discussion Items –**

- Summer work groups updates:
  - Constitution & Position Descriptions –
    - All Council job descriptions have been revised and returned to Stacy. They now need to be reviewed and revised into a consistent format.
    - The Constitution will be reviewed for approval at the August 9<sup>th</sup> Council meeting. Once approved by Council, it will be sent on to the AP constituency for approval.
  - Marketing and Survey & Socials & Programming -
    - Increase communication in the AP constituency
      - Distributing meeting minutes via email
      - Enhance focus column in the REPORT to highlight AP employees on campus
      - Develop consistent procedures with Human Resources to welcome new employees on campus
    - Events
      - Propose a different day of the week for the socials
      - Reformat & rename the brown bag series – featuring specific items and areas on campus with topics that affect multiple areas of campus
      - Items discussed in Council will need to be assigned a ‘champion/advocate’ and provide assistance with a checklist to help with ensuring success
    - Survey
      - The 2008 survey had such a small response (54 respondents), the recommendation will be to implement new items and then survey for feedback on changes & improvements
      - Provide a short feedback form after events

- Electronic newsletter, sections to include: (Emily and Beth will meet with Alex for refinements & mock up to present to Council at next meeting) Main newsletter once a month to minimize emails and also provide a mini recap after meetings with minutes and upcoming events
  - Meet the Council
  - Council minutes
  - A/P Scholarship
  - Spotlight on A/Ps across campus
  - Human Resources info
  - Events
  - Elections
  - Awards
  - CCC
  - Giving information
  - Wellness opportunities

**Adjournment** – motion by Nikki Brauer, Second by Pam Cooper

**Next meetings – 1:15-3pm**

- August 9<sup>th</sup> - Spotlight Room
- August 23<sup>rd</sup> - Spotlight Room

**Socials – 5pm see website/Facebook for specific locations**

- Friday – July 27<sup>th</sup>
- Friday – August 31<sup>st</sup>