

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, August 9, 2012
Spotlight Room, Bone Student Center

MINUTES

Council Members present - Stacy Ramsey, Teri Farr, Anjie Almeda, Rebecca Baker, Nikki Brauer, Pam Cooper, Ron Gifford, Ryan Gray, Emily James, Debbie Lamb, Becky Mentzer, Stacey Mwilambwe, Soemer Simmons, and Alex Skorpinski, Dane Ward

Ex-Officio Members present – Gina Bianchi, Jennifer Frobish, Larry Lyons, Beth Snyder and Derek Story

Approval of minutes –approval July 26, 2012 minutes were approved, motion by Rebecca Baker, second by Pam Cooper

New Members Welcomed—The Council formally welcomed new members: Gina Bianchi-Foundation Board Representative, Beth Snyder-Team Excellence and Joint Awards Committee Representative, Emily James, Becky Mentzer and Stacey Mwilambwe.

Recognition of Departing Members—The Council thanked our departing members and presented each member with a plaque. Departing members were: Rachel Calhoun, Pam Cooper, Teri Farr, Ryan Gray and Larry Lyons.

Officers Elected-The Council voted on officers for the upcoming year. Officers are:
President-Stacy Ramsey
Vice-President-Nikki Brauer
Secretary-Soemer Simmons

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. It was suggested that an email be sent out to APs to see if anyone is interested in the position.
- **Awards**-Beth Snyder-no report
- **CCC** – Jennifer Frobish – discussed last BOT meeting. The community mayors were the coffee hour speakers. It was interesting to see how different the communities are and how they think of themselves. Not a lot of action from the Board as it is not as busy in the summer. A raise was approved for Dr. Bowman but he declined to accept it until it is known if employees will receive increases as well. That decision will likely not be announced until January as it will depend on pension decisions currently being discussed in Springfield. Jennifer spoke with the newest BOT member, Rocky Donahue. Mr. Donahue would like to attend a Council meeting to find out what our expectations of him

are and how he can assist us. Mr. Donahue will be contacted to when it would be best for him to attend a meeting with a possible date of September 27th set. The next BOT meeting will be in October.

- **Communications** – Alex Skorpinski
 - Electronic newsletter-Alex, Beth and Emily met to work on a monthly electronic newsletter similar to the *Open Line*. The newsletter would highlight meetings, events, etc. and would hopefully allow the Council to reduce email clutter while better targeting our messages. Alex is researching the technology end of it and hopes to have a mock-up of the newsletter soon. There was discussion of when it should be sent each month and it was decided to send it on the Tuesday of the last full week of the month so it could include a reminder about the monthly social. Depending upon technology issues, it may be possible for the first newsletter to be sent out on August 28th. The Communications committee will be creating a calendar to help organize newsletter content. Anyone with suggestions should contact committee members.
 - *Report* article-First article for the *Report* is due on August 17th. Suggestions for content include a Welcome Back from the AP Council, a listing of the AP Scholarship recipients and recognition of incoming/outgoing Council members.
- **Elections** – Anjie Almeda – no report
- **Foundation** – Gina Bianchi – no report
- **Programming** –Nikki Brauer – no report
- **Scholarship** –Debbie Lamb –Received thank you note from scholarship recipient, Taylor Beach. Stacy received a thank you from Kate Arthur who is a parent of one of the recipients. Recipients' pictures have been posted on the AP Council web site and they will be recognized during the Faculty/Staff Appreciation Luncheon in October. The Scholarship committee has discussed providing more specific guidelines to applicants next year. The question was asked if it would be possible to have recipients write a thank you to those who donate to the Scholarship fund. It was then asked if the Council thanks donors and it was confirmed that we do.
- **HR Liaison** – Derek Story-Derek provided statistics and demographics regarding the AP population at ISU. There are currently 764 APs at ISU though this number fluctuates. Due to technological issues, Derek will give his presentation to the Council at the next meeting. Council members thanked Derek for the information as it gave us a better sense of whom we are as APs and how we can better direct messages. It was mentioned that we should think about putting the statistics Derek provided on the AP Council web site. It was asked if we could post information such as retirements and promotions in our electronic newsletter. It was determined that we could do so only if we had the employees permission. Currently, there is no process for collecting that permission.

Business/Discussion Items –

- Homecoming-Discussion on if we want to order and hand out goodie bags like last year. Any extra bags we had left were used at the Holiday Party. It was recommended we get a quote for the same amount of bags ordered last year and one with a couple hundred more. Stacy will verify with Civil Service Council that they would like to participate again and split the cost. We will vote on it at next meeting. It was also suggested we think about

doing additional activities. Activities suggested were hosting a tailgate area, having a hospitality tent and handing out food/beverages. Members were asked to think about it and bring any ideas to the next meeting. Gina handed out Homecoming items.

- Children's Holiday Party-Julie Barnhill would like to change the date of the party to the second weekend in December rather than the first due to scheduling conflicts. The new date would be December 9th from approximately 2-4pm. After discussion, it was decided this would not be an issue. Julie will contact the Civil Service Council to gather their input. Julie will gather together a committee. Nikki volunteered to assist from AP Council and we will need one more volunteer.
- Other
 - Committees-Everyone needs to be a member of at least one committee. Members were asked to think about which committee(s) would most interest them. Committee selection will occur at the next meeting.
 - Krispy Kreme Fundraiser-Overall, the Council would not be opposed to assist with the fundraiser. It is assumed we would do it with the Civil Service Council and split the proceeds. The question was raised why this type of fundraiser had not been attempted before and Stacy did not know. Stacy will find out more information and let us know.
 - Photos-New members need to have their picture taken to be posted on the AP Council web site. If they do not already have a usable photo, please contact Stacy in the next week so she can file a work order with University Marketing. Also, photos of outgoing members need to be removed from the web site.
 - Social-Discussion on changing the day and location of the social so possibly more people could make it. Suggestion was made to hold it on Thursdays instead of Fridays. A different location was also discussed. It was decided to leave the social at the Marriott but try holding it on Thursday, August 29th instead. We could also add the event to the University Events Calendar. It was also suggested we consider holding different social events such as an AP coffee hour.
 - Strategic Plan-The question was raised if the Council should work on having a strategic plan rather than a yearly plan. This would help identify who we are and assist with laying out timelines for larger projects especially. Some members were not sure if this would be such a good idea given leadership changes each year. More discussion is needed on this topic and it was recommended that the Constitution Committee take a look at this once the Constitution has been approved. Members were asked to think of goals/agenda for the upcoming year to be discussed at the next meeting.
 - Constitution Review-Stacy will send out the new version before our next meeting for members to review. The plan is to vote on the new Constitution at our next meeting.

Adjournment – motion by Debbie Lamb, second by Ron Gifford

Next meetings – 1:15-3pm

- August 23rd - Spotlight Room
- September 13th - State Farm College of Business, Room 412

Socials – 5pm see website/Facebook for specific locations

- Thursday-August 30th