

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, October 9, 2014  
Spotlight Room, Bone Student Center

**AGENDA**

**Attendance: Alex, Emily, Arturo, Ron, Matt K., Nikki, Melanie, Stacy M, Beth, Jamie, Heidi, Susan W., Maureen Roach, Rachel C., Ken, Cheryl**

Heard from IT Strategic Plan folks regarding where the draft overview and the changes of the plan. Refer to hand out. Refer to <http://itgovernance.illinoistate.edu/process/>

- I. Review of Agenda
- II. Approval of Minutes from September 25.  
Some things on Tammy's HR piece was amended-basic wording choices and factual things  
Minutes approved as amended has been tabled for review via email so council can review the amendments
- III. Chair Remarks – Alex Skorpinski  
Pres meets with Rocky twice a month; good to meet often to get on board with both being new in positions  
Claire Lamonica will be AP rep on Provost search and will visit council every so often to update us on search  
Pres is excited that many different groups and reached out to him regarding diversity and excited that the conversations are occurring. Continuing to have these discussions and where they will go next will be a main priority for him moving forward.  
Pres is hoping that training moves forward around trainings around cultural competency  
Training group is hoping to get names to interview about training opportunities/ needs by 10/10 to begin these interviews over the next month or so. Send any names you think would be good for this training group to talk to, pass them on to Alex.  
A possible survey may take place also  
AP Exec board now meets with Tammy and Melanie from HR once every couple of months; main goal is to understand the conversation on AP to hourly and possible previous overtime
- IV. Committee/Representative Reports
  - a. HR Updates – Melanie Schaafsma-ISU saw an increase in retirements in the past FY; to date the university has rehired 134 retirees which is a slight increase as the previous year; HR has been working on revamp the search committee training for AP to have more of a focus on recruiting on diversity and making that recruitment purposeful and this training will focus on the appropriate questions that can and cannot be asked via a search committee and the use of looking at social media/google to make hiring decisions; Shirley Craig is Retiring at the end of the month. Shirley handles Graduate Assistanceships and hiring
  - b. Academic Senate – Nikki Brauer-Parking presentation at the last senate meeting. Nikki's informal notes from the meeting are attached. Official minutes to follow.
  - c. Campus Communications Committee – Matthew Murray-Human Library Group will be the Coffee Hour in a couple weeks
  - d. Foundation – Beth Snyder—Board met on Oct. 3; minutes from this meeting are attached
  - e. Awards – Rachel Caracci-Working with Tracy Widergren to create the awards nomination postcard, this project will include both the civil service and AP awards. Should hit mailboxes next week and then it should give folks a little over 2 weeks to submit nominations; there will also be a Relay to follow the post card. Stephanie agreed to read.
  - f. Elections – Emily Vigneri-Alex stated that the provost reached out to AP to start a search committee for the Dean of CFA

- g. Programming – Stacey Mwilambwe-Dr. Dietz, Civil Services and AP councils will meet Tuesday at noon-1 in the first west, snacks provided but brown bag. Alex reported that Lois reached out to him regarding the Krispy Kreme fundraiser on Thursday Oct. 30<sup>th</sup>. Want to have more preorders verses selling on the quad. AP council is in and Programming will be reaching out to the council for volunteers. Civil Services will handling the orders and picking up.
- h. Communications—Matt Keegan and Stephanie Duquenne-no report
- i. Scholarship – Ron Gifford—No Report

V. Discussion Items

- a. Parking Committee-Maureen Roach reported that there is a parking committee that meets quarterly to deal with parking changes. There are currently 10,000 spots on campus and 8,000 generate revenue

VI. Adjournment-Ron first, Ken second, approved by all

NOTE: If you cannot attend the meeting, please contact Alex at 8-7108 or [ajskorp@ilstu.edu](mailto:ajskorp@ilstu.edu).