

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, November 12, 2009
BSC Spotlight Room

MINUTES

Council Members present - Mboka Mwilambwe, Stacy Ramsey, Anjie Almeda, Pam Cooper, Teri Farr, Julie Huber, Nikki Brauer, Melissa Moody, Erin Pearce, Ryan Gray, and Alex Skorpinski

Ex-Officio Members present – Rachel Calhoun, Ron Gifford, Larry Lyons and David Rardin

Approval of minutes –October 22, 2009 minutes approved, motion by Stacy Ramsey with second by Julie Huber

Chair's remarks – Mboka met with President Bowman on 10/27/09, and highlighted to the Council the discussion including, MAP funding and that the President is hopeful for raises (equal across the board) in the spring, retro-active to January, and continues to not foresee the need for layoffs or furloughs. Enrollment continues to be a focus, and we are keeping on par with last year. President Bowman iterated that the national search for the VP of University Advancement will be a focus on a professional fundraiser. The search for a Chief Diversity Officer will be tabled until the budget situation stabilizes. President Bowman thanked that Council and A/P constituency for their participation in Homecoming and in the parade. Mboka reminded the council that the Master Plan Steering Committee has scheduled open forum sessions (for campus and community) and participation is encouraged – see university website for details. VP Dan Layzell will be our guest on 1/14/10 and Deb Smitley on 1/28/10. Mboka spoke with Al Azinger regarding the grievance administrator position and will name a replacement soon.

Committee/Representative Reports

- **Elections** –Anjie Almeda – elections for A/P representative to serve on the VPUA are finalized, naming Joy Hutchcraft to serve on the search committee.
- **Programming** –Erin Pearce – 11/17/09 brownbag session featuring Stephanie Epp, Executive Director of Alumni Relations speaking on the Alumni Survey results – lessons learned and what can staff do with the data?
- **Academic Senate** – Ron Gifford –see minutes at <http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
- **Foundation** – Larry Lyons -- next board meeting 2/19/10
- **Scholarship** –Debbie Lamb – not present
- **CCC** – David Rardin –student patrol escort is being reinstated, the SGA is coordinating this
- **HR Liaison** – Melanie Schaafsma – not present
- **Constitution** – Stacy Ramsey – no report

- **Awards**- Rachel Calhoun – call for nominations for Distinguished Service and Emerging Leader awards was in the electronic edition of the REPORT, and an email with instructions was sent out to all A/P employees on the listserv in addition to being posted on the A/P Council website – Deadline is 12/15/09
- **Holiday Party** – Nikki Brauer – Party will be from 2-4pm on 12/6 at Horton Field House. Volunteers are needed to fill goodie bags starting at noon.

Business/Discussion Items

- **Spending for Children’s Holiday Party** - Motion to approve \$385 for fun houses and drink cups by Anjie Almeda, second by Erin Pearce.
- **Team Excellence Award Reps** – Barb Todd wants 2 reps, call for volunteer to serve with Rachel Calhoun (as the award rep). Pam Cooper volunteered.
- **Campus Violence Prevention Committee Rep** – Aaron Woodruff asked for A/P rep, Teri Farr volunteered.
- **Social** – next Friday, 11/20/09 at Medici

Adjournment – Motion for adjournment by Pam Cooper and seconded by Nikki Brauer

Next meeting – 12/10/2009 in BSC Spotlight Room

- suggested topic for discussion – number of meetings per month and changing the start time of meetings from 1:15 to 1pm