

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, November 13, 2008
Spotlight Room

MINUTES

Council Members present - Mboka Mwilambwe, Anjie Almeda, Pam Cooper, Julie Huber, Debbie Lamb, Becky Mentzer, Melissa Moody, Erin Pearce, and Maureen Smith

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

Approval of minutes – October 23, 2008 minutes were approved with corrections - Motion made by David Rardin second by Julie Huber

Chair's remarks – Mboka noted remarks from his meeting with President Bowman including state revenue is down, and that enrollment numbers are down at Northern Illinois University and Southern Illinois University as well. President Bowman has asked Mboka to serve on the Diversity, Recruitment & Retention Committee as well. Mboka also noted that Anne Caldwell will lead discussion at the next BOT meeting, with a topic related to disability concerns on campus.

Committee/Representative Reports

- **Elections** –Anjie Almeda – names have been sent to Provost Everts for selection of A/P participant on the MCN Dean's search. Names were selected via web election supported by Alex with names coming from Human Resources.
- **Programming** – Erin Pearce & Julie Huber – reported that brown bag featuring Enid Cardinal who spoke on sustainability issues on November 5 had approximately 15 staff in attendance. Erin has requested her presentation to post on the A/P Council website as well. Topics discussed included Rideshare software, zip cars and Reggie Ride. Nikki Brauer is working on the A/P and Civil Service children's holiday party as well – no additional update.
- **Academic Senate** – Ron Gifford – meeting was cancelled due to election day
- **Foundation** – Larry Lyons – see report at the following link:
<http://www.apcouncil.ilstu.edu/representatives/representation.shtml>
Next meeting 2/21/09.
- **Scholarship** –Debbie Lamb –[From 10/23/08 meeting: Debbie noted that one recipient is graduating in December, and asked if we would award the second distribution now. Motion to discuss was made by Ron Gifford, second by Teri Farr. Council discussed, Debbie to talk to Financial Aid and make sure the distribution wont mess up the financial aid package of the recipient.] Debbie reported to Council that second distribution was made.

- **CCC** – David Rardin –BOT meeting, topic was the university Solar Car. Next BOT meeting will feature Ann Caldwell discussing the complexity of disability concerns on campus and how it has changed over time.
- **HR Liaison** – Len Grinstead – no report
- **Constitution** – Stacy Ramsey - no report
- **Awards**- Rachel Calhoun –. Call for nominations for Distinguished Service Award nominees and Emerging Leader Award nominees in next REPORT, with a deadline for submission of 12/1/08. PDF application will be posted on A/P Council website at:
http://www.apcouncil.ilstu.edu/awards/distinguished_service.shtml
- **Business/Discussion Items:**
 - Election of A/P representatives for search committees: list comes from Human Resources. HR is responsible for screening out those individuals in interim positions. If a name is in conflict, the chair of the search committee or the Provost/President’s office should pull the name from the recommendation list (i.e. if a submitted name is also a candidate for the job position). A standard statement noting this in a call for nomination of representatives will be crafted by Anjie Almeda and voted on by Council in an upcoming meeting.
 - Holiday Party – please RSVP to Jan Staley your reservations for the party which will be held at Horton Field House on 12/7/08 from 2-4pm. Anjie will attempt to find student volunteers for monitoring the inflatable’s. Ron, Anjie, Debbie and Julie volunteered to fill treat bags for the children at noon. Party will include performance by Gamma Phi Circus and have Santa & Mrs. Claus in attendance in addition to Reggie Redbird.
 - BOT Discussion hour re: speaker on impact of economic crisis on higher education: - tabled until next meeting
- **Announcement** – Becky Mentzer noted that Stephen Brokaw will be on campus on 11/19/08 in the Caterpillar Auditorium in the College of Business building, sponsored by the Honors Program. He will be speaking of his experience with the Obama campaign.
- **Adjournment** – Motion for adjournment by Maureen Smith and seconded by Pam Cooper
- **Next meeting** – 12/11/08 in the BSC Spotlight Room