

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, December 10, 2009
BSC Spotlight Room

MINUTES

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

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

Approval of minutes –November 12, 2009 minutes approved, with corrections, motion by David Rardin with second by Ron Gifford

Chair's remarks – Mboka will meet with President Bowman next week, please send agenda items to him before. Mboka thanked everyone who showed up at the Children's Holiday party to help out or attend. Al Azinger has not yet appointed a grievance administrator as of yet, but is close to appointing someone.

Committee/Representative Reports

- **Elections** –Anjie Almeda – no report
- **Programming** –Erin Pearce – spring topics for brown bag sessions will include Financial Planning, Educating Illinois and Hot Topics
- **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 – will check academic standing of scholarship recipients prior to making second disbursement of monies
- **CCC** – David Rardin –no report
- **HR Liaison** – Melanie Schaafsma – HRIS implementation is on track. Melanie will ask Derek Story to present to Council soon
- **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. Esprit de Corps nominations will be taken over email in the next few days.

Business/Discussion Items

- **Meeting frequency and start time** – Discussion of moving the start time from 1:15 to 1pm to better accommodate for class start times for those advising and teaching. Discussion of pro's and con's of moving meeting frequency including attendance, timely discussion & approval of campus issues (i.e. master plan approval), approval and distribution of minutes, engagement of sub-committees,

and scheduling of guests will become increasingly difficult. Three options were presented, motion to consider for January meeting by Ron Gifford, second by Debbie Lamb:

- Keep two meetings – cut time back to one hour each
- Keep one meeting, making the second meeting the choice of the chair if there is no important business on the agenda
- Move to one meeting per month – from 1pm – 3pm
- **AP Council on Facebook** – Alex Skorpinski discussed with Council members the opportunity to utilize a Facebook fan page to post announcements, connect with our campus website and utilize as an additional method to keep AP employees connected. Currently there are 81 fans. Motion by Stacy Ramsey, second by Michelle Schuline to add the fan box link to the AP Council webpage at Illinois State University with photos.
- **Social** – next Friday, 12/18/09 at Medici

Adjournment – Motion for adjournment by Anjie Almeda and seconded by Nikki Brauer

Next meeting – 1/14/2010 in BSC Spotlight Room

- Continued discussion of meeting frequency and start time