

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, February 9, 2017  
Spotlight Room, BSC

**AGENDA**

**In attendance: Hannah Mesouani, Susan Woollen, Hope Fine, Rachel Caracci, Aaron Von Qualen, Zach McDowell, Rachel Kobus, Nikki Brauer, Ron Gifford, Christine Bruckner, Melanie Schaafsma, Stephanie Duquenne**

**Excused absence: Heidi Verticchio and Jamie Neville**

**HAPPY BIRTHDAY, HOPE!!!**

- I. Review of Agenda
- II. Approval of Minutes
- III. Chair Remarks – Ron Gifford Ron will be emailing to invite Brent Paterson to discuss INTO and inviting Charlie Edemale to discuss AT updates for the council; Please come out to the Brown Ballroom at 7pm on Friday the 24<sup>th</sup> to support your AP Council and friends in the Faculty Staff Dancing with the Stars.
- IV. Treasurer's Report
  - a. We have 42.70 in Commodities & 650.55 in Contractual
- V. Committee/Representative Reports
  - a. HR Updates – Melanie Schaafsma VP of finance and planning search are scheduled for on campus interviews. A search firm was not used. The search committee is meeting regarding the Director of Parking and Transportation. 33 AP postings currently. Managers are working with the salary increases and getting those submitted and uploaded in iPeople by Monday. No updates regarding health insurance.
  - b. Academic Senate – Nikki Brauer Planning and Finance subcommittee has been working on the institutional Priorities report and will move forward how they have in the past; Nikki will provide council with Senate's minutes from 2/8/17; Muslim Student Rally from 11-4pm on 2/15
  - c. Campus Communications Committee –Heidi Verticchio
    - i. No report
  - d. Foundation – Christine Buckner
    - i. Next meeting Feb. 24th
  - e. Awards – Rachel Caracci info was submitted to media relations regarding winners
  - f. Elections – Jamie Neville
  - g. Programming – Stephanie Duquenne
    - i. Save the date for Socials 4:30pm unless stated otherwise 2/24 Firehouse; 3/31 Cheeks; 4/28 Western Tab and 5/19 Pub II
      1. Need to chat about 2/24's social This social will be moved from Firehouse to Brown Ballroom to support Faculty Staff Dancing with Stars
    - ii. Brown Bag updates Christine spoke with Jan Paterson about hosting a Brown Bag on Center for Civic Engagement and Service Learning to host this in Summer 2017; Will consider a March Brown Bag on Joining AP council
    - iii. Service Opportunities-Christine
      1. Bring it Back to Normal is April 22nd – two opportunities are set up for Faculty Staff: be placed among students to help with projects or to help facilitate the day. Let Christine know if you are available
  - h. Communications—Rachel Kobus
    - i. Next A/P Spotlight Hannah will be next spotlight
  - i. Scholarship – Heidi Verticchio

- i. The requests for the Spring disbursement of funds went out to the students. April is when we typically begin advertising for students to apply for the following year.

VI. New business

- a. Building a stronger relationship with Civil Service Council-Rachel Ron will reach out to Amanda. An idea that an AP rep attends Civil Service meetings and vice versa on a semi-regular basis to share objectives, challenges and future thoughts; Another idea would be to host an AP/Civil Service Social in the late spring.
- b. AP Council talking about writing a proposal to have representation on the Senate Executive committee
  - i. Ron will be getting more information about the Executive committee

VII. Adjournment Nikki First, Rachel C. Second

NOTE: If you cannot attend the meeting, please contact Ron at 8-8298 or [rmgiffo@IllinoisState.edu](mailto:rmgiffo@IllinoisState.edu)