

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, February 28, 2008
Spotlight Room

MINUTES

Council Members present - Mboka Mwilambwe, Mindy Mangialardi, Nikki Brauer, Pam Cooper, Debbie Lamb, Maureen Smith, Becky Mentzer, Michelle Schuline, Melissa Moody, Teri Farr, and Alex Skorpinski

Ex-Officio Members present – Stacy Ramsey, Rachel Calhoun, Larry Lyons, and Len Grinstead

Approval of minutes – February 7, 2008 minutes were approved -Motion made by Becky Mentzer, second by Michelle Schuline.

Chair’s remarks – Mboka Mwilambwe

Mboka shared remarks from his meeting with President Bowman regarding campus safety concerns and pointed to the University homepage with concise instructions. He did note that he felt the staff needed more guidance and concise direction. Text messaging emergency notification is slated for fall '08 – students will have to sign up for this service. A 1% budget increase is anticipated, but uncertain as the Governor proposed 0%.

Committee/Representative Reports

- **Elections** – Mindy noted that the email to all A/P employees for a call for nominations will be sent tomorrow with the deadline for 3/14/08 and the election timeframe the following week.
- **Foundation** – Larry Lyons – No report (next meeting May '08)
- **Scholarship** – Debbie Lamb –no report- committee with meet soon
- **CCC** – Stacy Ramsey – handout of agenda from 2/15/08 BOT meeting
- **Academic Senate** – Ron Gifford – no report
- **HR Liaison** – Len Grinstead – Len reminded Council members of the A/P evaluation timeframe with a 4/1/8 deadline. He also told council members of the HR supervisor school which will begin in May '08 with free 2 hour seminars including fundamentals of filling a position, legal issues relevant to supervising employees and performance issues among other topics.
- **Constitution** – Stacy noted the committee has made progress in clarifications of ex-officio and appointment members, and search selection process
- **Awards**- Rachel noted that awards were given at Founders Day Convocation and announcements have been in the Report as well. She is working on a nomination form to include on the website as well.

Business/Discussion Items:

- **Mentoring network** – Erin Pearce worked to develop a draft survey which with Alex’s help could be sent to A/P employees to explore the idea of a mentoring network. Comments from council members included who the audience for the survey really is (A/P or all of campus) and that ‘mentoring’ needs to be better defined. Please send comments on the draft to Erin or Alex.

- **Brown Bag** –
 1. **Safety** - topic ‘what to do if...’ set for April ’08 brown bag, Nikki will schedule

- **Adjournment** – Motion for adjournment by Debbie Lamb and seconded by Mindy Mangialardi. **Next meeting 3/13/08 in the 314 SSB**