

Illinois State University  
**Administrative / Professional Council**

1:15-3:00 pm; Thursday, June 27, 2013  
Room 412, State Farm Hall of Business

**MINUTES**

**Council Members present** –Anjie Almeda, Nikki Brauer, Stephanie Duquette, Ron Gifford, Emily James, Debbie Lamb, Becky Mentzer, Stacy Ramsey, Melanie Schaafsma, Soemer Simmons, Alex Skorpinski, Beth Snyder, Derek Story and Hurdylyn Woods.

**Approval of minutes**-Minutes from May 23, 2013 approved; motion by Emily James, second by Nikki Brauer.

**Chair's Remarks:** No Remarks

**Committee/Representative Reports**

- **HR Liaison** – Derek Story/Melanie Schaafsma-The Council welcomed back Melanie Schaafsma. She will be replacing Derek as our Human Resources Liaison.
  - SURS return to work legislation regarding the re-hiring of retirees has passed and HR has been meeting with the Provost's Office and other senior leaders to review, draft policy and update forms. Those can be found here: [http://hr.illinoisstate.edu/managers/hiring\\_employees/affected\\_annu\\_tants.shtml](http://hr.illinoisstate.edu/managers/hiring_employees/affected_annu_tants.shtml)
  - Efforts through committee are being undertaken to see how The Affordable Care Act will impact campus personnel. At this time HR is focusing on those employees that may work more than 30 hours per week and are not eligible for what the Act deems "affordable" health care plans.
  - Performance appraisals were due in May, but HR urged supervisors and AP leaders to continue to follow up with employees in finalizing both evaluations and aligning goals and expectations for next years' evaluation.
  - A list of new AP staff will be send to Alex and the Council president on a monthly basis. This list will be used for communications, marketing and other AP on-boarding activities.
  - HR was asked if there was any news on raises or appropriations. At this time there is no information regarding potential raises this year.
- **Academic Senate** —Soemer Simmons-No Report. The next Academic Senate Meeting is scheduled for August 28, 2013.
- **CCC** –Matthew Murray-Stacy Ramsey reported that the next Board of Trustees meeting will be at the end of July. The mayors from the Town of Normal and the City of Bloomington are typically presenters at the Coffee Hour.

- **Foundation** – Gina Bianchi – The Foundation Board met on June 21<sup>st</sup> at the Alumni Center. The next meeting will be October 5, 2013 at the Alumni Center. Interim-President Sheri Everts commented on the following items:
  - The overall renovation and beautification on campus
  - Preview is ongoing. There have been 15,325 applications for admissions. The target goal for the freshman class is 3,200.
  - The State of Illinois has paid 65% of the FY13 appropriations to date.
  - The Financial Planning Project will be complete and will be given to the new President Flanagan in August.
  - The Fine Arts Project is moving along from planning and fundraising perspectives.
  - The Hancock Stadium Project is on schedule for the most part. This is a \$26 million dollar project.
  - The new 7,304 square foot art gallery will open soon in Uptown Station.
  - The College of Education has been named on the *Top 100 list in Graduate Education*.
  - The College of Business has been ranked nationally for four years in a row now.
  - Dr.'s Timothy and Nancy Flanagan will join us on August 15<sup>th</sup>.

*Executive Director's Report*

- Campaign fundraising counsel is being sought.
- A full court press has been applied to reach fiscal year end goals. As of the meeting, there have been 9,782 donors with a goal of 10,000. *Side Note: The fiscal year goal was reached and surpassed with 10,150 donors.*

*Committee Reports*

- Investment Committee-Auditors will be on campus July 1-August 18 and will submit findings by September 6<sup>th</sup>.
- Finance Committee-No report
- Development Advisory Committee-The Committee met and approved recommendations regarding Benefactor Naming of University Facilities Policy and Guideline and the Benefactor Naming of Funds, Positions and Programs Policy.
- Ewing Advisory Committee-Option two was selected to address the repair of the Ewing Manor roof. Namely, a synthetic roof will be installed. This would cost approximately \$275,000 and includes the flashing and/or modification of the trim. This process would also include removing one-third of the slate already repaired. This type of roof will last approximately 25-30 years. A task force, headed by Erin Minne', will be created to propose a long term solution and timeline addressing the upkeep and maintenance of the Ewing Cultural Center.

*New Business*

- Larry Clore reminded the group that participation and action is favorable from a board. Let's not just "kick the can down the road."
- **Awards**-Beth Snyder-No report.

- **Communications** – Alex Skorpinski-The monthly AP newsletter email went out Tuesday. The welcome email to new AP employees went out as well. This email will be a monthly occurrence.
- **Elections** –Anjie Almeda-No report.
- **Programming** –Nikki Brauer-No report.
- **Scholarship** –Debbie Lamb –The Scholarship Committee received a record number of scholarship applications. The Committee has selected the award winners and applicants will be notified. Award winners will be posted to our website soon.

### **Summer Work Group Reports**

- **Grievance-Nikki, Chair**  
The group met with Derek Story and Michael Schultz from Human Resources to discuss. The AP Grievance Policy and AP Grievance Procedures were reviewed and it was decided to try merging the two documents into one document. The group decided that the formatting and layout of the Civil Service Grievance Policy was clearer than our current policy. It was suggested to try and follow the Civil Service Policy formatting whenever applicable. Nikki is going to re-write the opening statement to the AP Policy. Michael Schultz volunteered to work on the language of the policy. His goal is to combine the two documents, make the language more easily understandable and to correct grammatical errors. Once Michael is finished with his edits, they will be given to Soemer for review and suggestions. The edits will then go before the work group again for review. It was also suggested that members of the AP Council become serve as the Grievance Committee. This suggestion was tabled for further discussion. The work groups plans on meeting again in July once Michael has had a chance to complete his edits.
- **AP Staff Onboarding, Marketing, Communication, and Involvement Campaign-Emily V., Chair**  
The group met Monday. After discussion, the group determined it needed further insight into the Human Resources orientation process with new employees. Derek and Melanie addressed this question. Human Resources has online orientation for benefits only as it is not mandatory to attend in-person. There have been some changes including an Expo that includes representatives or information from Parking, Facilities, Redbird Card Office, etc. Work group members asked if the AP Council could be a part of the Expo and if there was any information on shared governance provided. Melanie responded that shared governance was mentioned in a video shown during orientation. The work group also asked about the content and frequency of the welcome email that is sent out to new AP staff. Alex or Stacy will forward a copy of the email to work group members. Originally, the email was sent every six months. Currently, it is being sent out monthly with an average of 5-10 emails being sent per month. Since the number of emails is relatively small, it was suggested that the Council take a more personal approach and have Council members email new AP staff directly to make the contact more personalized. These emails could include a personal invite to meetings, upcoming events, speakers, etc. It was also suggested that Council members hand deliver welcome packets and to reach out to individuals who ran for office but did not get elected as they may be interested in serving on a committee, group, etc. Anjie is putting together a handout showing how people can still participate on Council even with short time

constraints. The work group also suggested that the nature of the group should be an on-going effort and not just limited to a summer work group. It was proposed that this should be a permanent committee. Discussion to make it so was tabled.

- **Job Descriptions for Executive Board, Liaisons, and Representatives, Awards Process, New Council Member Onboarding/Orientation-Beth, Chair**  
After reviewing the pdfs currently on our website, the work group determined they were extremely outdated. Those Council members holding Executive Board positions, chairing committees, serving as representatives, etc. were sent the job description currently available and asked to review and edit. Updated job descriptions are due back to Beth by July 5<sup>th</sup>. The group examined the current Awards process and examined how it could be streamlined to increase nominations. It was decided to work with the Civil Service Counsel and Team Excellence committees to have our nomination timing coincide with theirs which would also help us with marketing efforts. Currently, our nomination timeline opens around Thanksgiving and is due prior to the holiday closure. Beth is contacting Lois Soeldner from the Civil Service Council and Julie Barnhill from the President's Office to discuss how to proceed. It was also decided to only require one nomination letter and two reference letters for the Distinguished Service award and one nomination letter and one reference letter for Emerging Leaders award. It was recognized that we need to broaden our communication efforts beyond just emails. In terms of an orientation process for new AP Council members, it was determined a more formal process was needed. It was suggested that new members be given an orientation binder which would include copies of the AP Constitution, job descriptions and meeting schedule. Members could use this binder to put minutes and agendas in as well. It was also suggested that new members meet before their first official meeting, possibly as a luncheon, where these binders and other information could be disseminated.
- **Programming and Fundraising-Stacey M, Chair**  
Members of the work group handed out a tentative schedule of AP Council Events for the upcoming year. The schedule plans one event per month in addition to the monthly social. It was also suggested that Council members could purchase Homecoming 2013 T-shirts from Barnes & Noble Bookstore. These shirts could have the individual's name printed on the back and could be worn during various Homecoming events. It was recommended that the Council look into once again participating in a Krispy Kreme fundraiser. The cost to us is approximately \$3.25/dozen and we are allowed to sell for \$7.00/dozen. Members of the work group are contacting Lois Soeldner to see if the Civil Service Council would be interested in partnering for the fundraiser.

### **Business/Discussion Items**

- **Scholarship Disbursement Approval-Debbie thanked her committee for their service.**  
The Scholarship Committee received 13 applications and was able to award nine scholarships of various amounts. The Committee felt they had a very competitive mix of applications and went on to explain decision factors to the rest of the Council members. A motion was made by Stacy Ramsey to approve the disbursement amounts as suggested by the Committee. Seconded by Alex Skorpinski. Motion passed.
- **Other**
  - The Council welcomed back Emily James from her maternity leave.

- The fiscal year is almost over. If you haven't made your annual gift, please consider doing so as the University is trying to reach the 10,000 donor record.
- The meeting schedule dates for 2013-2014 have not been finalized yet. It was suggested that they be sent out in the form of an Outlook proposal.
- The new Executive Board will be selected at the August 8<sup>th</sup> meeting. Please let Ron know ASAP if you are interested in any position. Names will be placed on a ballot for each position.

**Adjournment** – motion by Soemer Simmons; seconded by Becky Mentzer

**Next meetings – 1:15-3pm**

- July 11th-Regular Meeting Cancelled—Recommended Work Meeting for Summer Work Groups. Spotlight Room is available.
- July 25th-Room 412, State Farm Hall of Business

**Socials – 5pm see website/Facebook for specific locations**

- July 25th
- August 29th