

Illinois State University
Administrative/Professional Council
1:15 – 3:00 pm; Thursday, July 26th, 2018
Center for Community Engagement and Service Learning

AGENDA

Attendance: Susan Woollen, Christine Bruckner, Ron Gifford, Rachel Kobus, Amanda Papinchock, Nikki Brauer, Hope Fine, Rachel Carracci, Melanie Schaafsma

Excused Absence: Stephanie Duquenne, Heidi Verticchio, Zach McDowell, Kris Harding

- Review of Agenda- No changes.
- Approval of Minutes- **First, Rachel C., Second, Susan W.**
- Chair Remarks – **Ron Gifford** Ron hasn't met with President Dietz. Congratulations to Hope on her new position in Career Center. Council has an empty seat which will be filled by August. Any council member interested in serving as Chair, Vice Chair, Secretary, Treasurer should contact Amanda P. Council will vote at August 9 meeting. Will also seat two new member at August 9 meeting.
- Treasurer's Report-Heidi Verticchio:
We bought two of those plastic table stands for events, a pack of cardstock, and 20 red binders. Stephanie made a nice AP cover page for us to add to them. We will pass these out to all members next month. We spent \$102 on that purchase which means we ended the FY with only about \$5.00 remaining in our account.

This FY we begin the year with \$2000 in our account.

- HR Report: Melanie Schaafsma – **no report.**
- Committee/Representative Reports
 - Academic Senate – Amelia Noel-Elkins: **no report**
 - Campus Communications Committee – Liz Chupp: **Committee met two weeks ago to brainstorm. Last week finalized draft. Academic Senate will write and read at Board of Trustees. Highlight include passing of budget, fine arts center, community involvement, acknowledging construction, enrollment increase, INTO, fall activities**
Finalizing CCC process documentation. Will post on all websites and have hard copy.
 - Foundation – Christine Bruckner **Foundation Board working with consulting firm on structure of the board. Surveyed current board to begin assessment.**
 - Awards – Rachel Caracci/Hope Fine **Working with Narry Kim on postcard to have it ready to send last week of September and begin marketing. Rachel recommended deadline change to second week of November. Will also reach out to Tony Walesby to help garner nominations for the Strand Award.**
 - Elections – Amanda Papinchock – **no report**
 - Programming – Stephanie Duquenne
 - Summer 2018 Socials:
 - July 27th- Hyatt patio – **hope to see you there**

- Programming committee updates: Scheduled socials for the next year. Stephanie will compile and share with council for approval. Also talked about potential brown bag and service which will be announced later. Christine will reach out to Habitat for a date.

Holly Sanford reached out to talk about Homecoming collaboration with Civil Service

Ron also shared that AP and Civil Service will present at U Club on September 14. Will be deciding on presentation topics in August.

- Communication – Rachel Kobus- Rachel to write full story on all socials to include in an email. Post all events Facebook at once.
- Scholarship – Heidi Verticchio
We had 14 students apply. Thanks to the committee. We awarded 6 scholarships to the following individuals:

Peris Story
Emily Killian
Larissa Summers
Margaret Lesser
Andrew Sexton
Olivia Richardson

- New business
 - Constitution Review – Nikki
Purposing changes to quorum requirement from wording to state 2/3 to majority (50% plus one) needed. Purposing change Article 7, section 2b currently has August meeting for election of new executive board and would change to have election of executive board in May. Present changes at next council meeting and then make available for vote through My.IllinoisState for all APs.
 - The impact of the Post Office move out of Uptown on faculty, staff and students
Ron let council know the office is moving for 18 months to Landmark Drive. Civil Service addressed in a letter some concerns especially the impact on students. Asked if SGA was aware of this and also asked if Post Office will increase hours or a drop station in Uptown. Other places to communicate with ISU community to buy stamps.
- Adjournment First Nikki B. Second, Rachel C.

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