

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, July 25, 2013
Room 412, State Farm Hall of Business

MINUTES

Council Members present –Anjie Almeda, Gina Bianchi, Nikki Brauer, Stephanie Duquenne, Emily James, Debbie Lamb, Matthew Murray, Stacey Mwilambwe, Stacy Ramsey, Maureen Roach, Melanie Schaafsma, Soemer Simmons, Alex Skorpinski, Beth Snyder, and Hurdylyn Woods.

Guest present-Megan McCann

Approval of minutes-Minutes from June 27, 2013 approved; motion by Nikki Brauer, second by Debbie Lamb.

Chair's Remarks: Stacy informed the Council that Executive Board position descriptions are available. Several of the job duties previously held by the Chair have been more evenly divided up among the Vice-Chair and the Secretary. Anyone who is interested in running for one of the Board positions should let Ron know by Monday so that he has time to put together a ballot for the August 8th meeting. If anyone has any questions regarding Board job duties, time commitments, etc. please feel free to contact Stacy, Nikki or Soemer for clarification.

Committee/Representative Reports

- **HR Liaison** –Melanie Schaafsma-
 - Mike Schultz has finished his revisions of the AP Grievance Policy and has forwarded his recommendations to the work group for review.
 - 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.
 - HR was asked if there was any news on raises or appropriations. At this time there is no information regarding potential raises this year.
 - HR is taking a proactive approach to new employee onboarding. The goal is to make new employees feel more oriented prior to beginning work. New employees will meet with a benefits person prior to his/her start date. Typically, these orientation sessions are held every Monday but can be on a one-on-one basis if need be. HR is trying to coordinate with staff from other offices including Parking Services, Redbird Card Office, etc. so new employees can take care of multiple items during orientation.
 - Normally, there are two Employment Consultants (EC) in HR that handle Administrative Professional employment and onboarding. However, one of these positions is vacant so interviews are currently being conducted to fill the position. As this is a very busy time of year for HR, Melanie was hopeful that the new EC would start by mid-August.

- Several questions were asked regarding the job description project that has been in progress since earlier this year. Council members reported that this process is causing anxiety across campus. In January 2013, President Bowman announced the initiation of this project after the State University Civil Service System (SUCSS) audited University position descriptions and found that some of our job descriptions for Administrative Professional and Civil Service positions were not in full compliance with SUCSS rules. SUCSS rules require that job descriptions be written and be no more than three years old. Melanie said that HR is continuing to work with departments to ensure job descriptions are updated and accurate, and that the project is nearing completion this summer. Melanie was asked if HR does any benchmarking with other institutions on how they handle positions and/or job titles. Melanie reported that HR does indeed benchmark with other in-state institutions. Council members were concerned with the limitations imposed on candidate searches when hiring for a Civil Service classification. Melanie discussed the search process with Council members and asked Council members to contact her with any specific questions.
- **Academic Senate** —Soemer Simmons-No Report. The next Academic Senate Meeting is scheduled for August 28, 2013.
- **CCC** –Matthew Murray-The Board of Trustees meeting is tomorrow. There has been a time change from 9:00 a.m. to 10:00 a.m. The community mayors will present during the coffee hour.
- **Foundation** – Gina Bianchi – No report. The next meeting will be October 5, 2013 at the Alumni Center
- **Awards**-Beth Snyder-No report.
- **Communications** – Alex Skorpinski-The monthly AP newsletter email went out. The AP Council website has been updated with several of the AP Scholarship recipients' names and photographs. Alex will update the site with new Council members after the August 8th meeting. Stacy reminded new members to contact her if they need a picture taken or to send Alex the photograph if he/she already has one.
- **Elections** –Anjie Almeda-Anjie reminded Council members her term has ended and that the Elections Committee will need a new chairperson.
- **Programming** –Nikki Brauer-The AP Social is tonight at the Firehouse.
- **Scholarship** –Debbie Lamb –Scholarship recipients have been posted on the AP Council website. She believes that the scholarship has already been applied to the students' accounts. Debbie read a thank you note the Council received from recipient, Katharine Woollen.

Summer Work Group Reports

- **Grievance**-Nikki, Chair
The work group met in June with Derek Story and Mike Schultz. At that time, Mike volunteered to put together a revised policy/procedure that would make the AP Grievance policy more consistent with the Civil Service policy. Work group members received the proposed revised policy yesterday and are currently reviewing it. Once the group has a chance to review, it will be brought before the Council for discussion.

- AP Staff Onboarding, Marketing, Communication, and Involvement Campaign-Emily V., Chair
At their last meeting, the group continued to work on communications that would encourage participation in AP Council committees and related events.
- Job Descriptions for Executive Board, Liaisons, and Representatives, Awards Process, New Council Member Onboarding/Orientation-Beth, Chair
The updated job descriptions are almost finished and will be shared with Council members at the next meeting. The new criteria for the awards nomination process was approved (Please see Business/Discussion Items). Beth met with representatives from the Civil Service and Team Excellence awards process and it was decided to alter our AP awards timeline to more closely mirror the one used by the other two groups. This will enable all three groups to have a more coordinated marketing effort including joint emails, postcards, *Report* and *Open Line* articles, etc. Nominations will now begin on October 1st with nominations being due by November 1st. The Awards Committee will review nominations in mid-November and have the recipients to interested parties before Thanksgiving. It was suggested that Debbie Lamb contact the Civil Service Council to explore combining marketing efforts and timeline for scholarships as well. She will look into the possibility. In regards to onboarding, binders will be created for new members that would contain job/committee descriptions, a meeting schedule, the AP Constitution, an events calendar, etc. The question was asked who would be responsible for maintaining and updating binder information. Stacy informed Council members that it would fall under the duties of the Vice-Chair. It was also mentioned that the work group should possibly be made a permanent standing committee as we move forward. Discussion was tabled.
- Programming and Fundraising-Stacey M, Chair
A tentative events schedule was distributed at the last meeting. The first planned event at Cherry Berry is fast approaching. Stacey will look into availability for August 7th from 3:30-5:30 pm. Council members could split hours so one person would not have to stay the entire time. Stacey will let Alex and Stacy Ramsey know if the date will work so that a notice can be sent out and placed on the University Calendar.

Business/Discussion Items

- Approval of Foundation Board Representative to replace Gina Bianchi
Beth Snyder volunteered to assume the position. Motion by Alex Skorpinski; second by Emily James. Motion passed.
- Approval of new awards criteria established
The work group proposed changing the number of letters of recommendation needed for the Distinguished Service and Emerging Leader awards. A nomination for the Distinguished Service Award would now include the Nomination Form, a letter of recommendation from the nominator and two other letters of recommendation. A nomination for the Emerging Leader Award would now include the Nomination Form, a letter of recommendation from the nominator and one other letter of recommendation. Motion by Anjie Almeda; seconded by Matthew Murray. Motion passed.
- Approval of purchase of binders for new members
The work group has proposed purchasing binders to help onboard new Council members. These binders would contain information such as the AP Constitution, contact information, meeting schedule, events calendar, etc. The question was raised why only

new members would receive binders; shouldn't all Council members have the information as well? It was suggested that outgoing members could return the binders so that they could be reused. After discussion, a motion was made to allot an amount up to but not to exceed \$50.00 to purchase binders. First: Nikki Brauer; seconded by Hurdylyn Woods. Motion passed.

- Approval of purchase of awards for outgoing members
Outgoing Council members are typically given an award to commemorate his/her service to the Council. A motion was made to allot an amount up to but not to exceed \$250.00 for the purchase of awards for this year's outgoing members. First: Alex Skorpinski; seconded by Nikki Brauer. Motion passed.
- Other
 - The Homecoming Committee is looking for a Homecoming Prince & Princess. Children between the ages of 4-7 years old are eligible and can be nominated through the Homecoming website.
 - A sign-up sheet was passed around to volunteer for a Redbird Rumble team. Stacey will register the team on Monday so if anyone is interested, please let her know ASAP.
 - Council members were asked to review their listed contact information and let Soemer know of any changes ASAP.
 - The Council thanked Anjie Almeda and Gina Bianchi for their service.
 - The Social will be tonight at 4:30 pm at the Firehouse.

Adjournment – motion by Alex Skorpinski; seconded by Debbie Lamb

Next meetings – 1:15-3pm

- August 8th-Stevenson Hall, Room 401
- August 22nd-Bone Student Center, Spotlight Room

Socials – 5pm see website/Facebook for specific locations

- August 29th