

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

**AGENDA**

**Attendance: Zach, Amanda, Susan, Megan, Rachel C., Rachel K., Stephanie, Liz, Julie, Kris, Christine, Melanie, Heidi, Hope, and Ron Gifford**  
**Excused Absence: Nikki Brauer**

- Review of Agenda
- Approval of Minutes **all approved**
- Chair Remarks – Ron Gifford: **Meeting with President will take place later this month**
- Treasurer’s Report-Heidi Verticchio: **\$2000.00; Binders and office supplies purchased**
- HR Report: Melanie Schaafsma **HR is still proceeding with the new PAA, Principle Administrative Appointment, procedures; meetings have started with high level admins regarding this change**
- Committee/Representative Reports
- Academic Senate – Amelia Noel-Elkins: **First meeting is in two weeks. The council will need to work on the language regarding the proposal to add more AP council members and Civil Service members to the Senate. Senate will be readdressing the search committee make up and will be a future discussion topic at Senate. Associate Provost, Associate Vice President for Undergraduate Studies, and Assistant Vice President for Academic Administration searches are going to take place and AP council will participate in the shared governance session**
- Campus Communications Committee – Liz Chupp: **no report**
- Foundation – Christine Buckner: **no report**
- Awards – Rachel Caracci/Hope Fine: **a request \$200 to cover the cost of the postcard and will be split between: AP, Civil Service, Team Excellence, and Ethics Office**
- Elections – Amanda Papinchock: **Ron, Chair, Nikki, Vice Chair, Megan, Secretary, Heidi, Treasurer: all approved; one vacant seat will be filled by Kevin Goffard from Housing and will be attending next meeting.**
- Programming – Stephanie Duquenne
  - Socials: stephanie will follow up with venues to see about dates
    - **8/31 Schooners**
    - **9/28 Destihl Brewery**
    - **10/26 8 Bit**
    - **11/30 Jesses Grill**
    - **Dec we will try to partner with Civil Service for a hot cocoa and cookie bar in the BSC for all staff**
    - **1/25 Medici**
    - **2/22 Joe’s Pub in College Hills Shopping Center**
    - **3/29 Gill St.**

- 4/26 White Oak Brewery
    - 5/31 Flingers
    - 6/28 Pub II
    - 7/26 Hyatt Rooftop: call to confirm with the venue
  - Service updates: Christine: Christine will reach out to Midwest Food Bank for availability the first week of November
- Communication – Rachel Kobus
- Scholarship – Heidi Verticchio
  - i. Preference will be given to new applicants
  - ii. Students can receive this scholarship:
    - 1. A maximum of two years, or
    - 2. A cap of \$1500.00, whichever comes first
- New business
  - Constitution changes
    - i. Quorum for meetings will now be a majority instead of 2/3;
    - ii. Elections for officers will be held in May instead of August.
      - 1. Council will address the issue of new members not starting until August and not having the opportunity to run executive office if these elections take place in May. Will consider new members terms starting in May and when leaving members terms will end.
      - 2. Constitution committee will regroup and address this
    - iii. The implementation team for the University's strategic plan is looking for reps from AP council to serve
- Adjournment Rachel C. motioned, seconded Heidi and all approved

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