

Illinois State University  
**Administrative/Professional Council**  
1:15 – 3:00 pm; Thursday, September 8th, 2016  
Spotlight Room, BSC

**AGENDA**

**Attendance: Heidi, Hannah, Jamie, Zach, Greg, Aaron, Hope, Ron, Tara, Rachel K, Rachel C., Stephanie, and Emily**

**Excused Absences: Susan, Melanie, Christine, and Nikki**

- I. Skylar Guimond – Leadership and Campus Community Connections
  - a. Can sign up for events and indicate that we are part of A/P Council
  - b. Would be great to see staff at service events
  - c. Provided overview of fall service events and activities
  - d. Staff can be ISULeads mentors as well. Reach out to Skylar if you want to be a mentor or you know a student who would like to join ISULeads.
- II. Review of Agenda
- III. Approval of Minutes
  - a. Minutes approved.
- IV. Chair Remarks – Ron Gifford
  - a. Met yesterday with Provost Advisory Council
    - i. Awareness and branding of APs is something we should think about
    - ii. Provost suggested doing targeted invitations to socials. Suggested that if we got VPs to socials we would up attendance.
    - iii. Ron suggests that we make socials/events more inclusive.
    - iv. Ron talked with Charley Edamala; he would like to visit A/P Council.
    - v. November 10 – President Dietz will be at this meeting.
- V. Treasurer’s Report
  - a. Heidi has been working with Shannon Regilio.
  - b. \$2000; \$600 in Commodities, \$1400 in Contractual.
- VI. Committee/Representative Reports
  - a. HR Updates – Melanie Schaafsma – no report
  - b. Academic Senate – Nikki Brauer - no report
  - c. Campus Communications Committee –Heidi Verticchio - will meet in October before next board meeting. Let Heidi know what we would like included in the letter to BoT.
  - d. Foundation – Christine Buckner – no report
  - e. Awards – Rachel Caracci – Emailed Awards Committee, all have accepted. Confirmation was given to Rachel today to have Maureen Roach on Awards Committee. Will be connecting with UMC about the postcard and e-mail relay. This goes to all A/Ps and Civil Service. Rachel has reached out to Danielle

Miller-Schuster to see if Team Excellence wants to be included on the postcard this year. Hopes to have postcard sent out by early October. We may do an e-mail vote for approval on postcard charges if needed. Also working on getting the forms updated for the Awards site. Will get in touch with Rachel K. about updating the website. Think about individuals that you would like to nominate! Ron would like to write a brief letter to winners. Espirit de Corps process will start in November (Ryan Denham and Debbie Lamb are possibilities)

- f. Elections – Emily Vigneri - Emily and Greg met; timeline will be put together along with term expiration list.
- g. Programming – Stephanie
  - i. Save the date for Socials 4:30pm unless stated otherwise: 8/26<sup>th</sup>, 5pm Hyatt Place The Terrace; 9/30 Jessie's Grill, 10/28 Medici; 12/16 Swingers-Festive Holiday Attire contest; 1/27 Maggies; 2/24 Firehouse; 3/31 Cheeks; 4/28 Western Tab and May 19<sup>th</sup> Pub II
  - ii. Krispy Kreme Fundraiser set 10/28<sup>th</sup>→partnering with Civil Service; Hope leading – we have a food permit; Heidi will ask Patricia how we will take orders. Should be included in the A/P Council newsletter.
  - iii. Brown Bag updates - Brown Bag from noon-1pm in Spotlight Room, Nikki is presenting.
  - iv. Service Opportunities - Stephanie will look into ordering shirts for A/P Council.
  - v. Holiday Party – moving right along!
- h. Communications—Rachel Kobus
  - i. AP Council photos set for 9/22 during AP meeting in Kasten. Stephanie will confirm what time photos are and e-mail the Council.
  - ii. If you have different events/stories for A/Ps, shoot Rachel an e-mail. Will share some Homecoming items too. Send Rachel your committee members.
- i. Scholarship – Heidi Verticchio - Heidi sent last scholarship photo to Rachel K.

#### VII. New business

- a. Homecoming bags-Rachel C. - Working with Civil Service Council to determine how many bags we have. We have 500 bags; 3 different styles. We need about 1,000 bags total. Last year, the bags were \$1/bag. Stephanie will ask how much the Homecoming bags were. Stephanie moves to provide Rachel with up to \$600 for bags. Heidi seconded. Motion carries.
- b. Ron would like to invite Dr. Krejci to a meeting in the future and hopes tradition would continue with Dr. Murphy.
- c. Ron would like us to become more visible and to assist with communication on different topics/issues.
- d. Heidi asked for reasons we participate in Council and why people participate. Many indicated it was comradery and ability to reach out to other divisions for help/assistance.

#### VIII. Adjournment

- a. Rachel moves, Heidi seconds. Meeting adjourned.

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