

Illinois State University
Administrative/Professional Council
1:15 – 3:00 pm; Thursday, September 10, 2015
Spotlight Room, Bone Student Center

AGENDA

In attendance: Alex Skorpinski, Aaron Von Qualen, Ken Fansler, Emily Vigneri, Melanie Schaafsma, Ryan Denham, Heidi Verticchio, Ron Gifford, Rachel Carracci, Susan Woollan, Jamie Neville, Greg Diller

- I. Review of Agenda
- II. Approval of Minutes **Ron first, Ken second**
- III. Chair Remarks – Alex Skorpinski **Meetings with president scheduled; VP of Student Affairs search committee being formed**
- IV. Committee/Representative Reports
 - a. HR Updates – Melanie Schaafsma **CMS Dependent Audit email went out last Tuesday and F/S may be asked to submit documentation of dependents via a letter and HR will assist in the collection of the documents: email HRdeva@ilstu.edu for any assistance; A possible vender has been identified for the Portable insurance .**
 - b. Academic Senate – Nikki Brauer **AP council needs to review the minutes from the Planning and Finance that Nikki sent and will welcome any suggestions. This committee is also reviewing two policies that Nikki will send to AP council to review also. Senate minutes attached.**
 - c. Campus Communications Committee – Ryan Denham **Susan from academic senate has set the topics for the next four brown bag sessions: Oct. Stevenson Center, Feb. University Archives and Traditions Project, May: WGLT and July: BloNo town gown**
 - d. Foundation – Beth Keegan
 - e. Awards – Rachel Caracci **the process of the communication plan is being created. The goal is to move this process up and have nominations collected prior to holiday break. Information will be added to the AP newsletter in September and postcard will be completed shortly. Rachel is working with Civil Service to streamline submissions. AP will more than likely be online only submissions.**
 - f. Elections – Emily Vigneri **Alex will be reaching out to the Provost to see who the APer on the COB and Mennonite searches**
 - g. Programming – **Need a chair for the upcoming year.**
 - h. Communications—Matt Keegan and Stephanie Duquette **Send anything that you would like to have included in the AP newsletter to Stephanie the Wednesday prior to the last Monday of the month**
 - i. Scholarship – Ron Gifford **No report**
- V. New business
 - a. Homecoming **AP would like to order bags again this year for the next 2 years; Ken will look into past order to see history of costs and vendors and amount of order**
 - b. Parking Committee **Alex is looking for names of APers to serve on the Parking committee. Please send any names to him via email. He will reach out to these folks to judge interest. AP council will vote on who will serve next meeting.**
 - c. **Legacy brunch at the Alumni Center on October 5th beginning at 9am for all parents, grandparents and siblings of current ISU students with these current legacy students.**
- VI. Adjournment **Nikki first, Rachel second**

NOTE: If you cannot attend the meeting, please contact Alex at 8-7108 or ajskorp@ilstu.edu.