



**Members Present:** Kate Boutilier, Jeff Helms, Amy Secretan, Kara Snyder, Katy Strzepek

**Members Excused:**

**Members Joining via Zoom:** Wilma Bates, Derek O'Connell, Melissa Ramirez-Osorio, Mike Regilio, Derek Story, Heidi Verticchio, Kate Weiser

**Guests Present:**

**Speakers:**

**1) Approval of Agenda**

A motion to approve the agenda was made by Jeff Helms, seconded by Kara Snyder. The agenda was unanimously approved.

**2) Approval of Minutes**

A motion to approve the minutes was made by Katy Strzepek, seconded by Jeff Helms. The minutes were unanimously approved.

**3) New business**

• **AP Distinguished Service Award (Wilma)**

The employee chosen to receive the AP Distinguished Service Award is retired as of January 1. Wilma and Amy were notified and there was discussion on how to disburse the monetary component of the award. Initial discussions about the employee's eligibility to receive the monetary award due to no longer being an active employee. The employee was an active employee at the time of nomination, application, and selection. To the knowledge of Council, this has never happened before. There is concern about equity and access for these awards and how it will appear if a retiree was recognized with this award and monetary gift.

Wilma will update Teams site with this information & discussion for future work. Those serving on the committee next year can revisit conversation and update eligibility criteria & verbiage as needed.

Wilma and Derek Story will clarify with HR to determine the process and any implications pertaining to annuity benefits, SURS, taxes/W-2, etc.

**4) Old business (2022-2023 List)**

**Brainstorming Topics List (On-going)**

- Staff compensation/salary (salary compression, equity, and counteroffers)
- Review of Master Plan
- Pedestrian safety
- Town/Gown assessment
- Faculty/staff release time policy for civic engagement
- Connected issues relating to visibility, communication, programming
- Develop systemic process for programming events
- Advanced planning and sharing of ideas across divisions for flexible work in summer months
- Staff Survey results
- AP/CS Council Merger

**5) Chair Remarks – Amy Secretan**

Amy met with President Kinzy on Wednesday, January 11. They spoke about community building and staff feeling included and valued.

Founder's Day will take place this year on Thursday, February 16. It will be more internally-focused (honorary degree and alumni-type events will be incorporated into other events). The Employee Appreciation Lunch will also return. More details to come!

A working group has been assembled to focus specifically on staff recognition. Amy was not sure if staff are actively serving on the working group.

Discussed developing an event that is similar in scope to Children's Holiday Party. Ideas included:

- Facilitating an event at a less busy time of year, potentially a summer event or fall event immediately prior to or at the beginning of the semester.
- Building a pre-party event around Gamma Phi Circus spring performances. Gamma Phi has previously used Children's Holiday Party as an opportunity to practice. A lot of opportunities there, including ticket sales (there is an alumni code for tickets so that alumni can sit together). Maybe replicate this for staff.
- Partnering with Planetarium? Mike will look into this and will reach out to CAS as well

What will our goal be with this event to replicate the spirit of the Children's Holiday Party, Chili Cook-Off, etc.? Timing will be important, especially for those involved with Preview and staff that are on 9 or 10-month contracts.

Send any additional ideas to Amy!

#### 6) **Treasurer's Report** – Heidi Verticchio

Current account balance is \$1,170.63. Recent expenses include the November Cookies & Cocoa event. CS Council previously agreed to cover costs for this event; AP Council to cover costs for an event in spring. Expenses for November event were charged in error to AP Council. Heidi has reached out to correct this.

#### 7) **Human Resources Report** – Derek Story

**Additional Training/Learning** - HR Calendar is being updated currently and we are adding supervisor-focused learning opportunities for early spring. Finalizing dates and will communicate out to Deans/Directors/Dept Heads as soon as we have it more solid for spring

**Remote Work/Flex Work** - Remote work requests - extension/change communication will go out shortly (this week likely still) for those that may have expired/expiring the last few weeks. As a reminder, the new form is all electronic at this time.

**Executive Order extended** - COVID leave still in place at Illinois State University

#### 8) **Representative Reports**

- **Awards** – Wilma Bates  
Wilma will notify all award winners after clarifying with HR about the Distinguished Service Award recipient. Thank you to those who helped review! Ended up with 9 nominees total.
- **Academic Senate** – Jeff Helms – No Report
- **Campus Communications Committee** – Melissa Ramirez-Osorio – No Report
- **Foundation** – Heidi Verticchio – No Report
- **ISU Annuitants Association** – Heidi Verticchio – No Report

#### 9) **Committee Reports**

- **Elections** – Kate Boutilier – No Report
- **Programming** – TBD (Katy and Kara on committee)  
**January (Wednesday, January 25): Yoga for EveryBODY Session**

**February (TBD):** Promoting Black History Month events on campus; currently collecting information to share.

**March (tentatively Tuesday, March 7, 12p):** Thinking about facilitating a panel of female leaders to celebrate Women's History Month. Collecting names right now – please send any recommendations to Kara. Discussed ordering food or snacks. Spotlight Room is only room in Bone Student Center that is free to reserve. We could spend more money on food but would be limited on space (it seats 28). An alternative is to spend money on a larger space and offering light snacks instead of a full meal. Kara will see what other spaces are available and we will go from there. Confirmed that the Faculty and Staff Lounge is not available for reservations during lunch hour.

**April (Saturday, April 15):** Collaborating with CS Council for drive-thru food drive for School Street Food Pantry. Reaching out to IWU and HCC, as the Food Pantry also serves those communities. Will open up volunteer opportunities to all staff, along with those at IWU and HCC. Can also serve as an opportunity to recruit for AP Council. Putting together an informational Zoom about the Food Pantry to explain the need for it, teach social justice and service components, etc.

Katy and Kara continuing to plan for programming in April and beyond. Please send them any ideas!

- **Communication** – Kara Snyder

Email was sent today for January program. A reminder will go out Thursday, January 19.

January newsletter will go out Monday, January 31.

Spotlight has been set up for February. Please send Kara any suggestions for APs to feature in March and beyond.

- **Scholarship** – Derek O'Connell

Official recruitment call for committee members! Derek is looking for at least 4 committee members to review essays. Committee work will take place a few weeks in June. The committee may not need to meet, unless there are questions about the number of awards to distribute. Please contact Derek if you are interested in serving on the committee.

- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan

Combined EDI and programming initiatives this semester, which is a great and natural collaboration to highlight what the university is already doing to support EDI issues. A few Council members are involved with the EDI Leader's Circle; there is a symposium in February. Will continue to share and promote other events.

## 10) University Updates

### 11) Adjournment

A motion to adjourn the meeting was made by Jeff Helms, seconded by Kara Snyder. The motion was unanimously approved.

**Next Meeting: Thursday, January 26, 2023 / 1:15 pm – 3:00 pm / STV 401 and Zoom**

**\*Special Note: Representatives from the University's Strategic Planning Task Force will be attending our next meeting. They will have ~45 minutes at the top of the agenda.**