



Members Present: Kate Boutilier, Jeff Helms, Amelia Noël-Elkins, Derek O'Connell, Mike Regilio, Trevor Rogneby, Amy Secretan, Kara Snyder, Derek Story, Katy Strzepak, Heidi Verticchio, Kate Weiser

Members Excused: Melissa Ramirez-Osorio

Members Joining via Zoom: Wilma Bates

Guests Present:

Speakers:

1) Approval of Agenda

A motion to approve the agenda was made by Amelia, seconded by Heidi. The agenda was unanimously approved

2) Approval of Minutes

A motion to approve the minutes was made by Trevor, seconded by Kate W. The minutes were unanimously approved.

3) New business

• **Vote on AP-CS Merger (Amy)**

- An updated PowerPoint presentation was posted to Teams site earlier this week. This included a summary of recent changes.
- Amelia motioned to approve the proposal as it exists now. Kara seconded the motion. Motion was unanimously approved.
- Amy will connect back with merger group and will keep us informed on next steps.
- Clarified later in meeting:
 - There is not a set timeline at this point for this work. It will be more apparent when we begin developing the Constitution. It will be important to set benchmarks to ensure that work continues. Will discuss this with merger working group. With Amelia leaving, there may be a need for more AP representatives to serve.
- As part of this discussion, later in the meeting, addressed Council vacancies, and how best to fill these seats. We will be losing two Council members, Amelia and Trevor. There is a sense that we can function with the current membership but will have reduced members for committee work as a result.
- Constitution states we need majority of voting Council members for quorum, no specific number. Council at maximum consists of 12 at-large members but can be at discretion of Chair based on AP trends. We currently have 10 voting members. Typical number is 16-17, which includes at-large and representative positions. Jeff Helms, as Academic Senate representative, is a voting member, but does not serve in an elected position.
- Please think about vacancies/special election for next meeting. CS Council is in similar position and is recruiting on an individual basis to fill temporary one-year terms.
- Current AP numbers: 461 (without rank).
- Concerns about having a quorum at next meeting due to absences.

• **Nominees for Strategic Planning Task Force (Amy)**

- Amy posted this to Teams earlier this week. Please contact her directly if you would like to self-nominate. We are asked to provide 2-3 names (currently we have only 1). The task force will meet every three weeks through February 2023.
- Update on other AVP level searches: Amy sent out calls recently for two AVP-level search committees. These calls were sent to APs, including those that had faculty rank. In the future, calls for search committees will not be sent to these individuals, as we previously discussed as a Council excluding those with faculty rank from serving as AP representatives on search committees. For these

specific searches, currently, those with the largest number of votes do not have faculty rank, so it will work itself out.

- **Elect new Council Treasurer (All)**

- Trevor is leaving ISU for another position. His last day is Friday, October 21st. Heidi volunteered to serve as Treasurer moving forward.

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

Meeting with President Kinzy: Amy and Stuart met with President Kinzy last week and discussed the following:

- Staff Satisfaction Survey: Working on getting results uploaded to Provost website. Had been hoping to share results during State of the University Address but didn't get information in the preferred format in time. She will let Amy and Stuart know when the results are available. Directive from Office of the President to share results with divisions and to encourage discussion among units and to gather feedback. Divisions were to submit feedback in October. Still waiting on feedback from some units. Data will need to be understandable and accessible.
- Salary equity and job descriptions: These were reflected in survey results. Clarification that information pertaining to salary figures and what we can and cannot do is controlled by the state. It is a large area of concern, but a lot of it is out of our hands. Discussion about how to interpret this information, guidelines, procedures, processes, and comparisons to other institutions.
- Strategic Plan: Planning efforts will kick off this week. Her goals are to be strategic and efficient, to collaborate, and to do the best we can with what we have. She would like to implement changes that will utilize resources to the best of our ability, especially if we cannot count on obtaining larger appropriations and/or increase tuition significantly. These efforts will require creative thinking.
- Space/Capacity: Discussed need for additional space, especially with such a large incoming class. Discussed possible renovations at Cardinal Court. A new dormitory will be built on Main Street, across from the Rec Center.
- Reception at University Residence: Reminder about the AP & CS Council reception at the University Residence on Monday, October 24, 6:00-8:00 p.m.

6) Treasurer's Report – Trevor Rogneby

Recent expenses include paying for speaker for book discussion on Thursday, October 27th, and a recognition plaque. Current balance is \$1,780.98.

7) Human Resources Report – Derek Story

Merit-based increase program - Salary adjustments should be in this next pay advice/check for qualified employees

LinkedIn Learning extended to Grad Assistants and Student Employees available in My.illinoisstate.edu - full email notification functionality is not yet turned on, but is likely next steps

Flex and Remote - staff numbers are up to about 20-25% of staff using these available offerings

Policy Review - Academic Senate is looking toward a review of some policies, and HR has been asked to look at 3.4.7 currently for recommendations/feedback

8) Representative Reports

- **Awards** – Wilma Bates
Spoke with University Events this morning. They will be meeting today to finalize dates for 2023 Founder's Day celebrations. More information about awards timeline and deadlines will be available soon.
- **Academic Senate** – Amelia Noël-Elkins
See attached notes from Amelia. This is her final Academic Senate report, and she was presented with a plaque in recognition of her service.
- **Campus Communications Committee** – Melissa Ramirez-Osorio
The CCC will address the Board of Trustees on Friday, October 14th.
- **Foundation** – Heidi Verticchio
The next Foundation Board meeting Friday, October 14th.
- **ISU Annuitants Association** – Heidi Verticchio
The next ISUAA meeting will be Wednesday, November 9th.

9) Committee Reports

- **Elections** – Kate Boutilier – No Report
- **Programming** – TBD (Katy and Kara on committee)
Meeting invitation was sent to join the book discussion on Thursday, October 27th. Zoom link in invite, sign-up via Form. So far, there are 10 signed up. Please contact Katy if you would like a copy of the book.

Due to conflicts, decided to no longer pursue volunteer opportunity at ISU Homecoming Parade, Saturday, October 15th.

There is a Coffee and Cocoa event coming up for CS Council. They will distribute materials about what they do. This could be a good opportunity to partner with them. Katy will speak with them about collaboration.

Katy is researching wrap & pack times for a December service opportunity.

- **Communication** – Kara Snyder
October newsletter will be sent out Monday, October 31st. Jeff Helms volunteered to serve as AP Spotlight for November. Please send Kara names of anyone you feel should be highlighted!
- **Scholarship** – Derek O'Connell - No Report
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan - No Report

10) University Updates

11) Adjournment

A motion to adjourn the meeting was made by Amelia, seconded by Trevor. The motion was unanimously approved.

Next Meeting: Thursday, October 27, 2022 / 1:15 pm – 3:00 pm / DEG 551 and Zoom

Respectfully Submitted:

Kate Boutilier
10/13/22