



Members Present: Kate Boutilier, Wilma Bates, Jeff Helms, Derek O'Connell, Melissa Ramirez-Osorio, Mike Regilio, Amy Secretan, Kara Snyder, Derek Story, Katy Strzepak, Heidi Verticchio, Kate Weiser

Members Excused:

Guests Present:

Speakers:

1) Approval of Agenda

A motion to approve the agenda was made by Mike Regilio, seconded by Wilma Bates. The agenda was unanimously approved.

2) Approval of Minutes

A motion to approve the minutes was made by Wilma Bates, seconded by Melissa Ramirez-Osorio. The minutes were unanimously approved.

3) New business

• **Staff Council Merger Updates (Amy)**

Amy and Jeff; and Stuart, CS; met recently with Martha Horst, Academic Senate, to discuss our proposal to merge into a unified Staff Council; included was the proposal, PowerPoint slides, historical context, and representation on Academic Senate. Amy posted general notes to our Teams site about their discussion. She is confident that Martha understands the "why" and feels she is supportive of this proposal. Martha provided context on moving this proposal through the necessary channels and gave some recommendations. Our request will need to go through the necessary administrative levels, including Legal.

Martha recommends that we review our governing documents (By-laws & Constitution) and make in-line changes – identifying what wording we will need to change and what it will need to be changed to. We will then need to prepare a formal letter that will be presented to the Academic Senate Executive Committee. This can be completed in coordination with the review of the governing documents. It was suggested that we complete our preparations so that the letter can be presented at the first meeting of Academic Senate in the fiscal year, August 2023. This was also recommended so that our proposal can advance to the Rules Committee before they begin to receive additional requests.

Moving forward, we will need to reinvigorate the working group. Amy will remain on the working group and is seeking at least 1-2 more volunteers from Council to serve. Stuart has identified 2 CS Council members to join him in these efforts. If you are interested in serving in this capacity, please contact Amy. She would like to establish the working group by our next Council meeting (March 9).

There was discussion about substantive changes to our Constitution or By-laws. Amy did not think there were going to be any substantive changes – it will primarily be modifying the language to reflect a Staff Council, rather than AP Council, and CS Council.

We will be maintaining our current representation on Academic Senate (2 representatives). It may be difficult to request additional representation simultaneously with this proposal, so we are focusing on one thing at a time. Martha suggested we keep our language about representation general in the governing documents; we can decide internally how these representative roles will be filled (i.e., 1 AP representative / 1 CS representative).

Martha expressed willingness to help expedite this and mark our proposal as a critical item. She stated there may be concern from the University Communications Committee. They have verbiage in their materials that reflects separate AP and CS Councils, so there will need to be further discussion about these materials. She did not feel this was difficult to overcome, however.

Stuart requested through the Office of the President space and/or funding for a mini-retreat or meeting over the summer to gather anyone from AP and CS Councils who might be available to brainstorm the structure of the new Staff Council – what should it look like and feel like? Not sure where request is currently. CS Council elections occur over the summer, so there may be overlap where new CS Council members are working with current AP Council members, etc. There will still be some consistency, however.

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 will resume meetings at some point with Interim President Tarhule. Looking forward to continuing the conversation and excited for this partnership!

Amy encouraged anyone serving on a committee or in a leadership position to document their processes as they go (nuances of role, resources and individuals to contact, full processes, email templates, etc.) This will ensure a smooth transition and will benefit our future selves.

6) Treasurer's Report – Heidi Verticchio

With the catering bill of \$598 for A to Z for the women and leadership bill, which is processing, our balance will be at \$354.37. We did pay for entirety of Coffee and Cocoa event in November (rental, food & beverage), rather than splitting with CS Council.

7) Human Resources Report – Derek Story

Policy update: 3.4.7 (employment in excess) **was updated to 3.2.21** and approved last night in Senate. Language update that is likely notable is that the reference was to credit hours as well as effort, to recognize that some courses are larger than 3 credit hours. Pending signature still at this time.

SURS 457 Deferred Comp Update: Public Act 100-0769 required the creation of the SURS DCP (deferred compensation plan). This means that employees who are “New to SURS” will be defaulted into a savings plan. Those employees can opt out and will be informed about this upon hire. Goes into effect 7/1/23. This is a reminder/repeat from last meeting.

Tuition Waivers for next year: Faculty and staff who have a dependent child attending Illinois State University should submit a tuition waiver application to the Human Resources Office by June 1. This will ensure that a credit is received

on the first tuition bill. The Interinstitutional Tuition Waiver Application is located on the Human Resources website at <https://hr.illinoisstate.edu>

8) Representative Reports

- **Awards** – Wilma Bates – No Report
- **Academic Senate** – Jeff Helms
See attached notes from Jeff.
- **Campus Communications Committee** – Melissa Ramirez-Osorio
The next Board of Trustees meeting will be the final one in which CS Council is responsible for drafting & presenting the letter. Beginning in August, AP Council will be responsible.
- **Foundation** – Heidi Verticchio – No Report
- **ISU Annuitants Association** – Heidi Verticchio – No Report

9) Committee Reports

- **Elections** – Kate Boutilier
Meeting with Derrek D. Monday, February 27 to review process. Nominations will be open Monday, March 6 – Friday, March 31. Virtual Coffee Hour has been scheduled for Thursday, March 23 at 8:30 a.m. Will coordinate with Communication Chair and Webmaster as needed.
- **Programming** – Katy Strzepek and Kara Snyder (Spring 2023 calendar of events copied from previous minutes, updates in italics)

March (Wednesday, March 8, 12-1p): Facilitating panel event on Women in Leadership. Catering will be provided from A-Z Catering. Water will be provided from Office of Sustainability. Will use compostable plates and cups. Katy will send bills to Heidi for payment. *Registration is at (42) – popular topic and filled quickly!*

April (Saturday, April 15, 8a-12p): 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. Sean Thornton, CS, working on graphics and will share marketing information. *Coffee Hour will be scheduled for April to promote the Food Pantry, explain the need for it, teach social justice and service components, etc. Beth Porter, CS, setting up a Sign-Up Genius. More information will be shared soon!*

- **Communication** – Kara Snyder
Will connect with Kate to promote upcoming Elections. Please send Kara any Spotlight ideas. Will feature APs in CAST but is looking for a variety of APs to feature. Will promote tuition waiver information on socials in early March and feature in March newsletter. Melissa will connect with Kara about promoting Organization of Latino/a Employees and other affinity groups. Will be speaking with CS Council about this as well.
- **Scholarship** – Derek O'Connell – No Report
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan
Melissa and Katy shared notes from the recent EDI Leaders Circle event. Sessions included services that focus on student belonging and inclusion, including Listening Circles. Jill Benson, Dean of Students, talked about student navigator program, which will be student-led to help students with food insecurity-issues. Importance of focusing on strength-based approach and not assuming students have deficits. Important to meet students where they are; programs that may be of interest to us may not be of interest to them. Included discussion about faculty and staff of color sharing their experiences across the different Divisions. Many departments are committed to EDI work, but efforts are siloed and they do not seem to be speaking with each other. Dean of Students has a new quick reference guide we can use to direct students, faculty, and staff to resources across campus. Similar silo concerns with student success efforts; many departments target this

area but need to coordinate data and infrastructure. There is a new Director of Advising Advocacy, Innovation, and Technology role that will assist with this and will be student-centered. This role is modified from Amelia's most recent role at ISU, and will focus on integrating data about student success, time to degree, identifying barriers, etc., and how to bring the data under a smaller umbrella and use in better ways. The search for this position is underway and two candidates will be on-campus in a few weeks.

10) University Updates

11) Adjournment

A motion to adjourn the meeting was made by Mike Regilio, seconded by Wilma Bates. The motion was unanimously approved.

Next Meeting: Thursday, March 9, 2023 / 1:15 pm – 3:00 pm / STV 401 and Zoom