



Members Present: Kate Boutilier, Amelia Noël-Elkins, Melissa Ramirez-Osorio, Trevor Rogneby, Amy Secretan, Kara Snyder, Katy Strzepek, Heidi Verticchio, Kate Weiser

Members Excused: Megan Baxter

Members Joining via Zoom: Wilma Bates, Derek O'Connell, Mike Regilio, Derek Story

Guests Present:

Speakers:

1) **Approval of Agenda**

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

2) **Approval of Minutes**

A motion to approve the minutes was made by Derek O., seconded by Mike.

3) **New business**

- **Homecoming 2022 (All)**

- Kara and Katy are currently serving on Programming Committee. Trevor volunteered to help distribute bags prior to parade. Rachel C. has bags that we can use. Katy available to help, and potentially Amy as well.

- **AP-CS Merger Working Group (Amy)**

- Sean (CS), Terry, Amy, and Amelia met recently. Sean feels that feedback from CS Council has been positive.
- Summary of changes discussed:
 - **Calendar year of Staff Council:** CS Council follows fiscal year (July 1 – June 30). Their last meeting in June is the first meeting for new members and the final meeting for departing members. Executive Board positions and committee positions are selected in July. AP Council calendar differs, largely due to recent changes. Council discussed that the new Staff Council should follow the fiscal year.
 - **Participation Requirements:** Removed section that requires members to participate on a set number of committees. Rather than being expressly listed in the Constitution, it will be part of the Council onboarding process. Whomever is in charge of this for Staff Council will then set expectations for member participation and involvement.
 - **Attendance Policy:** Decided that (3) unexcused absences per semester would be the maximum number allowed. Absences beyond this will result in a discussion by Executive Board. (Note: Leave-time is not counted as unexcused absences)
 - **Voting Privileges of Chair:** Chair will have voting privileges on Staff Council.
 - Removed minimum eligibility requirement for (6) months of service.
 - Committee leadership section modified to **comprised of** rather than **led by**.
 - Member eligibility modified to **department** rather than **unit**.
 - Agreement about allowing (1) former member of each Council to serve as ex-officio members, if inaugural (17) elected members did not previously serve on either Council. Both CS and AP felt that this could be rare.
 - **Filling Council Vacancies:** CS Council currently holds elections in April and October to fill any vacancies. Recommend that Staff Council fills vacancies by returning to most recent election and selecting the next highest vote-getter.
 - Terry is willing to continue to serve on Working Group. Amy is also planning to continue.
 - Next steps include summarizing changes for both Councils, obtaining approval, and hopefully sometime soon can begin drafting a Staff Council Constitution.

- Clarified that Staff Council meetings will be open to members of public. These are current policies for AP and CS Council meetings as well.
 - **Duration of Meetings:** CS Council meetings are one hour. There is no set policy for this. Will need further discussion among Councils to confirm adequate meeting length (90 minutes could be easy to block/schedule).
- **Appointment of Academic Senate Representative (All)**
 - Amelia has accepted a new role at School of Art Institute of Chicago, so we will need to appoint a new AP representative for Academic Senate.
 - Amelia is planning to serve through the October 12th Academic Senate meeting. Would like there to be a replacement by September 28th Academic Senate meeting, so the individual could attend (2) meetings with Amelia.
 - Amelia will upload her Academic Senate folder & materials to AP Council Teams site.
 - Will need to solicit names of AP staff who are interested in serving in this role. The individual does not need to be someone currently serving on AP Council, but their primary appointment must be AP (example: an AP who is also NTT). They cannot be a faculty member who is serving in an AP role. Does not necessarily need to be someone from Academic Affairs, but it will be helpful to have someone who has awareness of academic policies.
 - Amelia volunteered to collect names of those who are interested. Council will review names and appoint a replacement at the September 22nd meeting.
 - Amelia will draft a brief description of responsibilities that can be shared with AP through social media channels and through a mass e-mail request (the latter requires a five business day turnaround).
 - Timeline:
 - Mass email sent to all AP by **September 15th**
 - Amelia collect names by **September 21st** (will confirm AP appointment with Derek S.)
 - AP Council will vote on **September 22nd**
- **AP Council Website (Mike)**
 - AP Council website will be undergoing a redesign. Will not impact content or navigation. Mike will post a link of what the new website will look like.

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 on September 7th**
 - Staff Success Survey
 - Will have opportunity to invite a representative from Staff Success survey committee to present high-level data to Council
 - Can arrange an opportunity for a presentation to both Councils together; Mike will take the lead on using Outlook plug-in to identify days/times that work best for majority
 - Could we allow for (2) sessions if needed?
 - Can we record presentation(s)?
 - Staff Success survey data will be included in State of the University address on September 20th
 - We are being invited to provide feedback on how to best disseminate survey information

- Can we clarify whether the full report (or an executive summary) will be released? Amy can follow up with President Kinzy following State of the University address
- It's possible that information from COACHE survey (faculty) and Staff Success survey (staff) may be released simultaneously
- Addressed staff satisfaction/retention; raises that were recently announced for eligible employees are a direct result of the survey results
- Alternate work/flexible work will lead to a culture shift; will need to be a shift at all levels, so supervisors can know how to support their staff that are seeking this policy

6) Treasurer's Report – Trevor Rogneby

Budget remains at \$2,000. Trevor has access to the resources he needs.

7) Human Resources Report – Derek Story

Merit-based increase program - Salary adjustments will be made for eligible employees retroactively to 9/1/22 as soon as the process is complete. Expectations are that adjustments will be realized/seen in pay advices in October.

Will be serving as chair of Team Excellence Awards Committee. Wilma will represent AP Council as committee chair.

8) Representative Reports

- **Awards** – Wilma Bates – No Report
- **Academic Senate** – Amelia Noël-Elkins
See notes from Amelia.
- **Campus Communications Committee** – Melissa Ramirez-Osorio – No Report
- **Foundation** – Heidi Verticchio – No Report
- **ISU Annuitants Association** – TBD
 - Heidi will speak with Tal.

9) Committee Reports

- **Elections** – TBD
 - Will circle back with Megan Baxter to confirm interest.
- **Programming** – TBD
 - Katy and Kara to brainstorm future programming events, coffee chats, etc.
 - Katy will reach out to Midwest Food Bank about a November volunteer opportunity. She will confirm their volunteer needs.
- **Communication** – Kara Snyder
 - Next newsletter will go out Monday, September 26th. Member spotlight confirmed.
- **Scholarship** – Derek O'Connell – No Report
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan
Amy and Katy are meeting next week.

10) University Updates

11) Adjournment

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

Respectfully Submitted:

Kate Boutilier

9/15/22