



**Members Present:** Kate Boutilier, Melanie Fata, Troy Hinkel, Chelley Jackson, Terry Jackson, Megan McCann, Derek O'Connell, Tal Parmenter, Amy Secretan; *Emily Nafziger, Derrek Drenckpohl, Amelia Noël-Elkins [via Zoom]*

**Members Excused:** Nora Atkins, Elizabeth Chupp, Mike Regilio, Kara Snyder

**Guests Present:**

**Speakers:** Stephanie Duquenne, Alumni Engagement: Homecoming 2021 *[via Zoom]*

Stephanie presented an overview of Homecoming Week 2021. This year will mark the 100<sup>th</sup> anniversary, and the 125<sup>th</sup> anniversary of Redbird football. Please help promote this year's events within your departments/units.

Homecoming 2021 t-shirts were distributed at today's meeting. Megan will bring them to our next meeting as well. Wear your t-shirt on Fridays to help promote Homecoming 2021! Email Stephanie, [saduque@ilstu.edu](mailto:saduque@ilstu.edu), if you would like any Homecoming materials or merchandise for your department/unit.

A complete schedule of this year's events is available on the Homecoming website, <https://homecoming.illinoisstate.edu/>

If your unit/department is interested in participating in the campus decorating contest, please register by Wednesday, October 6<sup>th</sup>, <https://homecoming.illinoisstate.edu/events/campus-decorating/>

**1) Approval of Agenda**

A motion to approve the agenda was made by Amy, seconded by Chelley. The agenda was unanimously approved.

**2) Approval of Minutes:**

A motion to approve the minutes was made by Derek O., seconded by Tal. The minutes were unanimously approved.

**3) New business**

• **Tuition Waiver Policy for APs**

Emily inquired about the tuition waiver policy and how it differs for AP and CS employees. Under current policy, CS employees qualify for tuition waivers at all public state universities and AP employees qualify at ISU only. Melanie confirmed that this is largely because of how benefits are administered for CS versus AP. CS employees' benefits and guidelines are facilitated and administered through the state university civil service system.

• **APs for Graduate School Director Search Committee**

Megan facilitated the nomination process for APs interested in serving on the search committee for a new Graduate School Director. Voting will remain open through 5:00 p.m. on Thursday, September 9<sup>th</sup>. Megan will tally the votes and notify Council of the (3) AP representatives that were nominated. She will then send those names to Dr. McLauchlan to select the AP representative. Calls for additional search committees will be communicated as needed.

• **Brainstorming Topics List 2021-2022**

Megan presented and summarized the list of topics that were generated from the Council brainstorming discussion on Thursday, August 26<sup>th</sup>. The Executive Committee reviewed notes from the discussion and identified common themes. These notes will be shared with Council via the Teams site. We will continue to review this list to determine if any items should be added, removed, or modified.

**4) Old business (2021-2022 list; On-Going)**

**Brainstorming Topics List**

- Improve communication efforts to APs on campus

- Increase visibility of APs on campus
- Increase representation on Senate
- Monitor HR updates related to AP transitions (**will re-evaluate in January 2022 and remove if needed**)
- Continue AP engagement/programming
- Remote Work Policy / Workplace Flexibility
- Create space, opportunities, and programming to discuss and generate ideas regarding Equity, Diversity, and Inclusion (**name for these initiatives has been changed to Equity, Diversity, and Inclusion; for official purposes, any updates/work in these areas moving forward will be referred to as EDI**)
- Develop annual survey for APs and communicate out efforts taken on actionable items
  - Discussed drafting a one-page executive report to summarize the survey results, share observations and examples, and to identify themes; Terry volunteered to work on this
- Discussion about Future Partnerships with CS Council

**5) Chair Remarks** – Megan McCann

**HR Data on Remote Work Policy:** Thank you to Melanie for reporting back on Derrek D.'s request for data on remote work policy. This information has been posted to Council Teams site.

**Children's Holiday Party:** There will not be an official Children's Holiday Party this year. CS is interested in partnering with AP on an event to hold in its place. Discussed purchasing items for children in need through Holiday Helper program, or to individually donate funds to sponsor children through the program. Megan will speak with Stuart, CS Council, and will post options in Teams.

**Filling Council Seats:** The Executive Committee is proposing waiting until January 2022 to hold any special elections to fill our (2) vacant Council seats. Council supported this idea and discussed preparing for the election in December and opening elections for a few weeks in January at the start of the semester. The goal would be to have Council members seated in late February/early March.

**Programming Chair:** The Executive Committee suggested collaborating as a Council to identify opportunities to engage APs through programming. Discussed holding a virtual Coffee Hour event in late October. Terry and Tal volunteered to coordinate. Megan will provide resources from last year's programming committee. Discussed inviting a representative of HR to provide general information on the remote work policy.

**Topic Ideas for Upcoming Meetings:** Please send any ideas for meeting topics to Megan. We will plan to discuss the Leader's Circle Retreat at our next meeting on Thursday, September 23<sup>rd</sup>. It was suggested to invite Janice B., HR, to attend a Council meeting in October or November to discuss the remote work policy, any changes, etc.

**Phone Call with Keith, SEIU, Staff Senate Chair:** Megan received a phone call from Keith who is the Staff Senate Chair at SIUE. He is looking to increase transparency among all staff councils at public state universities in Illinois.

**Meeting with President Kinzy:** Megan will be meeting with President Kinzy on Wednesday, September 22<sup>nd</sup>. If there is anything that you would like to be addressed during this meeting, please contact Megan.

**6) Treasurer's Report** – Amy Secretan

Plaques were ordered for (3) outgoing Council members. The total cost was \$188.52, which brings our balance to \$1,811.48.

**7) Human Resources Report** - Melanie Fata – No Report

**8) Representative Reports:**

- **Awards** – Chelley Jackson  
No formal report but will be connecting with representative from CS Council to discuss communication pertaining to awards. More information will be shared at our next meeting.

- **Academic Senate** – Amelia Noël-Elkins  
Please see attached Amelia's full report.
- **Campus Communications Committee** – Liz Chupp – No Report
- **Foundation** – Emily Nafziger – No Report
- **ISU Annuitants Association** – Tal Parmenter  
Academic Senate wants to seat faculty representatives for the ISU Annuitants Association. Their next meeting will take place Wednesday, September 15<sup>th</sup>.

## 9) Committee Reports:

- **Elections** – Derrek Drenckpohl – No Report
- **Programming** –  
Tal and Terry volunteered to plan and facilitate a virtual Coffee Chat event in October. Megan volunteered to help facilitate a December event.
- **Communication** – Kate Boutilier  
Participated in News Hub training on Thursday, September 9<sup>th</sup>. Council meetings for semester have been posted to university's Events calendar. Newsletter will be going out the last Monday in September. Please contact Kate if there is anything you wish to be included in the newsletter, or if you are interested in joining the committee.
- **Scholarship** – Derek O'Connell – No Report
- **EDI (Equity, Diversity, and Inclusion) Initiatives** – Amy Secretan – No Report

## 10) University Updates

### 11) Adjournment

A motion to adjourn the meeting was made by Emily, seconded by Derek O. The motion was unanimously approved.

### **Next Meeting: Thursday, September 9th via Zoom or in-person (DeGarmo Room 551)**

All meetings will take place in DeGarmo Room 551 through December (with a Zoom option). **Please note:** Meetings in October will be held in Center for Civic Engagement conference room (with a Zoom option).

### **Respectfully Submitted:**

Kate Boutilier

9/13/21