



Members Present: Kate Boutilier, Troy Hinkel, Chelley Jackson, Terry Jackson, Megan McCann, Amelia Noël-Elkins [via Zoom], Derek O'Connell, Tal Parmenter, Mike Regilio

Members Excused: Nora Atkins, Elizabeth Chupp, Derrek Drenckpohl, Amy Secretan, Kara Snyder, Derek Story

Guests Present:

Speakers:

1) Approval of Agenda

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

2) Approval of Minutes

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

3) New business

• **AP to CS Transitions & Elections, Vice Chair Position – information & discussion (Megan/Terry)**

A proposal was presented that would allow current Council members to retain their seat on Council through the end of the academic year, in the instance of job transition or employee classification. A motion to propose this for discussion was made by Troy, seconded by Tal.

Terry will facilitate Council vote and discussion on this proposal via Teams.

Council discussed holding one election in the upcoming semester, rather than two separate elections (a special election and a general election). Council discussed moving up the general election to take place in February/March. Those elected during the general election will be formally seated on Council in May.

Derek O. volunteered to be considered for the role of Vice Chair. Terry will facilitate a Council vote through Teams to fill this vacancy.

• **Parking Advisory Committee Update (Megan/Terry)**

Updates were posted to Teams from the Parking Advisory Committee.

• **Parking Advisory Committee By-Laws – review & discussion (Megan/Terry)**

Parking Advisory Committee by-laws were posted to Teams, along with questions from the Chair of that committee, Dimitrios, pertaining to AP representation on the committee. Council discussed retaining two representatives to serve on this committee. Cara Boester currently serves as one of our representatives, and we would appoint a second representative. This representative would not need to be a member of Council, but rather someone appointed by Council. Representatives would be invited to share updates/reports on Teams and/or to attend Council meetings as needed. Megan will share this feedback with Dimitrios.

• **Policy 3.4.7: Employment for Teaching Purposes of Administrative/Professional Personnel – review & discussion (Megan/Terry)**

This policy was posted in Teams for review and discussion. Council discussed changes to the verbiage. Megan will share these changes with Janice and Martha.

• **Survey to APs Regarding Remote Work Policy / Workplace Flexibility – updates (Megan/Terry)**

Council discussed survey process and timeline. Further discussion will be facilitated via Teams to capture additional feedback, thoughts, or suggestions. Council will vote on how to move forward.

• **Working Groups: Merger with Civil Service Council, AP Membership, Academic Senate Membership – updates (Megan/Terry)**

CS Council has submitted representatives to serve on the Merger with CS Council working group. Terry will schedule their initial meeting.

4) Old business (2021-2022 List)

Brainstorming Topics List (On-going)

- Improve communication efforts to APs on campus
- Increase visibility of APs on campus
- Increase representation on Senate
- Monitor HR updates related to AP transitions
- Continue AP engagement/programming
- Remote Work Policy / Workplace Flexibility
- Create space, opportunities, and programming to discuss and generate ideas regarding Equity, Diversity, and Inclusion
- Develop annual survey for APs and communicate out efforts taken on actionable items
- Discussion about Future Partnerships with CS Council

5) Chair Remarks – Megan McCann

Meeting with President Kinzy: Megan's meeting with President Kinzy in November was canceled. Terry will begin meeting with President Kinzy this month, on Friday, December 17th. Please let Terry know of any items you would like him to take to this meeting.

Transition to Council Chair: Liz, Terry, and Megan met to discuss the transition of Council Chair position to Terry.

6) Treasurer's Report – Amy Secretan – No Report

7) Human Resources Report – Derek Story

Derek provided a report via email.

Minimum Wage increase will take effect 1/1/22 (to \$12 per hour as part of the Governor's overall annual increase plan) – department liaisons for HR paperwork and specifically student employment were contacted in November about the change and the rosters for all student employees to assess any changes needed and anticipated impact.

Paid Admin Leave Bill HB2778 (the one that includes additional provisions for leave options related to pandemic) was sent to the Governor on 11/30. No new movement there as of the time of sending this email.

Policy update 3.1.11 (Time Away from Work) and 3.1.50 (Military Leave) will move to action items on the next Academic Senate meeting and 3.1.13 has been approved (updates to Domestic Partner Benefit)

Reclassification/Assessment of AP positions and moving some to CS positions continued this month. Academic Affairs division-based employees transitioning were made aware of changes last week. A reminder that these all classification/reclassifications are constantly under review and may be subject to future change also under State University Civil Service System statutes and rules. We are expecting biannual review from that state agency (for procedures including, but not limited to reclassifications) to happen within the next calendar year.

Early reporting deadlines for hourly employees (reporting time estimates through the 15th of December, but doing so by the 13th of December with approval) went out earlier this week to managers and main office coordinators (lead staff) where hourly employees exist.

It is also recommended to advance report time/benefits prior to leaving for winter break for the rest of the December month (This might be the 16th – 31st for hourly or semi-monthly exempt, OR 1st – 31st for monthly exempt) in order to avoid any unforeseen issues/time-crunches with approvals when we return from break on January 3rd.

8) Representative Reports

- **Awards** – Chelley Jackson
Winners will be selected for Distinguished Service Award and Emerging Leader Award. Council vote will be facilitated via Teams. Chelley nominated an individual for the Esprit de Corps Award. Council supported this nomination.
- **Academic Senate** – Amelia Noël-Elkins
See attached notes from Amelia.

- **Campus Communications Committee** – Liz Chupp – No Report
- **Foundation** – TBD
- **ISU Annuitants Association** – Tal Parmenter
See attached notes from Tal.

9) Committee Reports

- **Elections** – Derrek Drenckpohl – No Report
- **Programming** – Liz Chupp (“Get to know AP Council”) – No Report
- **Communication** – Kate Boutilier – No Report
- **Scholarship** – Derek O’Connell
Derek will begin recruiting committee members next semester.
- **Equity, Diversity, and Inclusion Initiatives** – Terry Jackson
Committee reviewed the Pillars of Progress document. Committee will solicit feedback from Council on which Pillars to focus our efforts. More information in January.

10) University Updates

11) Adjournment

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

Next Meeting: Thursday, January 13th, 2022 / 1:15 pm – 3:00 pm / STV 401 and Zoom