



Members Present: Kate Boutilier, Derek O’Connell, Melissa Ramirez-Osorio, Mike Regilio, Amy Secretan, Kara Snyder, Derek Story

Members Excused: Kate Weiser

Members Joining via Zoom: Wilma Bates, Jeff Helms, Katy Strzepek, Heidi Verticchio

Guests Present:

Speakers:

1) Approval of Agenda

A motion to approve the agenda was made by Melissa Ramirez-Osorio, seconded by Mike Regilio. The agenda was unanimously approved.

2) Approval of Minutes

A motion to approve the minutes was made by Kara Snyder, seconded by Wilma Bates. The minutes were unanimously approved.

3) New business

• **Preparing for Meeting with President Tarhule (Amy)**

President Tarhule will be attending our meeting on Thursday, April 27. Executive Board met earlier this week to brainstorm items/questions, which will be shared with him in advance for his review and consideration.

Council identified the following items/questions we would like him to address at this meeting:

- Staff survey results and takeaways
 - Plans for action items/next steps for staff survey results; plans are in place for faculty survey results
 - What stands out to him? What is he seeing from the data and how does it compare to our observations?
- Ideas on recruiting, supporting and retaining staff from diverse backgrounds (ex: what are some of your ideas for how the university could work towards recruiting and retaining staff from minoritized backgrounds and supporting them?)
- Supporting and empowering staff in their duties & roles (ensuring they have the tools necessary to perform their jobs)
- Address how the university is planning to support faculty/staff in their efforts to support large incoming class sizes (ex: how are they planning to support faculty/staff in managing large groups of students, focusing on both the direct and indirect supports for students?)
- CONCLUDING QUESTIONS: What would he like from us (staff, or AP Council specifically)? What would he like to see? Are there other ways we can be involved and/or places in which we should have representation?

Amy will draft questions focused on these areas and will post to Teams for feedback.

Melissa will provide data and presentation slides from Organization of Latino/a Employees (OLE) concerning recruitment & retention of diverse faculty, disparities among staff and resources within and between departments; differences in types of jobs and classifications.

Suggested to include a standing item on our agendas to note items or questions we would like him to address. Amy can incorporate these into her meetings with him.

- **Meeting Schedule for Summer 2023 (Kate B.)**

Discussed meeting once a month in the summer. Planning on June 8 and July 13. Meetings will be in-person, but there will be a Zoom option available. Kate will send calendar invitations once room is confirmed. Will look at STV 140 first; other options include Turner 125, Moulton, and EOC. Can explore these options for Fall 2023 meetings as well.

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

Have not met with President Tarhule since last Council meeting. Derek O. will join Amy on the AP-CS Council Merger Working Group, along with three representatives from CS Council. They will meet soon.

6) **Treasurer's Report** – Heidi Verticchio

Balance is \$149.63.

7) **Human Resources Report** – Derek Story

Policy(s) - Those former policies 3.1.1, 3.2.1, 3.2.2, 3.2.13 are still in committee and are not yet available/approved.

Learning/Training - posted article on the slate for spring. Message has been sent out to Dean, Directors, Dept. Head list. Here is the article for reference: <https://news.illinoisstate.edu/2023/03/learning-and-development-opportunities-for-spring-from-hr/>

Sick Leave Bank open enrollment - April 6-17. See full details here:

<https://news.illinoisstate.edu/2023/03/fy2023-sick-leave-bank-open-enrollment-april-7-20-2/>

8) **Representative Reports**

- **Awards** – Wilma Bates – No Report
- **Academic Senate** – Jeff Helms – No Report
- **Campus Communications Committee** – Melissa Ramirez-Osorio – No Report
- **Foundation** – Heidi Verticchio
Foundation Board meets on Friday, March 24.
- **ISU Annuitants Association** – Heidi Verticchio – No Report

9) **Committee Reports**

- **Elections** – Kate Boutilier
Elections open until Friday, March 31. Two self-nominations so far. Please encourage others to nominate! Thank you to everyone who attended the virtual coffee hour this morning. Elections will open Monday, April 10.
- **Programming** – TBD (Katy and Kara on committee)
March: Feedback on the Women in Leadership event has been positive. Opportunities to offer again and to expand program!

April (Saturday, April 15, 8a-12p): Co-hosting with CS Council a drive-thru food drive for School Street Food Pantry. Kara shared Sign-Up Genius in Teams site. Good opportunity to volunteer and to meet other people. Shifts will be shorter, can volunteer for multiple shifts. Please share widely and note that volunteers do not have to be part of AP or CS Council.

Summer (TBD): Discussed facilitating a social event in May, suggested Fiala Brothers in Uptown Normal.
- **Communication** – Kara Snyder
March newsletter will come out Monday. It will include information about the election.
- **Scholarship** – Derek O'Connell
The scholarship application will go live April 3. Previous recipients can apply, but priority will be given to new applicants. Derek will verify fund availability with Foundation and will send content to Kara to include in upcoming newsletters.
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan
CRCC will take place Wednesday, March 29. Amy will be attending for most of day.

10) University Updates

11) Adjournment

A motion to adjourn the meeting was made by Melissa Ramirez-Osorio, seconded by Derek O'Connell. The motion was unanimously approved.

Next Meeting: Thursday, April 13, 2023 / 1:15 pm – 3:00 pm / STV 401 and Zoom