



**Members Present:** Kate Boutilier, Troy Hinkel, Terry Jackson, Derek O'Connell, Mike Regilio, Amy Secretan, Kara Snyder

**Members Excused:** Elizabeth Chupp, Chelley Jackson, Amelia Noël-Elkins, Tal Parmenter

**Members on Zoom:** Nora Atkins, Derrek Drenckpohl, Megan McCann, Emily Nafziger, Derek Story

**Guests Present:**

**Speakers:**

**1) Approval of Agenda**

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

**2) Approval of Minutes**

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

**3) New business**

- **Review of Council Constitution (Derek O.)**

Derek reviewed the draft of the 2020 Council Constitution and summarized a list of recent changes. Draft and list of changes were made available to Council via Teams site prior to meeting. Please review and send Derek feedback by Friday, April 15. He will incorporate suggestions into a working draft. The draft will be presented to Council via Teams chat for further discussion, and there will be a Council vote during the April 28 meeting.

- **AP-CS Merger Working Group Updates (Terry)**

Terry summarized the proposal for one Staff Council, including representation/composition, Executive Board, and committees. Presentation slides were made available to Council via Teams site prior to meeting. Council asked questions and clarified thoughts from the working group. Council will revisit this discussion at the April 28 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 – Derek O'Connell**

**Meeting with President Kinzy:** Derek will meet with President Kinzy next on Friday, April 28. Please let him know of any items, thoughts, or suggestions you wish him to address during this meeting.

**Ombudsperson Policy (3.2.12):** Derek spoke with the Chair of the Rules Committee, and Academic Senate secretary Dimitrios Nikolaou for an update on the Ombudsperson Policy. Additional clarification was provided on our previous discussion about incorporating a consultative role (such as Office of the Provost or Academic Affairs), but Council would like additional comments/rationale on the issue of compensation. Mike motioned for this issue to be brought forward by Amelia at an upcoming Academic Senate meeting. Troy seconded. Motion was unanimously approved.

**Search Committee: Dean, College of Engineering:** Derek has submitted four names (Mike Regilio, Mandy Webster, Trevor Rogenby, Lauren Riordan) to the Provost to be considered for the AP representative on the search committee for the Dean, College of Engineering.

**Academic Senate Representative:** The Academic Senate representative is appointed internally by Council. Amelia has expressed interest in continuing to serve in this role. Please let Derek know by Thursday, April 21 if you are interested in this role or if you would like to nominate someone. A vote will be facilitated electronically if multiple nominees.

**Council Elections:** Please make your selections by Friday, April 15. There were enough nominees to fill all open positions (at-large & representatives).

**Upcoming Speaker Suggestion:** Discussed inviting Janice Bonneville, HR, to present to Council about any updates concerning remote work policy, and to provide an update on the recent staff survey, since several survey items were dedicated to remote work. Derek will speak with President Kinzy further about the staff survey results, how these results will be communicated out, and about the remote work policy and any moves that may be made in the future. Please let Derek know of any questions or concerns you would like Janice to speak to. He will compile the list and send to Janice with an invitation to present to Council, potentially in May.

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

Amy is waiting on update about previous budget question. Derek O. agreed to assist if additional follow-up was needed.

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

**HB1167** - This bill passed to allow for retroactive Paid Administrative Leave for COVID-19 and for the remainder of the school year. There are qualifying circumstances within the bill and individuals identified as potentially impacted have been contacted via campus email for next steps

**Search Advocate Program** – individuals interested in becoming a member – training and education will be June 20-23<sup>rd</sup> – contact Lisa Mason [lmason@ilstu.edu](mailto:lmason@ilstu.edu) for more information or to indicate interest

**Sick Leave Bank** - Open still through the 4/20 – policy is found at [3.1.38 Sick Leave Bank Program | Policy | Illinois State University](#). Bank will open in iPeople.

**LinkedIn Learning** - continues as a resource for faculty/staff as a learning and training platform through the end of the Fiscal Year – assessment will occur to determine this as an ongoing asset

**8) Representative Reports**

- **Awards** – Chelley Jackson – No Report
- **Academic Senate** – Amelia Noël-Elkins  
Amelia's notes from recent Academic Senate meeting have been posted to Teams site.
- **Campus Communications Committee** – Liz Chupp – No Report
- **Foundation** – Emily Nafziger – No Report
- **ISU Annuitants Association** – Tal Parmenter – No Report

**9) Committee Reports**

- **Elections** – Derrek Drenckpohl

Please remember to vote for Council elections by Friday, April 15. Derek O. will then notify the nominees with the results of the election. All nominees will be elected to some position on Council. Discussed incorporating in future elections information about division/department, so that we can encourage all divisions to participate in the election process.

- **Programming** – TBD – No Report
- **Communication** – Kate Boutilier  
The April newsletter will go out on Monday, April 25. Will include the names of the new Council members, and their departments. Stephanie Alvarez-Ramirez, University Housing Services, will be April Spotlight.  
**Addendum:** News article about Scholarships has been posted and is available on our website, <https://news.illinoisstate.edu/2022/04/applications-sought-for-a-p-council-scholarships/>. This will be featured in April & May newsletters.
- **Scholarship** – Derek O’Connell  
Applications opened this month. Please share with other APs – dependents of current or former (retired) APs are eligible. We awarded five scholarships last year. Derek will confirm our account balance with contact in Foundation and will connect with Kate to communicate information out.
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan  
Committee met recently to discuss the “why” of the committee – who is our target audience? How should we interact with them? Discussed to look outside of programming. Do we share knowledge with all AP employees and encourage them to share with their home departments? Do we use Council as a launching point? Would like to take intentional time to discuss professional development – whether this be a section of the newsletter, or a dedicated space on our meeting agendas. Our reach could become broader following the development of a single Staff Council. Planning to move forward once the new Council members are seated. Discussed interest in learning more about Search Advocate Process through HR – what is the process? When should it be implemented? What does it look like? Suggestions for committee work include incorporating an Event Spotlight or EDI Spotlight in communications/monthly newsletter; and dedicating space on the agenda for EDI topics and highlight it as a New Business item each semester.

## 10) University Updates

## 11) Adjournment

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

**Next Meeting: Thursday, April 28th, 2022 / 1:15 pm – 3:00 pm / STV 401 and Zoom**

**Respectfully Submitted:**

Kate Boutilier  
4/15/22