



Members Present: Kate Boutilier, Jeff Helms, Derek O'Connell, Melissa Ramirez-Osorio, Amy Secretan, Kara Snyder, Derek Story, Katy Strzepek, Heidi Verticchio, Kate Weiser

Members Excused: Wilma Bates, Mike Regilio

Guests Present:

Speakers:

1) Approval of Agenda

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

2) Approval of Minutes

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

3) New business

- **Elections (Kate)**
 - Will need to fill (5) existing **at-large member** vacancies
 - Two current Council member terms are expiring; both are eligible to run again
 - Will need to appoint **Webmaster** later this spring
 - Will need to appoint **Academic Senate representative** later this spring
 - Proposed timeline:
 - Nominations open: Monday, March 6 - Friday, March 31
 - After this time, confirm acceptance of nominations & collect personal statement information
 - Elections take place: Monday, April 10 - Friday, April 21
 - Include bio/personal statement information for nominees
 - Members are seated in May; will be expected to attend meetings beginning in August, and encouraged to attend at least one meeting in the summer
 - Include nomination information during Wednesday, March 8 panel event
 - Host virtual coffee hour Thursday, March 23, 8:30-9:30 a.m.
 - Kate will create Zoom link and will send calendar invitation to Council members – all are welcome!
 - Amy volunteered to provide remarks if needed
 - Can include nomination/election information in March and April newsletters; will send mass emails to APs for nomination and election information; can promote through social media, ISU news articles, etc.
- **Revisit Brainstorming Topics List (Amy)**
 - Do we keep items on there? Move them up on list?
 - Discussed salary equity study process in Division of Student Affairs.
 - Example of academic advisor job roles/responsibilities, salary information; will be helpful to capture knowledge in a spreadsheet, for example, so it's all in one place and for comparison purposes. Can add a Notes column for additional details
 - Salary information is published annually and available in Milner Library for review. It is also available for download on IBHE website. Some exceptions are NTT and Faculty Associates.
 - How do we make sure people who want to be here want to stay here? Can be difficult question to address from AP point of view as there are multiple factors that help retain staff.
 - Maybe we start by putting together information about how people feel supported as APs in terms of their career, advancing in it, having jobs that are appropriate. How do we think about pay, job duties &

responsibilities and how do those impact our likelihood of staying? What exactly do we ask and where do we begin?

- Staff Survey was a good start. Maybe we need to focus further on what our actual jobs are, how they have shifted; how they are balanced and what we can ask an employee to reasonably accomplish in 37.5 hours/week
- Advocating for yourself can be difficult and can result in a lot of work, especially involving visualizing and comparing.
- **LinkedIn Learning (Amy)**
 - Added to agenda at request from President Kinzy. ISU has been utilizing this for a year now and has renewed for another year. Wants to assess how/if people are using it and how it can be better utilized.
 - Discussed opportunity to promote this at Spring Advisor Day on Friday, February 17. Kate W. will discuss with AAC at meeting on Friday, February 10. Derek S. is available to present.
 - Barriers can be:
 - Time: Carving out time on calendar, prioritizing over other responsibilities, which can be difficult to do
 - Scope: Can be difficult to know where to start and which courses may be most beneficial. There are over 16,000 courses to choose from, and a search bar for filtering.
 - Amy capturing thoughts and feedback to share with President Kinzy. Please send her any additional thoughts or feedback!

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 (optimal college/town assessment, Katy S.; survey will be going out in April)
- 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

Continuing work on Staff Survey results. Divisions have identified 3-5 action items they want to work on and will be reporting this to the Board.

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

Current balance is \$1,125.63. Some expenses so far; will have enough funds even after expected expenses for Wednesday, March 8 panel event.

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

Policy update: 3.4.7 (employment in excess) **was updated to 3.2.21** and approved last night in Senate. Language update that is likely notable is that the reference was to credit hours as well as effort, to recognize that some courses are larger than 3 credit hours. Pending signature at this time.

SURS 457 Deferred Comp Update: Public Act 100-0769 required the creation of the SURS DCP (deferred compensation plan). This means that employees who are "New to SURS" will be defaulted into a savings plan. Those employees can opt out and will be informed about this upon hire. Goes into effect 7/1/23

8) **Representative Reports**

- **Awards** – Wilma Bates (sent report via email)

There have been no additional changes or updates, and I confirmed with Presidential Events that our part is set for the Founders Day event on 2/16. Plaques are in and monetary awards will be processed for the winners.

- **Academic Senate** – Jeff Helms
See attached notes from Jeff.
- **Campus Communications Committee** – Melissa Ramirez-Osorio – No Report
The next Board of Trustees meeting will take place Friday, February 17. Coffee hour will feature Dr. Craig McLaughlan to discuss research.
- **Foundation** – Heidi Verticchio – No Report
- **ISU Annuitants Association** – Heidi Verticchio
Rolling out applications for folks to join. You do not have to be a retiree to join – the group helps to ensure that the benefits are there when you retire. Discussed newsletter and if this is something they would like to continue to fund.

9) Committee Reports

- **Elections** – Kate Boutilier – No Report (reflected in New Business)
- **Programming** – Katy Strzepak & Kara Snyder (Spring 2023 calendar of events copied from previous minutes; updates in italics)

March (Wednesday, March 8, 12-1p): *Facilitating panel event on Women in Leadership. Catering will be provided from A-Z Catering. Water will be provided from Office of Sustainability. Will use compostable plates and cups. Katy will send bills to Heidi for payment. Katy or Kara will send a calendar invitation to Council members. Will include registration link.*

April (Saturday, April 15, 8a-12p): *Collaborating with CS Council for drive-thru food drive for School Street Food Pantry. Reaching out to IWU and HCC, as the Food Pantry also serves those communities. Will open up volunteer opportunities to all staff, along with those at IWU and HCC. Can also serve as an opportunity to recruit for AP Council. Putting together an informational Zoom about the Food Pantry to explain the need for it, teach social justice and service components, etc. Sean Thornton, CS, working on graphics and will share marketing information. Will take place 8a-12p, and a few different volunteer opportunities will be available.*

- **Communication** – Kara Snyder
Announcement will go out to AP staff on Monday, February 13. Trying to get it into Report as well. Will be included in February newsletter.

Kate will connect with Kara to discuss communication efforts for Elections.

- **Scholarship** – Derek O'Connell
Assembled committee: Mike, Melissa, Kate B., Kate W., Katy. Will update application form in February and will work with Webmaster to get uploaded to website by April. Will coordinate work with Kara in March to discuss communication efforts.
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan
EDI Leader's Circle will take place on Tuesday, February 14.

10) University Updates

11) Adjournment

A motion to adjourn the meeting was made by Melissa Ramirez-Osorio, seconded by Heidi Verticchio. The motion was unanimously approved.

Next Meeting: Thursday, February 23, 2023 / 1:15 pm – 3:00 pm / STV 401 and Zoom

Planning and Finance Committee Meeting Agenda
Wednesday, February 8, 2023
6:00 P.M.
Spotlight Room

Call to Order

Roll Call

Public Comment **None**

Approval of Committee Minutes **No corrections or addition - approved**

Chairperson's Remarks **Lost committee secretary to another committee and need a replacement. Jason Wollard will take on this responsibility for balance of the term.**

Order of Business:

1. **Issues Pending**

- *5.1.21 Advertisement or Sponsorship of Activities, Events, or Programs Involving Alcohol and/or Hemp-Based CBD*

Still needs some organization and wordsmithing. Will continue on TEAMS and then vote next meeting

- *Policy 3.2.21 Employment for Teaching Purposes of Administrative Professional and Civil Service Personnel*

Minor revisions – clarifying the idea of “one course” After consultation with HR now will read not more than 4 credit hours. Will also add hyper link to policy reference in first paragraph. Typo fixed and acronym fixed PAF. Written agreement must be forwarded to HR.

- *Policy 4.1.14 Laboratory Schools*

Minor modification adding a revised on date and removing italics.

2. **Priority Brief Study: “Campus Pedestrian and Vehicular Safety and Transportation Planning”**

- Guest: David Marple, Director, Risk Management, Illinois State University
- Guest: Adam McCarty – Director of EHS

PowerPoint presentation about this topic. Associate VP Peck death triggered these proposed modifications to policy 5.8.1 changes. Talked about required OSHA reporting

and within OSHA response we have been put on notice about the hazard. We now need to make adjustments or face future challenges (legal and OSHA related).

Presentation focused on the creation of Dismount Zones as the solution. They feel this will be self-enforcing and will be rolled out and promoted. The idea of Walk Your Wheels

Marple's office watched the quad and the interactions of people and these types of vehicles.

Q – about have we looked at where bikes are coming from. Answer, yes and the first dismount zones will target high traffic areas.

Q – designated walk versus bike lanes that are separate as is done at UC Santa Barbara. Answer, this was a scenario looked at but don't see it as workable at ISU. Hence the current proposal.

Presentation and rollout count heavily on the fact that enforcement will be more self-enforcement. This will ultimately then become a part of campus culture. Then focus on other high traffic low visibility areas.

The working group looked at how peer institutions did things as part of their comparisons. UCLA, Colorado State, Santa Monica College, Texas A & M. Varying approaches to dismount zones and how approach the challenge of signage and enforcement.

Q – how are we working with community partners and community users of ISU campus on these changes. Good time to relook at partnerships. Comment about Town and the rental bike franchise.

Adam discussed roll-out and then an ongoing awareness campaign. First identify areas that represent biggest challenges (Milner Plaza / In Exchange). Then look at other areas. Quad itself is the last on their list currently. Do slow roll out and evaluate. Adjust as necessary.

Want to have a Police presence but like the model of positive enforcement rather than ticketing. Would very much like to look at how to get students involved in the process as well.

A question was raised about whether or not a permitting system had been looked at. Some skepticism in the idea that it will be self-enforced. A permitting system could require everyone who uses a vehicle to sign off and a nominal fee could help pay for signage and enforcement - this idea came up again in Senate.

Phase 1 Milner Plaza and In Exchange. Phase 2 under Main and the Watterson plaza Quad is an area to look at but not in the first 2 phases.

Lots of discussions about the exceptions and other challenges. Worried about not being too specific so that there is flexibility that can be adjusted as the program rolls out. Still discussing with stake holders and input still being received.

Pointed out that this is coming to Senate tonight as information item and then for action in two weeks, but Dave and Adam still collecting data, so there seems to be a disconnect in the speed that is being asked for by general council.

Adjourn

Academic Senate Meeting Agenda
Wednesday, February 8, 2023
7:00 P.M.
Old Main, Bone Student Center

Call to Order

Roll Call

Public Comment: All speakers must sign in with the Senate Secretary prior to the start of the meeting.

*Approval of the Academic Senate minutes of 12/07/22. **Approved no opposition***

Chairperson's Remarks

Welcomed new SGA new members and congratulated Senator Meyer and Holmes in their move to SGA leadership.

Item coming to Senate from legal and executive committee tonight. This is not the normal route forward but, Adam Peck's passing is the reason this is moving forward in this manner. The focus will be on creating dismount zones.

Reminded faculty about Canvas migration and backup- reviewed the migration deadline. CTLT has been asked to set up website about this to make finding information easier

Upcoming consent agenda items - Engineering curriculum via ad-hoc committee

Upcoming webinars - Feb 24 AAUP Whats happening to tenure. Also talked about the Association of Academic Senates views on how shared governance can reply to political attacks on tenure and EDI issues, like the troubling attacks on EDI issues being considered in Texas.

Condolences to everyone from or with connections to Turkey regarding the tragic death toll from the earthquake. Chair has personally contributed and urge everyone who can to do so as well.

Student Body President's Remarks

Thank the Chair for the kind words about SGA. Urge everyone to attend SGA meeting if possible.

Condolences to the family and friends of Matt Listman .

SGA hosting food drive – listed locations. Encouraged everyone who can to please donate to do so

Excited about bike safety and dismount zone discussion this evening

Administrators' Remarks:

- ***President Terri Goss Kinzy – absent – Hosting business leaders and donors at Bradley game***
- ***Provost Aondover Tarhule –Condolences to friends and family of Matt Listman***

After the earthquakes in Turkey and Syria ISU is reaching out to students / staff from those areas to support them.

Strategic planning survey – current plan ending. There is a new committee working on the next Strategic plan and they need your input. Please do the survey if you haven't already it is open until March 3. This was also in President Kinzy's most recent announcement.

HLC accreditation review process starts this year. There are 50 employees involved in work teams for this. Currently working on self-review. If asked help please make sure that you provide the requested information.

Black History month – watch for special events on campus Feb 27 Dr. Ken Warren to deliver an address

Provost searches continue – Dean for Engineering has already announced. We have now released the ads for the two chair positions in engineering.

CAST Dean search open and two ongoing AVP searches.

Director of University college search is also taking place.

Q – about accreditation and grant funding as well as students getting into graduate schools since we say accredited on transcript. Response = You accreditation is not at risk, but yes, this is a big deal and it is what separates us from non-accredited institutions.

- ***Vice President for Student Affairs Levester Johnson***

Acknowledging and remembering Matt Listman. He passed on a message from Matt's family that they are grateful for support from campus community.

Career Services – events for career readiness events start next week. Starting Monday Feb 13.

Faculty Staff discount at Waterson and Market place every Friday through end of Feb all eat lunch \$7.49 dinner \$9.00

- ***Vice President for Finance and Planning Dan Stephens***

- ***Janice Bonneville: SURS update***

Working with Connect Transort we have been asking to try to get bus(es) marked with ISU spirit wrap to promote ISU. Two are being worked on now, both fully electric, and will running Redbird Express starting in March.

Janice Bonneville talked about the upcoming SURS change - Doesn't impact existing employees. SURS now offering a 457 deferred compensation plan in addition to the 453 413b plans they have now. New employees will be auto-enrolled in the new 457 plan along with their SURS plans. Have 30 days to opt-out then 90 days to withdraw. This represents another 3% on top of what SURS pulls. Similar to what is happening in State retirement system. SURS and 457 11%-ish compared to State system around 4% plus social security (12%).

Q when will this become effective - Response July 1, 2023 take effect. SURS reps for AP and CS will address this in their meetings with AP and CS employees.

Information/ Action Item: -

From Planning and Finance Committee:

03.24.22.25 Policy 3.4.7 Employment for Teaching Purposes of

Administrative_Professional Personnel Current Copy

02.03.23.01 Propose Policy 3.2.21 Employment for Teaching Purposes of

Administrative Professional and Civil Service Personnel_Mark Up

01.26.23.02 Propose Policy 3.2.21 Employment for Teaching Purposes of

Administrative Professional and Civil Service Personnel_Clean Copy

File access issues last meeting so now coming back. Few minor changes, notes from planning and finance, and then one friendly amendment.

Q - why 4 credit rather than 3 credit - Response some classes are 4 credit hour. Would also allow for multiple 1 credit hour over different sessions

Moved from information item to action item - no debate - motion and passed.

Action Items:

From Faculty Affairs Committee:

12.09.22.04 Policy 3.3.11 Endowed Chairs and Professorships_Current Copy

12.09.22.05 Policy 3.3.11 Endowed Chairs and Professorships_Mark Up

12.09.22.03 Policy 3.3.11 EndowedChairs-Professorships_Clean Copy

Skipping 3.3.11 awaiting additional information from general council

From Planning and Finance Committee:

12.09.22.06 Policy 4.1.14 Laboratory Schools_Current Copy

12.09.22.07 Policy 4.1.14 Laboratory Schools_Mark Up

12.09.22.08 Policy 4.1.14 Laboratory Schools_Clean Copy

2 minor changes on this item, remove italics and revised on date corrected. - Passed

Information Item:

From Executive Committee:

01.13.23.01 Barrett Email_RE_ Bikes Skateboards Scooters and other Recreation and Transportation Devices on Campus

01.12.23.03 Policy 5.1.8 Bikes, Skateboards, and other Recreation and Transportation Devices Current Copy

02.03.23.02 Policy 5.1.8 Bikes, Skateboards, and other Recreation and Transportation Devices Mark Up

01.30.23.01 Policy 5.1.8 Bikes, Skateboards, and other Recreation and Transportation Devices Clean Copy

Dave Marple and Adam McCrary presented the same PPT as was presented to Finance and Planning to the full senate. The responded to questions along with general council (Jeannie Barrett).

Q – signage can it include the ramifications of not following rule as well ? – Answer, still being looked at so the ramification will likely be covered during roll out and not on signage.

Q – Has timing of the rollout been discussed with Admissions so it can be discussed with students/parents during campus visits? Answer, conversation about how to educate campus is ongoing. Preview and information to existing students will be a focus. Also looking at building an annual education program

Q – OSHA asked us to evaluate the risk\benefit of these types of vehicles. We, based on the proposed policy, have elected to allow. Now we need to have a permitting process to educate owners/users and make them sign that they know the rules. Answer, this is a great idea but need to do it as a separate idea to be considered later.

Q – Policy as written gives blanket ability for some groups to not dismount i.e., ISU police. Can we add language that would make this apply only in emergency so they would have to dismount when not responding? Answer, will talk with Chief Woodruff but believe the idea is they would dismount when not necessary to ride.

Q – Could we look at separate lanes for walker and rider, especially underpass etc. Answer, this was thought about, but space can be a challenge. Also, in some areas, such as Main Street underpass, there are visual blocks and lanes would have to cross.

Further, speed differences can present big problems if a pedestrian or rider happens to cross into the others lane.

Q – Applying lessons learned from Constitution trail, i.e. Nose making devices and riders announcing their approach. Can we apply these ideas to all the other areas of campus? Answer, In the awareness campaign there will be discussion about policy, safety and courtesy as it applies to areas outside dismount zones

Q – Have we had any discussion with Normal and this policy? Answer, Normal does not allow bicycles on sidewalks. We focused on what we could control and then ways to partner with Normal.

Q – Are we already sent and going with dismount zones, or are we still considering other models (no bikes/scooter/skateboards etc on campus)? Answer, we were unable to find a university that didn't allow these vehicles at all, or examples of complete campus bans. Ideas like Colorado where the vehicles are not allowed on campus based on time of day are not functional here since these would not have prevented the AVPs accident. Q – My daughter has had close calls around Stevenson.

Q – Has there been any or consideration that the presence of signs and zones may lead pedestrians to being less aware of the dangers? Answer, we think that those who don't dismount will become obvious and will stand out so this should make it easier for pedestrians to be aware of danger. Q – do you have data from other Universities to see if there is data about reductions in accidents. Answer, no we have not gotten anything back from the four schools we have been modeling.

Q – What about putting bike racks at start and end of dismount zones to encourage people to park the bikes and just walk? Answer, Yes this is being looked at and location an purchase are being considered now.

Q – IL OSHA recommendation, seems to point to ebikes and scooters (motorized things) has there been any consideration for banning motorized completely and the non-motorized subject to dismount? Answer, this idea has been considered. It is possible. We (ISU) have ran multiple scenarios to see what most effective while still trying to maintain a safe but bike friendly campus . The policy presented here is the result. Speake then went on to talk about the different classes of bikes and how hard enforcement would be since it is hard to tell at a glance which class is which. The simpler solution is the dismount zone.

Q – Can you please speak to violations and what violations will look like. Student versus public and how violators will be reported? Answer, Need to first mention that bikes and skateboards were a concern a few years ago even before the rise in popularity of ebikes/scooters. There were attempts made then to try to create safer on campus interaction between pedestrians and riders. For students these will be Code of Conduct violations and handled by SCCR. There won't be a cookie cutter approach therefore the response will be determined by infraction. Fast, clipped

people versus didn't get off the skateboard right away for example would not be handled in the same way.

Q - Did we not already ban stuff on the quad already based on segway's and such? Currently a list of what you can use, but not what you can't use. Answer, this is why we are changing the existing 5.1.8 already.

Q - who will handle enforcement for this policy for students ISP, ISU PD an SCCR? Answer, SCCR would but could be reported by ISU PD or even other students.

Q - are we not concerned about how you prevent people from not dismounting. The idea of self enforcement may not work. Answer, I am sure it will happen that people won't stop but we don't see policy bike chases across campus taking place.

Q - ADA policy what method will we use for letting people who use ADA devices know they are exempt and then educating others as well. Answer, Adding this information to the signage would be a great addition

Q - How do you see someone riding past while someone yells that they should be walking. Many riders have ear buds in and won't hear someone yelling and then won't stop. Answer, again this will be obvious but we don't see police bike chases taking place.

Q - Have you considered the benefit for reward system, positive reinforcement rather than punishment? Answer, we like this idea maybe having ISU PD stop people following the policy to hand out something positive. Q - reward system to help with quad space awareness may also be useful during rollout.

Q- do we currently have quantitative data from other universities to see if there have been reductions in incidents under systems like this? Answer, we have not heard back from the universities we reached out to yet. We may not since they are not obligated to share, but we still have to take action.

Q - This is being brought tonight as an Information item correct? What specifically are you Marple/legal asking for . Answer, potential for action item in 2 weeks if administration can put tougher

Q - We must make all students aware of ADA list to students so they do not have people yelling at them when they are exempt from the policy.

Q - do we have a plan for people to be able to report violations? Answer, yes to have existing mechanism for reporting safety incidences, on Web and on Safe Redbirds ap.

Q - have any of the issues/accident to-date been associated with human powered bikes? Answer, no not on that app - Chairperson - this has been talked about at senate tonight. Barrett mentioned how interesting it was that many tonight mentioned close calls.

Q – How do we bring about acultural shift like happened with smoking on campus. Have we looked at how this happened and then tried to use those same influences to implement this policy? Answer, we talked about this in committee.

Q – Passing this policy does not define the zones is that correct. Will we be working with town so that we just don't push the problem out on to the city streets? Answer, Zones will created by President, safety and legal along with signage decision. We will continue to look at the safety of our students. Chairperson noted that planning and finance is looking broadly at this as well.

Q – Bike lanes on College and Main harder since both IDOT controlled, so can't just add bike lanes.

Q – Will this eventually added to code of conduct? Answer, SCCR already has code about violating university policy as part of the code, so this would just fall under that.

Q – Has there been any polling for students and how they feel about this? Answer, shared with SGA and in conversation with SGA President/Senator Walsh. It is important to generate buy-in but have only talked with SGA. This ultimately is a risk exposure and we are already on notice from IL OSHA. EHS Director noted that IL OSHA can issue citation and fines of various levels if there are future incidents.

Q – Since this is an important safety issue and we are on notice already, why not move to action tonight? Answer, there are still edits and other work to be done. there is still work being done. At earliest this won't roll out until next fall. Q – I would move that this item be moved to an action item tonight. Answer, don't see the benefit. SGA we need to take time to talk with other students and clarified that only the SGA executive board had heard about his. Making this an action item now won't change the roll out. Senator, I would vote against since many questions and more prudent.

Since the motion to end debate and move this item to an action item had been called it had voted on. Senate requested roll call vote rather than voice vote. Roll call vote taken and the motion to move the item to an action item did not pass.

Q – We also need to look at pedestrian vehicle deaths as well. Answer, this topic is part of what planning and finance is looking at currently.

Q – Are you open to suggestions on changes in violation wording? Answer, yes accepted this change. Q – ISU sustainable verbiage about town/city streets needs to be included.

Discussion of this item ended.

Internal Committee Reports:

- ***Academic Affairs Committee: Senator Cline***
- ***Administrative Affairs and Budget Committee: Senator Nikolaou***
Guest presented nothing to exec.
- ***Faculty Affairs Committee: Senator Smudde***
meet tonight and looked at 7 policies. Three need additional work and had been sent back by the executive committee. Nothing coming to executive committee currently
- ***Planning and Finance Committee: Senator Valentin –***
reviewed items presented tonight and 5.1.8 and will continue work after completion
- ***Rules Committee: Senator Blum –***
article 6 appendix 2 review ongoing, hoping to close the deal next time.

Communications - none and thanks for sharing.

Adjournment or Hard Stop 9:00 p.m. Adjourned 8:48pm