



**Members Present:** Kate Boutilier, Amke De Boes, Derek O'Connell, Amy Secretan, Katy Strzepek

**Members Excused:** Jeff Helms, Kara Snyder, Mandy Webster, Kate Weiser

**Members Joining via Zoom:** Wilma Bates, Nikki Brauer, Shannon Darling, Melissa Ramirez-Osorio, Mike Regilio, Marci Rockey, Derek Story, Heidi Verticchio

**Guests Present:**

**Speakers:**

**1) Approval of Agenda**

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

**2) Approval of Minutes**

A motion to approve minutes was made by Nikki Brauer, seconded by Derek O'Connell. The minutes were unanimously approved.

**3) New business**

- **Agenda items for AP and CS Chairs Meeting with President Tarhule (standing item)**

- Follow-up about recent lobbying efforts in Springfield for state funding
- Strategic budget carryover
- Courses with high failure rates
- Bridge programs to better prepare students to be successful at ISU
- Allocating permanent funding for programs with proven success
- Color of money and how funds are spent

- **AP/CS Staff Council Merger Updates (Amy)**

Working group met last week. Amy and Derek O. provided updates on the following:

**Composition of Staff Council:** Established that there will be 7 AP staff, 7 CS staff, and 5 open seats. All staff will be able to vote for all role types – the top 7 AP staff vote-getters & top 7 CS staff vote-getters will fill those designated seats. The next 5 top vote-getters (regardless of classification) will fill the 5 open seats.

**Filling Vacant Positions:** Still need to determine exactly the process we would like to use for Staff Council. Currently, AP & CS Councils review the results from the most recent elections to fill vacant positions and ask the next highest vote-getter to serve. If there are none, the Council can appoint ex-officio members (AP Council does not have these currently). As a final resort, the Chair of the Council can appoint people from outside the Council to serve. These individuals would be nominated by the Chair and then appointed through majority vote from Council. Would like to follow a similar process for Staff Council.

**Election Form:** Discussed collecting the following data as part of the election process: Jobs/titles, department, classification. Discussed possibly including a question about awareness – how did the person running first learn about this opportunity?

**Executive Board Structure:** Like the idea of Co-Chairs (1 AP & 1 CS); as well as Secretary and Treasurer positions. Executive Board slate will be nominated by Chair/Co-Chairs and then appointed through majority vote from Council.

**HR Rep Roles:** Still need to determine the role/structure of the HR representative and whether Derek S. (AP) and Colette (CS) could share the duties or whether both would be asked to attend all meetings. Amy and Quanisha will speak with Derek S. and Colette, respectively.

### **Questions/Comments from Council Meeting:**

What is right sort of procedure for electing different groups? Do we have separate elections for AP, CS, and open seats? Could we offer a single election, but with multiple rounds of voting? **Leaning towards a single election - all staff will vote for all positions. Highest 7 vote-getters each of AP and CS classifications will go into designated slots and, of the remaining vote-getters, the next 5 highest will go into the open slots, regardless of their job classification.** This is a clear and straightforward procedure, will provide clarity for who someone is voting for and the seat they will be filling, and will allow for as many people as possible to run.

AP Council structure is incredibly unique and election is narrower than for CS Council. Peer institutions offer “X person runs for X seat”

In the current proposal for Staff Council, there would not be separate elections for specific roles (ex: Academic Senate Representative or Campus Communications Committee Representative). Specific roles/committee positions would be determined by the Executive Board.

Next month’s issue/update on Staff Council will include information about elections, the roles on Council and the process to fill them. This is also where we may think about term limits; considerations to any limits to units or departments; and restrictions on serving based on job type (i.e., excluding AVPs, Cabinet members). There are divisions across the university that do not necessarily support or impact the purposes of the Staff Council.

Will be implementing a communication campaign in the future to educate and raise awareness of the Staff Council, including its structure, time commitment, meeting date/time. Will establish an initial meeting date/time and Staff Council can confirm and approve regular meeting schedule that will be equitable and accessible for staff.

Derek S. will follow-up on any considerations to staff that are under bargaining units and any restrictions to their service or ability to use release time to participate in a Staff Council. He provided some data based on staff allocation across divisions.

Will need to determine what we can and what we cannot do and figure out ways to be as accommodating as possible. There is a lot we are going to need to know to bring Staff Council into existence; there are certain things we may not be able to reasonably answer in advance.

- **Communication Chair Vacancy for 2024-2025 (All)**  
Communication Chair role will be vacant for 2024-2025. If you are interested in this role on Council, please let Amy, Kara or someone on the Exec Board know. Kara will be available throughout the summer to provide training. Exec Board can also provide support and resources. You’re never doing anything alone!
- **Appoint Webmaster for 2024-2025 (All)**  
Council voted to reappoint Mike as Webmaster.
- **Parking Advisory Committee Updates (Mike)**  
See Teams for notes from Parking Advisory Committee meeting. Discussed concerns about spaces on campus, snow removal, alleyways, and becoming a more walkable community. Mike will relay these concerns to the committee. General concerns about accessibility parking in Bone Student Center lot.

#### **4) Old business (2023-2024 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

Amy met with President Tarhule recently. They discussed the budget, FAFSA concerns, and finances. Please refer to Jeff's notes on Teams from yesterday's Academic Senate meeting for updates on upcoming searches.

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

Our balance is \$1,549.30. Anticipate another bill coming in.

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

**Annual CMS Benefit Choice Open Enrollment Period** - Illinois State University benefit-eligible employees have the state's CMS Open Enrollment through May 31 this year. Some highlights to be aware of this year include additional plan options for McLean County residents, additional vision benefits, and an increase in flexible spending caps. Additional information will be sent to employees via email and also available at the [Human Resources Benefit Choice page](#).

**DOL FLSA Ruling** - HR continues working with division administrators to assess impact on exemption and other new rules.

8) **Representative Reports**

- **Awards** – Wilma Bates – **No Report**
- **Academic Senate** – Jeff Helms  
See Teams for notes. Contact Jeff with any questions.
- **Campus Communications Committee** – Melissa Ramirez-Osorio  
The next Board of Trustees meeting will be tomorrow, Friday, May 10. The 8:00 a.m. coffee hour will feature Jana Albrecht, Admissions. Melissa will be reading the CCC letter for the final time. It is a lengthy letter and will be a difficult read. A draft has been shared to the Teams site. She will connect with Geno Hampton, who will be assuming CCC role.
- **Foundation** – Heidi Verticchio – **No Report**
- **ISU Annuitants Association** – Nikki Brauer  
ISUAA met Wednesday, May 8, to discuss the State Annuitants Association meeting on June 19-20. ISUAA receives 4 votes. ISUAA meeting on June 5 will be a dinner meeting and will focus on upcoming election. Several members will be rolling off, including Barb Dallinger. They are having challenges recruiting members. Nikki and Samantha Lowry, ISUAA rep from CS Council, provided updates on the Staff council merger proposal.

9) **Committee Reports**

- **Elections** – Marci Rockey – **No Report**

- **Programming** – Kara Snyder & Katy Strzepek  
Breakfast and Basil event on Tuesday, May 28, 8:30-9:30 a.m. in Office of International Engagement. There will be coffee, donuts, and fruit; and basil plants will be distributed by the ISU Horticulture Center. Katy will post additional details to Teams site.
- **Communication** – Kara Snyder – **No Report**
- **Scholarship** – Derek O'Connell  
Applications are starting to slowly come in. The majority of applications will be submitted during last week. Will talk with Kara about incorporating in May newsletter; make sure scholarship is listed first and prominently.
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan – **No Report**

## 10) University Updates

## 11) Adjournment

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

**Next Meeting: Thursday, May 23, 2024 / Zoom or STV 140**