



Members Present: Kate Boutilier, Troy Hinkel, Derek O'Connell, Amy Secretan, Kara Snyder

Members Excused: Wilma Bates, Sarah Dolan, Derrek Drenckpohl, Chelley Jackson, Emily Nafziger, Tal Parmenter, Mike Regilio, Trevor Rogneby, Heidi Verticchio, Kate Weiser

Members Joining via Zoom: Nora Atkins, Megan Baxter, Elizabeth Chupp, Terry Jackson, Megan McCann, Amelia Noël-Elkins, Melissa Ramirez-Osorio, Derek Story, Katy Strzepek

Guests Present:

Speakers:

1) Approval of Agenda

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

2) Approval of Minutes

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

3) New business

- **2021-2022 Annual Reports (Liz)**

All continuing Council members – regardless of role – will be asked to submit an Annual Report reflecting on their contributions to Council over the past year. Those currently serving as Committee Chairs or as Representatives will be asked to submit an additional Policies & Procedures document to inform future work. The purpose of this document is to outline the work of the role, identify goals and recommendations for the future, note the status of current tasks, list the available resources, document messaging templates, etc. Templates for the Annual Report and Policies & Procedures Document were posted to Teams the week of May 23. These are also available for download on the Vice Chair channel in our Teams site. Annual Reports and Policies & Procedures documents will be due to Liz and Derek O., by June 9. New incoming Council members are not expected to complete these reports.

- **New Representative & Committee Transition (Liz)**

We will be spending time this summer focusing on the transition for incoming Council members and ensuring that resources are in place and are available on Teams. The Executive Board will be meeting with incoming Council members on June 23 to discuss opportunities to get involved on Council, and to address any questions.

If you are a Representative who is rolling off Council, please schedule a time to meet with the new incoming Representative in your role.

We will also be looking to fill Committee Chair roles for many of our internal committees. Please contact Liz or Derek O. if you are interested in learning more about committee involvement opportunities. Please also notify them if you will not be continuing in your current role.

Outgoing Representatives and Committee Chairs are encouraged to upload materials to the appropriate channel in Teams that will be helpful for the transition. Please review to ensure that the information is clear and up to date. These will be helpful resources moving forward for those stepping into the role.

- **Vote on Decision: AP/CS Council Merger (All)**

Derek spoke recently with Stuart, CS Council. CS Council reviewed the AP/CS Council Merger Proposal at their meeting earlier this week, but Stuart was unable to attend. Derek discussed the general timeline of this proposal during his recent meeting with President Kinzy, and his sense is that it may not be until next fall when this merger is approved. The process and timeline will need to be clarified.

Derek summarized previous suggestions from Council. These included committee membership & membership count, the appointment of Academic Senate Representatives, and the nature of membership terms. Council will continue to discuss the inaugural election of a Staff Council and the nature of this transition (ex: will a certain number of members from AP Council and CS Council automatically become part of the Staff Council?). This process will not be incorporated into the draft Constitution and will outlined in greater detail during the transition period. It will be important for continuity to have a clear process in place.

A motion was made to amend the proposal pertaining to the appointment of Academic Senate Representatives. The suggested change is “Staff Council will appoint Academic Senators per majority vote. If a non-elected member, the appointee will report regularly happenings of the committee”. If a non-elected member, the appointee will be considered an ex-officio member, and will not have voting rights. Amy motions to amend this proposal, Troy seconds. The motion was unanimously approved.

Council reviewed the proposal in greater detail. Time did not permit a full discussion, and the topic will be revisited at our June 9 meeting. Derek will speak with Stuart about feedback from CS Council and will inform him of our discussion. Any differences will need to be addressed prior to moving forward. Council members are encouraged to review the proposal on Teams as needed, and to continue the discussion there prior to our June 9 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

Remote Work Policy Update: Janice Bonneville, Human Resources, will present at our June 9 meeting on the current status of the remote work policy (now referred to be as flexible work schedules).

Meeting with Incoming Council Members: The Executive Board will meet with new incoming Council members on Thursday, June 23 to discuss involvement opportunities and to address questions. Council will not formally meet on this date.

Meeting with President Kinzy: Derek and Stuart met May 26 with President Kinzy. They discussed flexible schedules (a memo will be sent out soon with additional details), Dress for Your Day, flexible scheduling for future summer terms. Staff Survey is completed, and data is with PRPA right now. A presentation on this data will be made to the President’s Cabinet on June 28. Responses will not be individually identifiable.

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

Received invoice for end of service awards for members rolling off Council. Our new balance is \$666.

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

- **Benefits Choice/Open Enrollment** - May 1 - May 31. Link can be found in iPeople under "Benefits" to see current benefits and launch to the state's portal. Article [here](#) that indicates where to go for more information. An extra note for people who participated in MCAP/DCAP was sent earlier today (5/26) as a reminder - since this election is a necessary annual event. [Benefit Choice Open Enrollment, May 1-31](#)
- **Supervisor Training (staff) framework** expected fall 2022 - likely more to be announced in the summer about strategy, methodology, delivery and content
- **Search Advocate Training** - dates still have availability for signup on the HR [site here](#)

8) Representative Reports

- **Awards** – Chelley Jackson – No Report
- **Academic Senate** – Amelia Noël-Elkins – No Report
- **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 – No Report
- **Programming** – TBD
- **Communication** – Kate Boutilier – No Report
- **Scholarship** – Derek O'Connell
Applications are due June 3. Undergraduate students of current or retired AP staff members are eligible to apply. Following deadline, Derek will connect with committee members to begin their work. Discussed whether eligibility guidelines could extend to nieces, nephews, etc. in the future. Derek will need to check with the funding sources of these scholarships to clarify eligibility guidelines.
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan – No Report

10) University Updates

11) Adjournment

A motion to adjourn the meeting was made by Liz, seconded by Troy. The motion was unanimously approved.

Next Meeting: Thursday, June 9th 2022 / 1:15 pm – 3:00 pm / **Zoom**

New Council member terms begin in May 2022; attendance is optional through August 2022!

Respectfully Submitted:

Kate Boutilier
5/27/22