



Members Present: Nora Atkins, Kate Boutilier, Troy Hinkel, Terry Jackson, Megan McCann, Emily Nafziger, Amelia Noël-Elkins, Derek O'Connell, Melissa Ramirez-Osorio, Amy Secretan, Kara Snyder, Derek Story, Katy Strzepek

Members Excused: Wilma Bates, Megan Baxter, Elizabeth Chupp, Sarah Dolan, Derrek Drenckpohl, Chelley Jackson, Tal Parmenter, Mike Regilio, Heidi Verticchio

Guests Present:

Speakers: Janice Bonneville, Human Resources, Remote Work Policy

1) Human Resources Presentation: Janice Bonneville, Human Resources

Janice presented on Remote Work Policy and Flexible Work Schedules Policy. Flexible Work Schedules Policy, previously Alternative Work Schedules Policy, was revised recently to be consistent with language in Remote Work Policy. She addressed questions regarding parameters for Remote Work Policy pertaining to who is eligible, and specific guidelines for the policy itself. Remote Work agreement forms may soon transition to an electronic process, which will make it easier to submit requests.

2) Approval of Agenda

A motion to approve the agenda was made by Megan, seconded by Amy. The agenda was unanimously approved.

3) Approval of Minutes

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

4) New business

- **AP/CS Merger Proposal (All)**

Discussed 6 month working experience requirement as listed in initial proposal. Amelia motioned to remove this as a requirement to be eligible to serve on Staff Council. Amy seconded, and the motion was approved.

Voting Privileges for Chair: Will continue discussion.

Membership, Internal Committees: Discussed changing language in proposal to “led by” as opposed to “comprised of”. Also discussed noting that committee can seek additional assistance/recruit volunteers as needed. Additional volunteers can include those not currently serving on Council, especially if a specific set of skills or expertise is desired, or for the purposes of collaboration (i.e., Programming Committee). The execution of committee duties, however, should be largely performed by Council members. This can be noted in the proposal in each separate committee section, or in general committee membership section. Employee classification distinctions (AP / CS) may be necessary to note, depending on the committee (examples include Awards and Scholarships Committees).

Constitution Review: Discussed that the process to review the Constitution should be evaluated annually and facilitated by the Vice Chair. This is consistent with current description of Executive Board, and the responsibilities of the Vice Chair. This should be noted for the draft Constitution. It will be important to evaluate on an annual basis whether any changes will need to be made, but this review will not necessarily need to be undertaken by the Council as a whole. The appropriate process will need to be followed, however, for any changes (substantive or non-substantive). Discussed adding Constitution Review as a standing agenda item once a year.

Representation, External Committees: This discussion pertains to committees in which we have external representation (Campus Communications Committee, Annuitants Association, Foundation Board, Parking), and **excludes** Academic Senate. Rather than noting a specific number of representatives to serve, the goal will be to **maintain or increase** our current representation. It was noted that we should clearly indicate which External Committees will need to maintain representation (i.e., any in which we do not wish to lose number of representatives). Examples included maybe not necessarily needing 4 Staff Council members (2 AP & 2 CS) each on Parking and Foundation Board; and perhaps reducing these to 2 Staff Council members (1 AP & 1 CS). This can continue to be discussed as Council; it would not need to be noted in draft Constitution, since representation is not currently addressed.

Inaugural Staff Council Election: Revisited previous discussion about the transition to Staff Council and methods to ensure consistency and continuity, while still allowing for a traditional election process. Discussed adding a caveat that **if no existing members of AP or CS are elected for the first year of Staff Council, AP Council and CS Council will select at least 2 members to serve as ex-officio members for the first year of the Staff Council's existence.**

Representation, Staff Council: Discussed representation requirement of no more than 3 Council members from the same unit/department. Clarified that our intention is to limit this to **department** (ex: you could have several Council members from the same *division*, such as Student Affairs, but they could represent a variety of different *departments*). Will modify language to ensure that representation is limited to 3 from the same department.

5) 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

6) Chair Remarks – Derek O'Connell

Meeting with President Kinzy: Derek and Stuart will meet with President Kinzy next in two weeks. Please let him know if there are any specific issues or questions you would like him to address during this meeting.

Parking Committee: Derek posted updates recently in Teams. Cara Boester is our current AP representative on the Parking Committee. They complete regular audits of parking lots & needs as part of their work, but if there are urgent issues or needs, please contact Cara directly (or let Derek know), and the committee can review.

Merger Proposal Feedback, CS Council: Derek contacted Stuart after our previous meeting to summarize Council discussion and the changes that were discussed. Has not yet received a response.

7) Treasurer's Report – Amy Secretan – No Report

8) Human Resources Report – Derek Story

Benefits Choice/Open Enrollment Closed - These elections from the open enrollment that was in May will take place in July. Similarly, but not elected during the same cycle, the sick leave bank selection/election will be reviewed during fiscal year end and applied in July.

Supervisor Training (staff) framework expected fall 2022 - some initial meetings with learning and development professionals across campus have begun and some key competencies are starting to manifest

Search Advocate Training - dates still have availability for signup on the HR [site here](#)

Flexible Work Policy - updated policy from "Alternative Work Schedules" and form (as mentioned earlier during the call). Policy is 3.4.12 on the policy page and form is available in list on HR web site under "employment processing"

Juneteenth Holiday - great article about the meaning behind the celebration. An additional note for HR would be to recommend to hourly employees and their supervisors to submit time prior to leaving for the weekend (June 16 if possible) as the time approval due date is on the Monday following. Early submission will avoid some of the rush of coming back from the weekend and the potential confusion as employees only have access to timesheets 2 days past the end of the period.

9) Representative Reports

- **Awards** – Chelley Jackson – No Report
- **Academic Senate** – Amelia Noël-Elkins – No Report
- **Campus Communications Committee** – Liz Chupp – No Report
- **Foundation** – Emily Nafziger
See attached notes from Emily. Foundation Board will meet again end of June.
- **ISU Annuity Association** – Tal Parmenter – No Report

10) Committee Reports

- **Elections** – Derrek Drenckpohl – No Report
- **Programming** – TBD
- **Communication** – Kate Boutilier – No Report
- **Scholarship** – Derek O'Connell
The application process for the scholarship is complete, and the committee members are currently reviewing applications. Their work will be done by the end of next week, after which the committee as a whole will make its final decision regarding the scholarship winners and confirmation processes will begin. Winners are usually contacted around the second week of July.
- **Equity, Diversity, and Inclusion Initiatives** – Amy Secretan – No Report

11) University Updates

12) Adjournment

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

Next Meeting: Thursday, July 14, 2022 / 1:15 pm – 3:00 pm / **Zoom**

Meeting for New Council members Thursday, June 23, 1-2 pm / Zoom

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