

Staff Council Meeting Minutes

July 2nd, 2026

11:45am - 1 pm

Illinois State University

Zoom

Presiding: Beth Porter (Outgoing CSC Chair) & Katy Strzepek (Outgoing APC Chair); Amy Secretan (Incoming Co-Chair, AP) & Terry Jackson (Incoming Co-Chair, CS)

1. Call to Order
 - a. Motion: Stuart Palmer
 - b. Second: Derek O'Connell
 - c. Motion carried
2. Roll Call / Attendance (Determine Quorum): Amy Secretan, Amke De Boes, Calvin Ross, Daniel Freburg, Stuart Palmer, Rebecca Brown, Alicia Lage, Derek O'Connell, Becky Franz, Rachel Waring-Sparks, Dillon Maher, Monica Elkin, George Banks, Cindy Lotz, Colette Homan, Terry Jackson, Lawrence Lair
3. Approval of Minutes (do we do this on behalf of CS and AP council's last meetings?)
 - a. AP: Amke De Boes motioned, Stuart Palmer seconded, motion carried
 - b. CS: deemed not appropriate by outgoing CSC chair

Agenda

1. Election of Staff Council executive board
 - 1.1. Co-chairs: Amy Secretan (AP) and Terry Jackson (CS)
 - 1.2. Secretary: Rachel Waring-Sparks
 - 1.3. Treasurer: George Banks
2. Election of representative and liaison roles
 - 2.1. Academic Senators
 - 2.1.1. AP: Stuart Palmer (7), Daniel Freburg (2)
 - 2.1.2. CS: Terry Jackson
 - 2.2. Foundation
 - 2.2.1. AP: VACANT
 - 2.2.2. CS: Monica Elkins
 - 2.3. ISUAA
 - 2.3.1. AP: VACANT
 - 2.3.2. CS: Lawson Cassels
 - 2.4. Parking Advisory
 - 2.4.1. AP (2): George Banks, Stuart Palmer

- 2.4.2. CS (2): Lawson Cassels, Rachel Waring-Sparks
- 2.5. Police Advisory
 - 2.5.1. AP: Amke De Boes
 - 2.5.2. CS: Lawson Cassels, Calvin Ross – **tabling until future meeting**
- 2.6. Awards
 - 2.6.1. Chair
 - 2.6.1.1. AP: Amke De Boes
 - 2.6.1.2. CS: Derek O'Connell
- 2.7. Academic Senate Committee Liaisons – **tabling until future meeting**
 - 2.7.1. Planning and Finance
 - 2.7.2. Academic Affairs
 - 2.7.3. Administrative Affairs and Budget
 - 2.7.4. University Policy
- 2.8. Campus Communication Committee
 - 2.8.1. Derek O'Connell, Daniel Freburg, Alicia Lage
- 3. Staff Council Bylaws amendment vote – **tabled**
- 4. Meeting frequency and duration moving forward
 - 4.1. Space has been booked for the fall semester, need to finalize the official time – **electronic poll will be created for determining the final time**
- 5. Review agenda format and amend as needed
 - 5.1. Agenda format will be sent on Teams and people can comment on the document**
- 6. Executive board reports
 - 6.1. Co-chairs:
 - 6.2. Secretary:
 - 6.3. Treasurer:
- 7. Representative and Liaison reports
 - 7.1. Human Resources Liaisons (AP: Cindy Lotz & CS Colette Homan):

Faculty Staff Care Team (FSCT)

As a part of Illinois State University's commitment to providing a safe and secure environment for all faculty and staff (in addition to students and guests), the FSCT members work to identify, monitor, and when deemed necessary, recommend appropriate actions when university faculty and staff are experiencing a crisis or where threatening behavior is occurring. The FSCT members gather information from multiple sources and meet on an as-needed basis due to the limited number of faculty and staff issues.

If you observe any of these out-of-character behaviors, it is important that you always report them. If in doubt, it is better to report.

1. If there is an immediate threat of danger, call 911 from a campus phone or [\(309\) 438-8631](tel:3094388631) to contact the Illinois State University Police Department. After reporting the issue to the police, you may contact the Faculty Staff Care Team at CareTeam@IllinoisState.edu or by contacting Human Resources.
2. If you observe behaviors that are concerning but are not of an urgent nature, you may contact an FSCT member to report the behavior.
3. If you need to report a crime, see Security.IllinoisState.edu for more information on crime reporting and other resources.

Chief Aaron Woodruff noted, “Our Faculty Staff Care Team is vital to the strength of our Redbird community, not as a punitive measure, but as a supportive resource—ensuring that those who care for others are themselves supported, valued, and equipped to thrive.

Leadership Certificate Program opens applications for 2026-27 cohort

This spring, Human Resources proudly celebrated the completion of another successful cohort of the **Leadership Development Program**. Designed to support both emerging and established leaders across campus, the program requires participants throughout the academic year to step beyond their day-to-day roles to collaborate, reflect, and grow alongside colleagues from across the University.

Next year’s cohort will once again engage with a collection of dedicated campus leaders and guest speakers who contribute their time and expertise in multiple sessions. Participants will have the opportunity to dive deeper into topics such as organizational communication, managing performance, ethical leadership principles, team building and morale, change management, and setting priorities. Training modes will include in-person sessions, cross-departmental and cross-divisional dialogue opportunities, executive and external guest speakers, and self-paced e-learning courses focused on enriching essential leadership competencies.

For more information on the program, the application process, and to submit an application, [read the News story here](#).

Personal Plus Time to refresh first full week of July

Personal Plus Time for faculty and staff who qualify will soon be refreshed in iPeople. This additional benefit time was implemented as a result of the University’s effort to address the mandate from the Paid Leave for All Workers Act. Individuals who used this benefit continue to remark how this time has enhanced work-life balance and integration by using this additional benefit time to volunteer in the community, address home and auto maintenance needs, participate in additional personal wellness activities, and spend more time with family and friends. Balances will refresh for employees near the end of the first full week of July, after a review of June’s reported benefit time, so that employees and supervisors can track and report this benefit.

Visit the HR website to learn more about [Personal Plus Time](#).

In related notes, individuals who contributed to the [Sick Leave Bank](#) will see their donation reflected in iPeople near the end of the first full week in July (and be notified electronically), and this month's bite-sized training calendar in [LinkedIn Learning](#) will focus on work-life balance.

Benefits choice - reach out to vendors if you have not received materials

Following your open enrollment selections, benefits for the 2027 fiscal year took effect on July 1, 2026. Insurance cards and other vendor materials should have arrived at your address (typically listed as your "mailing address" in iPeople) on file through **Central Management Services** (CMS) and with the specific vendor. If you have not received materials from vendors, including insurance and prescription cards, you should reach out directly to the specific vendor to inquire about delivery. Vendor contact information can be found on Page 14 of the [benefit choice booklet](#).

- 7.2. Academic Senate Representatives
- 7.3. University Policy Committee
- 7.4. Planning & Finance Committee
- 7.5. Campus Communications Committee
- 7.6. Foundation Rep.
- 7.7. Employee Advisory Committee Rep. (Becky Franz) – first meeting is end of this month
- 7.8. ISU Annuitants Association Rep.
- 7.9. ISU Parking Rep
- 7.10. ISU Police Chief Advisory Council Rep
- 8. Standing Committee Reports
- 9. Old Business
- 10. New Business
 - 10.1. Hiring practices concern
- 11. Announcements (events, deadlines, recognitions)
- 12. Public Comment / Open Floor
- 13. Adjournment
 - 13.1. Motion: Amy Secretan
 - 13.2. Second: Derek O'Connell