

ISU Staff Council Minutes

Tuesday, July 14, 2026

Meeting location: <https://illinoisstate.zoom.us/j/85415722739>

Meeting format adapted from Roberts Rules of Order (Standard Order of Business, <https://robertsrules.org/agenda>).

1. Call to Order

- Time: 11:45 AM

2. Roll Call / Attendance (Determine Quorum):

- Members Present
 - Amy Secretan
 - Rachel Waring-Sparks
 - Amke De Boes
 - Calvin Ross
 - Derek O'Connell
 - Dillon Maher
 - Lawrence Lair
 - Terry Jackson
 - Daniel Freburg
 - Lawson Cassels
 - Rebecca Brown
 - Alicia Lage
 - Monica Elkin (joined at 12:22pm)
 - Cindy Lotz (ex_officio)
 - Colette Homan (ex_officio)
 - Becky Franz (ex_officio)
- Members Absent
 - George Banks

- Stuart Palmer
3. Approval of Minutes 7.2.26: [Staff Council Meeting Minutes 7.2.26.docx](#)
- Motion: Dillon Maher
 - Second: Amke De Boes
4. Unfinished Business
- Vote on [changes to Staff Council Bylaws](#) (Derek)
 - All (12) in favor, none opposed
 - Dillon or Lawrence will update on website
 - Revisit election of remaining representative and liaison roles
 - Police Advisory
 - AP: Amke De Boes, Daniel Freburg
 - CS: Lawson Cassels, Calvin Ross
 - Academic Senate Committee Liaisons
 - Planning and Finance (Senator): Stuart or Terry
 - University Policy (Senator): Stuart or Terry
 - Academic Affairs (non-voting): Rachel Waring-Sparks
 - Administrative Affairs and Budget (non-voting): Daniel Freburg
 - University Policy (non-voting): Amke De Boes
 - Campus Communication Committee
 - Update: only ONE representative is needed for this year (Daniel Freburg, AP, and Matt Wing, CS both have two-year terms until 2027)
 - In our last meeting, we elected Derek O'Connell, Daniel Freburg, and Alicia Lage as our CCC representatives. If Matt continues, we need to determine if our third representative is Derek or Alicia. If Matt does not continue, then both Derek and Alicia will join.
 - Need to determine if Matt Wing is continuing his term or not – Amy and Terry will reach out to Kevin to confirm that Matt is no longer serving since AP and CS councils no longer exist and ensure that our three representatives are communicated.

- Discuss structure and workload of this liaison role at a future meeting
- Meeting duration – poll in meeting to determine 1.15 time
 - Amy motioned that meeting time in the fall semester be 12-1:15pm and invited input on 11:45am-1pm vs. 12-1:15pm.
 - Second: Daniel
 - Vote: all (12) in favor, none opposed

5. Executive board reports

- Co-chairs: Terry Jackson & Amy Secretan
 - Please email both Amy and Terry (cc'ed!) for anything Staff Council related
 - Meeting with President Tarhule tomorrow – Amy invited council members to share any items brought to his attention.
- Secretary: Rachel Waring-Sparks
 - No report.
- Treasurer: George Banks
 - George OOO for vacation.
 - Working on getting George access and training to access and manage the budget.

6. Representative and Liaison reports

- Human Resources Liaisons (AP Cindy Lotz & CS Colette Homan):
 - Lawrence inquired about membership in the Faculty Staff Care Team. Colette shared that membership is assigned based on job positions. Current membership includes ISUPD (Chief Woodruff, 2 deputy chiefs), Colette Homan, Mike Krueger, Janice Bonneville, legal counsel, and representatives from the Office of the Provost.
 - Colette takes the lead for CS staff members and Mike takes the lead for AP staff members.

- Lawrence inquired if the members of the FSCT are publicly communicated to folks prior to reporting. Colette confirmed that the members are listed on the [FSCT website](#).

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](#) 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.

(Update: PPT is showing up now in iPeople in July 9th)

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](#).

- Academic Senate Representatives
- University Policy Committee

- Planning & Finance Committee
- Campus Communications Committee
 - Met on July 13 and mapped out the BoT meetings throughout the year. Began to write letter for the July 24 meeting.
 - Background: typically, the three groups (faculty, staff, students) collaborate to write a letter 2 weeks before the meeting, which then goes to President Tarhule and Katy Killian for feedback and suggestions, but not direct edits.
 - Current topics: changes to financial aid with new federal law, resolution of union strike, construction (arts, STEM building, residence halls), Preview and advising changes.
 - Rachel suggested adding a statement about staff parking concerns related to the Fine Arts construction.
 - Daniel commented that it may be relevant to address the relationship between projected lower enrollment (8%) and the new budget model.
 - Discussion of changes to ISU Constitution.
 - Organize speakers for coffee hour. Suggested topics for this year: Athletics and student-athlete success (date TBD – potentially July 24, could be later); Emergency Management and campus continuity plans (July 24); Center for Civic Engagement report on voter engagement (after midterm election); Financial Aid re: federal governance, how withdrawals affect loans, graduate student support.
- Foundation Rep.
 - No report.
- Employee Advisory Committee Rep. (Becky Franz) – first meeting is end of this month
 - No report. Meeting is July 22-23.
 - Meetings are quarterly.
- ISU Annuitants Association Rep.
 - No report. Lawson will look into meeting schedule.

- ISU Parking Rep
 - No report. Lawson will look into meeting schedule and
- ISU Police Chief Advisory Council Rep
 - No report.

7. Standing Committee Reports

- Discounts Committee
 - Terry and Lawrence added to the shared inbox:
employeeediscounts@IllinoisState.edu

8. Old Business

9. New Business

- Hiring practices concern – table until next meeting or move to Employee Concerns and Well-Being Committee
 - Colette reminded members that she and Cindy Lotz are here as resources and would like to be involved in that discussion at an appropriate time.
 - Colette inquired if this is time-sensitive. Amy will reach out to the staff member to receive an update about the situation and will reach back out to the ECWB committee.
- File transfer from old AP and CSC Teams folders
 - Suggestion to copy CS/AP files from the past 3-5 years and add them to the Staff Council Teams. Terry will reach out to IT to migrate CS files. Amke will attempt to migrate AP files. If Amke encounters any issues, she will reach out to Lawson for IT support.

10. Announcements (events, deadlines, recognitions)

11. Public Comment (move to beginning) / Open Floor (for members only)

- Daniel: requested that we settle internal committee membership at next meeting.

12. Adjournment (do not need to motion to adjourn at the end of the meeting if we add approval to approve agenda)

- Motion:
- Second:

- Time: 1:00pm