ISU Staff Council Minutes

Focus: External Committees

Date: Tuesday, September 8, 2026

Meeting location: DeGarmo Hall room 551 and on Zoom at https://illinoisstate.zoom.us/j/88622098748

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

1. Call to Order

1.1. Time: 12:02 PM

2. Roll Call

2.1. Members Present: George Banks, Rebecca Brown, Lawson Cassels, Amke De Boes, Daniel Freburg, Terry Jackson, Zubayer Khaled, Lawrence Lair, Dillon Maher, Derek O'Connell, Stuart Palmer, Amy Secretan, Rachel Waring-Sparks, *Colette Homan (ex-officio), Cindy Lotz (ex-officio)*

2.2. Members Absent: Monica Elkin, Alicia Lage, Calvin Ross, *Becky Franz (ex-officio)*

3. Action: Approval of Meeting Agenda

3.1. Motion: Derek
3.2. Seconded: Dillon
3.3. Vote: All approved

4. Approval of August 25 Minutes

4.1. Motion: Amke
4.2. Seconded: Rachel
4.3. Vote: All approved

5. Immediate Business

5.1. Agenda and meeting structure

- First meeting of each month will focus on reports from **external** committees and liaisons
- Second meeting of each month will focus on reports from **internal** committees
- Each agenda will include a section for "Internal/External Committee Time-Sensitive Action Items" (currently #12)
- Added a section for "Immediate Business" before reports (currently #5)
- Moved "Unfinished Business" before reports (currently #6)
- "New Business" remains at end (currently #13)

- Other suggestions: combine approval of agenda & approval of minutes into a consent vote

5.2. 2026-27 Council Goal Setting

- From Aug 25:
    - Improve staff morale…
        - Phrasing?
            - Create opportunities for staff to share ideas/concerns
            - Develop a regular cycle to assess staff morale and well-being
            - Create a system for regular staff feedback and assessment of staff morale and well-being
        - Key findings from prior surveys per LL: staff largely unaware of Staff Council's existence, feeling of being overworked and underpaid, desire for greater social events
        - Suggestion to reach out to HPW for suggestions and to partner on activities; discussion of previous fac/staff yoga, now hosted through the rec
        - Staff have 90 min/week for wellness – Policy 3.1.36
    - Increase Council visibility
        - Phrasing?
            - Consider "awareness" instead of visibility
            - Create a communication channel to hear from staff – do we have an open communications channel for all staff to contribute to? How can we increase our accessibility to staff to share ideas, perspectives, opinions, etc.?
                - Create form on Staff Council landing page that would be sent to exec board (akin to previous AP and CS forms)
                - Amy has access to prior AP council form and will edit to say "Contact Staff Council"
                - How can we ensure that topics submitted on the form are relevant? Consider how exec can filter the submissions and suggest outreach to appropriate departments
        - Marketing/outreach: branding as "first year of Staff Council!"
    - Create a proposal to increase staff representation on Academic Senate
        - One of the core reasons behind the AP/CS merger
        - Came up at Civics Is-U event last week: moderator asked each shared governance body what their priorities/goals are for the year and "if you could wish for something with no barriers, what would it be?" Amy & Terry mentioned Senate representation, which

resonated with participants after seeing the representation of faculty and students on Senate but only 2 staff members
- Discussion of prior attempts to increase representation on Senate – would require a change to ISU constitution
- Leverage ongoing discussions of changing constitution to advocate for this change with data from comparator institutions and a clear proposal of what staff representation would look like.

▪ This is more of an internal goal

- These will be reviewed by exec board to create a final draft of goals

5.3. Filling vacancies

- Two AP vacancies – would like to fill these seats to finish the appointed terms
- Two paths per bylaws:
  - Hold a special election
  - Appoint individuals to seats: review AP employee roster, consider what areas of the University are/are not represented, discuss with potential candidates if they would be interested
  - Moving forward with a plan to appoint individuals to seats: request all Staff Council members brainstorm folks who may be interested in filling these seats

6. Unfinished Business

6.1. Homecoming Decorating Contest

- Exec meeting with Jamie Sennett & Elyse Petersheim on 9/22

6.2. Open Meetings Act

- Council meetings are subject to the Open Meetings Act; GC suggests that we voluntarily comply with the provisions of the OMA, listed below. Full response from GC: Open Meetings Act 09 2026.docx
  - To annually publish a list of its regular meetings.
  - To schedule any special meetings with at least 48 hours' notice or emergency meetings with at least 24 hours' notice.
  - To publish an agenda with all action items listed with sufficient specificity at least 48 hours before the meeting.
  - Non-action items/discussion items can be added within 48 hours of the meeting.
  - Agenda can be amended during the meeting to include non-action items or even to add an executive/closed session.
  - To create and approve minutes of regular/special/emergency meetings.
  - Minutes of executive/closed session meetings are created, approved, and maintained separate from the regular meeting minutes.
  - To audio record executive/closed session meetings.

    - To ensure its members complete the OMA training developed and administered by the PAC.
    - To physically be present during public meetings.
    - Conduct all votes in open session by voice or roll call voting. Secret ballot voting is not permitted. Votes must be cast by the member during the meeting. Votes cannot occur by proxy or in absentia.
- Exec will work to ensure we comply with the OMA parameters
- Suggestion to add Staff Council meetings as recurring events to University calendar so they are posted on the website

7. Co-Chairs's Report

7.1. Next meeting with President is next Tuesday 9/15

- Always asks for the "pulse" of the staff
    - Insecurity about job positions and stability due to enrollment decreases
    - Appreciation for merit-based increase, among concerns about this being used as essentially a substitute for cost-of-living increase
        - Variability among units about how much of the 3.5% each employee gets and how the funds filter down to the employees
        - Have we gotten a cost-of-living increase or are they always merit-based?
    - Related to communication/access to information for staff
        - Recommendation for greater participatory opportunities in town halls, including Zoom links

8. Secretary's Report

8.1. N/A

9. Treasurer's Report

9.1. N/A

10. Representative's Reports (first meeting of month)

10.1. Academic Senate

- *Senators (Stuart, Terry)*
    - Updated Policy 3.2.13 Administrator Selection and Search Policies: These changes were to language that reference the previous CS and A/P Council's and their constituents involved in searches on campus. The updated language now references the Staff Council.
- *Planning and Finance Committee (Terry)*
    - First meeting tomorrow

- *Academic Affairs Committee (Rachel)*
    - First meeting this Wednesday evening – I am unavailable, but Rebecca is kindly attending in my place
- *Administrative Affairs and Budget Committee (Daniel)*
    - First meeting this Wednesday evening
- *University Policy Committee (Stuart, Amke)*
    - First meeting is this Wednesday, September 9th prior to Senate

10.2. Campus Communication (Daniel, Alicia, Derek, Lawrence)

- Next meeting Oct 5 to draft the letter, coffee hour topic not yet selected.
    - Current topic suggestion: progress report on EbD

10.3. Employee Advisory (Becky)

- N/A

10.4. University Foundation Board (Monica, AP TBD)

- N/A

10.5. Annuitants Association (Lawson, AP TBD)

- Next meeting Oct, 14th.

10.6. Team Excellence Award (Amke & Derek)

- N/A

10.7. Parking and Transportation (George, Stuart, Lawson, Monica)

- Have not yet been informed of date of first meeting

10.8. Police Chief Advisory (Amke, CS TBD)

- Next meeting September 25th

11. Liaison Reports (first meeting of month)

11.1. Human Resources (Cindy, Colette)

- **Remote/Flex footprint data** - Remote/Flex footprint this morning and for CS and AP staff, we have approximately 2150 active employees, 564 have either a remote or flexible work week employment agreement on record. That is 26% of staff with flex/remote (of which we are aware).
- Breakdown numbers – We have 508 AP and 1642 CS on campus

Pres	**162**
AP	95
CivServ	67
Prov	**730**
AP	286
CivServ	444
VPFP	**675**
AP	25
CivServ	650
VPSA	**505**
AP	81
CivServ	424
VPUA	**76**
AP	19
CivServ	57

11.2. Web Manager (Lawrence)

- No report

12. Internal Committee Time-Sensitive Action Items

- Communication, Outreach, and Marketing
  - Discussed options for Tip of the Hat announcements, resulting in an Opt Out process where employees with a concern can request their name to be removed from a published list.

13. New Business

14. Announcements

15. Adjournment

15.1. Motion: Stuart
15.2. Seconded: Derek
15.3. Time: 1:05 PM