ISU Staff Council Agenda/Minutes

Focus: Internal Committees

Date: Tuesday, September 22, 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: 12:01 PM

2. Roll Call

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

2.2. Members Absent: Alicia Lage

2.3. Guests: Bri Hawley

3. Action: Approval of Meeting Agenda and Sept. 8 Minutes

3.1. Motion: Dillon

3.2. Seconded: Amke

3.3. Vote: approved

4. Immediate Business

4.1. AP representative for ISU Foundation Board

- Daniel willing to serve as AP rep
- Next meeting: Oct. 23rd at 2pm at Alumni Center with Zoom option

4.2. Filling AP vacancies

- Received a list of all staff from HR to identify who is AP and divisions who are underrepresented
- Terry identified that Student Affairs and Advancement are underrepresented on Staff Council, with only 1 rep from each division on the current council
- Please reach out to exec with any suggestions; exec will review proposed names and go from there

5. Unfinished Business

5.1. Homecoming Decorating Contest

- Alumni interested in Staff Council taking over starting Homecoming 2027
- Requires collecting nominations via Formstack, organizing judging, transporting judges around campus on day of judging. Judges are typically alumni volunteers on Homecoming Committee and do not receive any form of compensation besides the joy of participation.
- 20-25 groups have participated in recent years; goal is to increase participation
- Current costs: $40 to first-place team in each of 4 categories ($160), plaques for winners in each category ($700-$800 for 15 plaques), fleet van rental to drive around campus for judging, UMC photographer (RWS suggests asking UMC if this could be comped) - partner with President's Office to help offset costs?
- Program is part of the overall Homecoming communication and marketing plan; included in Report, newsletters, etc.
- Ideas: traveling trophy/plaques; 3D print trophies/plaques; online social media voting in a bracket style; big plaque in a central location with nameplates for each year; are there funds that can be diverted from Alumni to support this, or can Alumni pay and we manage the staffing
- Consensus: interested in pursuing but would like greater clarity about if we could secure funding from Alumni's budget or the President's office
- **Goal: exec will seek more information on finances for next meeting**

6. Co-Chairs's Report

6.1. Met with President last week

- Discussed enrollment: President's office was anticipating a 2% enrollment drop this year; our enrollment decreased 1.9%; 96% of our students are in-state so the decrease in Illinois HS grads will impact us; retention is critical
- Advice is to streamline processes and determine how resources can be used most efficiently
- Messaging is that merit-based increases should truly reflect those who are going above and beyond; this is up to the supervisors
- Encourage staff to request that expectations are clear from their supervisors so they know what needs to be done to qualify as "above and beyond"
- Asked about a release time policy for on-campus involvement; this is a much bigger conversation that will include more stakeholders; Terry is working on this and will keep us posted
- President has expressed interest in and support of a staff climate survey
- Comments from council members:
- Important to acknowledge how much University programming and work is done by unpaid labor and staff/faculty volunteerism

7. Secretary's Report

7.1. Open Meetings Act compliance

- RWS will create shell agendas for the rest of the meetings this year so all items can be added in advance of OMA deadlines
- All action items must be on agenda 48 hours prior to meeting; thus, if your report includes an item that may require a vote, please be sure it is on the agenda by 12:00pm the Sunday 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 to add an executive/closed session
- View only link to agenda will be added to the individual events on the ISU event calendar; will also include a link to the "contact Staff Council form" for comments and instructions on how to attend for public comment

8. Treasurer's Report

8.1. Staff Council Operating Budget – FY27

- Combined AP/Civil Service - $5,000

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Operating

Opening Budget	Adjusted Base Budget		
$5,000.00	$5,000.00		
Current Budget*	**Expenditure**	**Encumbrance**	**Available**
$5,000.00	$0.00	$0.00	$5,000.00

*Includes Temporary and Permanent transfers.

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Opening Budget	Adjusted Base Budget		
$5,000.00	$5,000.00		
Current Budget*	**Expenditure**	**Encumbrance**	**Available**
$5,000.00	$0.00	$0.00	$5,000.00

9. Standing Committee Reports (second meeting of month)

9.1. Scholarship (Chair: Amy)

- 2026 scholarships awarded; 2027 will be solicited and evaluated in the spring

9.2. Awards (Co-chairs: Amke/AP & Derek/CS)

- Meeting on September 24 (This Thursday) at 10:00am.

1. *September - October*: Late September /early October work with Form stack administrators to review letter to be sent out to all AP employees announcing the opening date of the application period for nominations. Letters are currently in the Form Stack library under AP Council Distinguished Service and AP Council Emerging Leader, created by Chelly Jackson. They were updated in 2023 by W. Bates
2. Coordinate with CS colleague on timeline of announcement of awards deadline and if there will be an Esprit de Corps award winner. *The Esprit de Corps winner* is selected by AP and CS chairs, but this award is not given each year. In December, please be sure to check with AP Chair on status of it and if it will be included.
3. Create/update form stack documents to reflect current year, name nominations will go to and nomination submission dates.
4. *September* October - Work with UMC (Dani Schroder) on setting up relay for announcement of application availability to announce to all AP employees. Ideally, nominations should be open at least 30 days with reminders going out weekly. Work with CS peer on timing of the reminders. This should also be done in September/October. Nomination period should close in November
5. *November* - For optimum efficiency to review applications and score using rubric, recommend deadline no later than second week in November, to be completed and reviewed by Monday-Tuesday after Thanksgiving.
6. Ask 3-4 AP Council members to help review applications
7. Send links to documents or email all completed nomination forms to review team
8. Goal is to complete and have info to Colette Homan (HR) *first week in December*.
9. Select one (1) Emerging Leader Award and four (4) Distinguished award winners
10. After assessment of nominations, evaluate and score using rubric, please contact winners via email sharing they have been selected to receive Emerging or Distinguished award. Example of language is attached. Language also attached for those not selected.
11. *December* – Request winners provide you with no more than a 350-word bio about themselves which will be used for the official press release that is usually done in January. This info is sent to the President's office (Rachel Caracci). Also confirm if they want their name to appear on the plaque or in any communication, in any way other than what was used on nomination form. Recommend this info is provided no later than December 14 to submit to President's Office and HR before the holiday break.
12. Upon return from holiday break, check in with President's office and HR to ensure they have everything they need. They are usually good about reaching out to the Awards coordinator if there is something missing.

9.3. Elections (Chair: Daniel)

- N/A

9.4. Programming and Events (Chair: Amke)

- Meeting on September 24 (This Thursday) at 11:00am.
- Say Hello with Cocoa discussion
  - Location: STV 401, Fell Hall 2nd floor, Spotlight Room
  - Tables from affinity groups

- Event Type: Say Hello with Cocoa

- Attendees #: 50
- Date: November (early-mid)
- Day: Wednesday or Thursday
- Time: Noon-1:30pm
- Location: Spotlight Room (Bone Student Center)
- Catering (EMDH if hot coco): Hot chocolate, coffee, tea, and cookies
- Resources approved by council: Staff Council tote bags (location?)
- Affinity Groups: Lawrence will contact affinity groups once date/time confirmed
- Staff present at event:
- Marketing plan:

9.5. Communication, Outreach, and Marketing (Chair: Dillon)

- Staff council website event feed is live and displaying the future meetings as intended
- Meeting minutes subpage in progress
  - Lawrence will process Minutes to be exported to ADA accessible PDFs
- Marketing needs for Faculty/Staff Appreciation Luncheon
  - Suggestion to have a stand with QR codes to follow our social media
  - Terry will reach out to Rachel Caracci to see if we can get some time to speak and introduce the Council

9.6. Employee Concerns and Well-Being (Co-chairs: Amke & Derek)

- Meeting on September 24 (This Thursday) at 1:00pm.

Possible Item:

- Student Support Professionals (UPI LOCAL 4100, IFT- AFT) (https://www.upilocal4100.org/)
- Health Promotion and Wellness FA26: *Redbirds Stress Less* and *Sweet Dreams Redbird* programs for staff

9.7. Discounts (Chair: Terry)

- Meeting is set up for 9/24

9.8. Police Advisory Council (Calvin Ross, Lawson Cassels, Amke De Boes)

- First Meeting of FA26 term is set up for this upcoming Friday (9/25/26) at 10:00am NSB 201C - Emergency Operations Center

Purpose of the Police Advisory Council

The purpose of the Police Advisory Council (PAC) is to provide a forum for the exchange of ideas and to discuss issues impacting the Illinois State University community. The discussions are intended to be open, honest and engaging. The PAC acts in a proactive manner to:

• Build trust between the police department and the campus community;

• Address campus community concerns related to the quality of life;

• Discuss issues related to campus climate;

• Discuss issues affecting public safety;

• Discuss crime reduction programs with emphasis on the community policing philosophy;

• Discuss evidence-based practices and criminal justice research;

• Discuss how to improve upon the delivery of police services to the campus community;

Role of Individual Members

The PAC seeks membership from key constituencies representing students, staff, and faculty. The role of individual PAC members is to represent their constituencies by providing input, which reflects the concerns, visions, and ideas of their portion of the community. PAC members will report back to their community with information on Council activities and gather input from the community to share with the PAC. PAC Members are expected to make every effort to attend all scheduled meetings.

Role of the Coordinator and Chief of Police

The PAC Coordinator will lead meetings and set the agenda. The Chief will participate in the meetings which will consist of a discussion on topics related to the department and listening to issues raised by the members. The Chief will also be transparent when discussing police matters, while respecting victim privacy and employment confidentiality.

Agendas

On a regular basis, PAC Coordinator, PAC Members, and the Chief of Police may add items to the PAC Agenda by emailing them to the PAC Coordinator. These items are included on the agenda of upcoming meetings and give the PAC the opportunity to discuss a variety of issues. Agenda items include areas of interest to the PAC, department policies and training, critical issues, upcoming campus events, and new or innovative evidence-based practices in the area of criminal justice. The PAC will meet 3 times per Fall and Spring semester, or the Coordinator may announce an ad hoc meeting based on a notable or controversial event involving the campus community.

PAC Members

PAC is made up of 17 campus community members, representing the diverse nature of the campus and consisting of the following:

- 1. Student Government Association President or appointee
- 2. Association of Residence Halls President or appointee
- 3. Graduate Student Association President or appointee
- 4. Academic Senate representative
- 5. Administrative Professionals Council representative
- 6. Civil Service Council representative
- 7. University Multi-Cultural Center representative
- 8. University Housing Services representative
- 9. Assistant to the President for Diversity and Inclusion

- 10. Assistant Director Office of Equal Access and Opportunity
- 11. Faculty member from ISU Department of Criminal Justice Sciences
- 12. Student at large
- 13. Student at large
- 14. Student at large
- 15. Student at large
- 16. Student at large
- 17. Student at large

The Coordinator or Chief may request additional members or subject matter experts to participate in the meetings on an ad hoc basis to address concerns or issues about a specific topic.

10. Ad hoc Committee Reports (second meeting of month)

10.1. Committee (Holiday Party December 2027? ADB)

- Notes from Rachel Caracci:
  - December 2027 would be the best timeframe, given the amount of planning and logistics involved with an event of this scale.
  - Would you like to put a call our for Council members who are interested in serving on the planning committee?
  - We can then determine next steps and begin working together on the event.
  - In the past, this was very much a Council-led event, with the Presidential Events Office primarily supporting funding and assisting with select logistical needs.
  - Delegate conversations with Rachel C to programming committee

11. External Committee Time-Sensitive Action Items

12. New Business

13. Announcements

13.1. Well-Being Resources for Student Success

14. Adjournment

14.1. Motion: Derek
14.2. Seconded: George
14.3. Time: 1:15 PM