ISU Staff Council Minutes

Focus: External Committees

Date: Tuesday, October 6, 2026

Location: DeGarmo Hall room 551 and Zoom

Format: Adapted from Robert's Rules of Order (Standard Order of Business)

Call to Order

Time: 12:03 PM

Roll Call

Members Present:

Members Absent: Amke De Boes (medical appointment), Rachel Waring-Sparks

Current roster: George Banks, Rebecca Brown, Lawson Cassels, Monica Elkin, Daniel Freburg, Terry Jackson, Zubayer Khaled, Alicia Lage, Lawrence Lair, Dillon Maher, Derek O'Connell, Stuart Palmer, Calvin Ross, Amy Secretan, *Becky Franz (ex-officio), Colette Homan (ex-officio), Cindy Lotz (ex-officio)*

Action: Approval of Meeting Agenda and Sept. 22 Minutes

Motion:

Seconded:

Vote: motion passed unanimously

Public Comment

Immediate Business

Announce new council members

- Megan and Kat introductions

Toys for Tots

- Council was asked if Staff Council want to partner with Troy (facilities) to drive for Toys for Tots, our role would encourage marketing, encourage donations, put an item in our newsletter to promote
- Motion by Terry, second by Derek, unanimously approved
    - Stuart will reach back out to Troy and confirm our involvement

Availability for meeting Oct. 27 instead of Oct. 20?

- Rather than cancel the meeting entirely, could we move this meeting to Oct 27th ? Members confirmed almost everyone can make this date. Will send a new meeting invite for this date.

Unfinished Business

Item:

Item:

Co-Chairs' Report

Executive Board meeting recap

- Public comment, will be at beginning of meeting, there will be a form they will submit prior to the meeting with the topic. 10 minutes will be allotted, 2 minutes per speaker (this will be on the form so submitters are aware).
- Esprit de Corps award nominees will be sent to Exec board and voted on by the Council
- Elections – if Daniel (chair) decides to run for another term, he will recuse himself from running the process and the Exec board will take over elections
- Awards – Derek is drafting a process for the Awards process and timeline

Item for President Tarhule: this year's FTIC class, Derek shared some concerns about student performance, wondering if there is any data we could access to see how early alert grades compare to last year

Secretary's Report

- Shell agendas for the rest of the semester have been created and are accessible via Staff Council Teams > General > Staff Council Meeting Agendas and Minutes
- RWS will continue to post agenda on Teams ~3 business days prior to meetings, but council members are encouraged to add reports to the appropriate agenda as soon as they have them
- Senators' reports have been added to all agendas to ensure Council members are regularly updated on Senate proceedings

Treasurer's Report

Say Hello with Cocoa – Vote to approve expenditure

$209.44

4 dozen cookies

Coffee & Hot Chocolate (4 gallons total)

- Motion: Derek
- Second: Daniel
- Motion unanimously passed

Senators' Report

- Senate meeting 9-23-26: There was one public comment from Senator Seifert from FIL calling for a targeted internal search for a new Chair.
- 2 information items; Policy 7.7.6 Registration Blocks. This was totally rewritten and is now owned by Provost. Title and usage is holds and not blocks now and these will be regularly audited by a committee.
- Also Policy 2.1.9 Baccalaureate Degree Programs. Some small language changes and the big change was adding in reference to the new general education coming in 2028.

Representatives' Reports (first meeting of month)

Academic Senate Liaisons

Planning and Finance Committee (Terry)

Reviewing 9.2 and 9.2.1 - Technology and IT acceptable use and violations policies. Meeting with CIO, Dan Taube on October 7th.

Academic Affairs Committee (Rachel)

Major task this year will be considering proposed revisions to the Code of Student Conduct

Administrative Affairs and Budget Committee (Daniel)

Notes: Committee met on 23 Sept. Agenda below

Review the committee description:

Review the committee charge, priorities list:

Budget matters we will consider, question, and issue commentaries to the Executive Committee regarding: University operating budget, annual capital budget, athletics budget, & academic impact fund (includes instructional capacity trends and permanent hire searches), as well as others (?).

Evaluations we will be involved with: University President, Provost, & VP Finance.

i. Policies -
    1. 3.3.6 Academic Department Chairperson/School Director Responsibilities, Appointment, Compensation, and Evaluation
    2. 6.1.37 Naming of University Facilities and Entities

3.2.16 Academic Dean Responsibilities, Appointment, Comp, Terms, and Evaluations
Policy 3.2.15 Administrator Evaluation

Next meeting is Wednesday, 7 Oct. agenda below.

Review of 6.1.37 Naming of University Facilities and Entities

University Policy Committee (Stuart, Amke)

UPC meeting 9-23-26: Worked on Policy 3.2.4 Salary Adjustment with a full rewrite/revision from HR. Janice Bonneville was present to answer our questions. With a little more work we plan on sending it to Exec around 10-21. Began discussing Policy 1.17 (and 1.17A) Professionalism, and will focus on that during our 10-7-26 meeting.

Campus Communication (Daniel, Alicia, Derek)

- CCC Committee met yesterday. 2 weeks to draft letter. Meeting with President Tarhule on 19 Oct. Letter to be read at the Board of Trustees Meeting on 23 Oct. Coffee Hour topic is Excellence by Design Strategic Planning Committee members.
- CCC Letter topics: exceptional recovery after severe storm, enrollment data, State of the University address, AI Policy, Campus Police Annual Crime Statistics Report, Faculty disappointed about communications,
- Recommendations of topics, concerns, etc… are welcome.

Employee Advisory (Becky)

- The quarterly State meeting will be next week, October 14th and 15th, at Eastern Illinois University. The Council of Councils meeting is the next day, October 16th. That meeting includes the Merit Board. If there are any questions or issues I can take to the state level, please share with me.
- In learning more about this role, I was able to get contact information for Christa Lawhun, recently retired, and she has offered to chat with me. I am working on identifying a time to leave more about her history and any prior existing issues.

University Foundation Board (Monica, Daniel)

Next meeting is Oct 23, 2026

Annuitants Association (Lawson, AP TBD)

Meeting next week

(Team Excellence) Award(s) (Amke & Derek)

- The committee is called "Awards" as it encompasses all but the Team Excellence Awards. Team Excellence is a rotating review process by division, and this year it will be overseen by the Provost Office. Gwen Tarbox is overseeing the Team Excellence process.
- Derek and I are moving along the process to create a communications plans. I have access to our old Formstack now and can update these once we agree on a nominations period. These are minor edits only and should not take up much time. Derek suggested October 19 to November 13. I am waiting to hear back if we are allowed to hand out flyers on tables during the staff appreciation luncheon. EMDH does not allow advertisements on the Bone Student Center screens. They do allow advertising on the screens in the dining centers using this link: https://dining.illinoisstate.edu/about/screens/index.php - It is only available to students and ISU departments, not outside companies.
- Melissa confirmed that AP council did not pay for any items, including plaques. Her role in FA25 was to set up the application process, review submissions, and chair the selection of the recipients. When we get closer to the nominations period deadline, we would want a few more staff council members to help us review submissions.
- I reached out to Colette in HR to see if their office covers the plaques expenses, as per Rachel's suggestion.
- Kudos to Derek, without whom this would not have moved as smoothly along as it currently is. (Notes prepared by Amke)

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

Notes: Meeting invite will be coming once first meeting has been scheduled

Police Chief Advisory (Amke, Lawson, and Calvin)

- The first half of the meeting was spent discussing the hiring process at ISUPD and some of the recruitment challenges they face.
- They didn't have anything to discuss for the second half, so I took the opportunity to ask Aaron and others about how wifi connectivity in the squad cars has been working and

confirm that they will be using cellular connections on the next generation of bodycams they are deploying.

- We also discussed the SmartConnect SSID ISU might be deploying for backup emergency radio connectivity and how the new Airpass wifi network will help augment connectivity for cell phones that aren't already set up on isunet wifi. (Note prepared by Lawson and posted by Amke)

Liaison Reports (first meeting of month)

Human Resources (Cindy, Colette)

Life events – Information for when you can make benefit changes to your elections

Certain life events—such as marriage, birth, adoption, or a loss of other coverage—may qualify you to make mid-year changes to your benefits. Loss of coverage for dependents may be another situation for which you need to reassess and make changes. CMS (Central Management Services) does provide clear guidance on what qualifies, required documentation, and submission timelines. These may be unique or different depending on the qualifying event. Be sure to check with their office when an event happens in your life that might require changes in benefits elections.

For more complete information and details, start at the CMS site for changes in status.

Completion of the campus wage program

During his comments to the Board of Trustees earlier this year, President Tarhule announced a 3.0 percent merit-based salary increase for continuous faculty and staff with non-negotiated appointments, effective October 1, 2026.

The University Budget Office and Human Resources have completed their work with salary managers and officers across campus to ensure that rates were updated **effective October 1**.

Increases for salaried semi-monthly-paid qualifying employees will be reflected in their mid-October 2026 pay advice and increases for all other qualifying employees will be reflected in their October 2026 month-end pay advice.

Pay increases for employees in bargaining units certified by either the Illinois Education Labor Relations Board (IELRB) or the Illinois Labor Relations Board (ILRB) as of July 24, 2026, are determined through the collective bargaining process and the terms of the applicable contract.

Learning updates

The training calendar continues to add opportunities for learning and development across campus. This October, as we celebrate homecoming and all of the campus-spirit that comes with that, our calendar features opportunities sourced from all divisions on campus including:

Career and mindset sessions like **Intro to Mindfulness on October 7** and **Boosting Your Influence on October 8**

Workshops on common business tools like **UMC's Big Read on October 6**, **Mission: Accessible on October 15** and an **Overview of Microsoft Teams on October 20**

Elective sessions for our Leadership Certificate Program (additional seats by request to Noah Simon) for **Managing Priorities on October 13** and **Trauma-informed Practices on October 21**

LinkedIn Learning bite-sized calendar micro-learning online about the Power of Networking (summary on our calendar and login through **My.IllinoisState.edu**)

More descriptions and sessions can be found on our calendar through employee login.

Web Manager (Lawrence)

Notes:

- Approved minutes have been exported to ADA PDF and uploaded to site: https://staffcouncil.illinoisstate.edu/about/minutes
- Merging Staff and CS Council Formstack folder into singular Staff Council folder
    - Who uses Formstack and would like to be admin/editor/viewer?
        - This is a limited campus resource, so existing users is best
        - Suggestion that Co-chairs, Scholarship and Awards committee chairs should have access so they can create forms and manage submissions
- Please provide document of committee names, membership, and responsibilities so we can build a page for committees
    - Terry volunteered to handle this, will send to Lawrence

Internal Committee Time-Sensitive Action Items

Notes: none

New Business

Topic:

Notes: none

Topic

Notes:

Announcements

Topic

Notes: none

Topic

Notes:

Adjournment

Motion: Lawrence

Seconded: Stuart

Time: 01:04 PM