

**ADMINISTRATIVE/PROFESSIONAL STAFF COUNCIL**  
**2017-2018 Meeting Minutes**  
**June 21, 2017**

1. The meeting was called to order at 1:00 p.m. by Chair Rod Sievers.

**2. ROLL CALL**

Members Present: Todd Bryson, Jamie Conley-Holt, Kathy Elson, Jeff Franklin, Jawana Green, Carly James, Kevin Kendrick, Aimee Lemrise, Cristina Pisoni, Jeff Reece, Kim Sanders, Rod Sievers, Matt Sronkoski, Jasmine Winters

Member Absent with Proxy:

Members Absent: Brad Dillard, Casey Loman, Cordy Love, Melinda Yeomans

Visitors: Carol Westerman-Jones (Academic Calendar Committee AP Staff representative)

**3. MINUTES**

The minutes from the May meetings were presented for approval. T. Bryson made a motion to approve the minutes as presented, seconded by J. Reece. Minutes approved unanimously by voice vote.

**4. ADOPTION OF MEETING AGENDA**

J. Winters made a motion to accept the meeting agenda, seconded by J. Reece. Agenda adopted unanimously by voice vote.

**5. REPORTS**

**5.1 Chair**

J. Conley-Holt attended the Constituency Heads meeting on behalf of R. Sievers. Conley-Holt reported that everything said in Chancellor Colwell's May 31, 2017 email ([Attachment A](#)) is what was discussed at the meeting with the exception of clarification about AP Staff on continuing contracts being moved to term contracts. Conley-Holt stated that it was said that the decision to move AP from continuing to term is at the discretion of the Directors and Deans.

**5.2 Board of Trustees**

Next meeting is July 13 at the School of Medicine in Springfield.

**5.3 Human Resources**

R. Colombo reported via email a friendly reminder to those that made Benefit Choice changes or that reenrolled in flex spending accounts to carefully review their earnings statements to ensure all changes are accurately reflected. There are continued issues with the new online enrollment system. The sooner any issues are resolved, the easier it will be for the employees to get corrections made.

**5.4 Representative to University Committees**

Diversity Committee – T. Bryson reported that the committee is in a holding pattern pending the appointment of a Chancellor; the committee has a draft of a diversity plan; the next meeting is June 26.

Chancellor Search Committee – R. Sievers summarized information in the email from the Office of the President; two of the finalists, Rodney Hanley of Fisk University and George Hynd of Oakland University, have officially withdrawn themselves from further consideration for the position; Dr. Hanley cited fiscal

concerns at both the state and campus level, and Dr. Hynd indicated his intention to accept another position which was offered to him; two finalists now remain: Interim Chancellor Brad Colwell and Carlo Montemagno of Canada's University of Alberta; contract negotiations are moving forward; they hope to announce the selection for chancellor at some point even prior to the next BOT meeting which is scheduled for July 13.

Academic Calendar Committee – C. Westerman-Jones presented a report for the committee and handed out some information that will be discussed at the next committee meeting in September ([Attachment B](#)) ([Attachment C](#)).

C. James suggested that Option One on the handout looks like it is more consistent with May graduation dates; it is easier to plan events around the same time every year; option two has May graduation on different weekends; Option One makes the December graduation fall on different weekends, but it is easier to plan events in the winter as compared to spring.

J. Green asked if there has been discussion about the possibility of putting fall break back in. C. Westerman-Jones responded by saying that the decision to not have a fall break and have a full week off during the week of Thanksgiving was made because the majority of students were taking off that entire week anyway; this would probably be something that the committee would discuss and reevaluate after a couple years of having the full week of Thanksgiving.

J. Winters stated that as an academic advisor, Option Two looks better in terms of the end of the fall semester; potentially having an extra week before winter break would give academic advisors time to reach out to students regarding any necessary changes to their schedules.

T. Bryson asked if this could be discussed further with the Council members and provide feedback before the next committee meeting in September. C. Westerman-Jones agreed that more feedback would be beneficial and asked that it be back to her before the beginning of the fall semester.

## **5.5 Standing Committees**

### **5.5a Approval of Standing Committee Assignments**

R. Sievers reviewed the list of standing committee assignments ([Attachment D](#)); committees met briefly and appointed chairpersons.

R. Sievers asked the Staff Welfare and Staff Benefits committees to make a collaborative effort to look in to changing the policy regarding continuing and term contracts and implementing a 30 day notice of layoff.

T. Bryson stated that the Council has been discussing this issue since last year when term contracts were changed; when AP staff go from continuing to term, the new contract basically states that you can be fired immediately; any time within that year; the previous Benefits committee clarified the new contract language with the legal department and learned that with any financial change, term employees can be let go without advance notice; those that are in the AP union are given 60 day notice; every other AP staff member gets no notice.

### **5.5b Executive Committee**

T. Bryson reported that the committee met, appointed standing committee assignments, and discussed the agenda. R. Sievers reminded everyone that the chairpersons of the standing committees are part of the expanded executive committee and asked that they meet briefly after this meeting to set the time and day of the monthly executive committee meetings.

### **5.5c Election Committee**

J. Conley-Holt provided an update on current Council vacancies; Sector 4 vacancy is from a Council member resigning; Sector 5 vacancy is from a newly appointed Council member that changed their mind before they were officially appointed to the Council; a special election will be held for the vacancy in Sector 4; J. Conley-Holt will reach out to the next person on the Sector 5 election ballot and ask if he would be interested in serving on the Council. J. Conley-Holt stated that the election committee needs to be formed and move forward with the special election for Sector 4; the election committee is comprised of the Secretary of the Council, the chair of the Committee on Committees, and one member of each of the sectors with a vacancy; the problem is that the only other person in Sector 4 is currently on maternity leave until August; this election needs to start as soon as possible; the Council agreed to move forward with the election without the Sector 4 Council member; J. Conley-Holt announced the names of the regular election committee; preparations for the regular election start in January 2018; members of the 2018 spring election committee are: Jasmine Winters, Matt Sronkoski, Jeff Franklin, Casey Loman, Jaime Conley-Holt, Jawana Green, Kevin Kendrick.

### **6. Old Business**

None

### **7. New Business**

T. Bryson stated that he had a request for a person to represent AP staff on the newly formed Homecoming Committee; this is a 2 year appointment; Cristina Pisoni was selected to serve on the committee; R. Sievers made a motion to approve C. Pisoni for appointment to this committee; motion approved unanimously by voice vote.

### **8. Announcements**

None

### **9. Adjournment**

T. Bryson made a motion to adjourn, seconded by R. Sievers. Meeting adjourned.