

ADMINISTRATIVE/PROFESSIONAL STAFF COUNCIL
2014-2015 Meeting Minutes
August 20, 2014

1. The meeting was called to order at 1:00 p.m. by Chair Kathy Jones.

2. **ROLL CALL**

Members Present: Todd Bryson, Kathy Jones, Jeannie Killian, Colleen Kuczynski, Don Patton, Charlotte Sarao, Rod Sievers, Matt Sronkoski

Members Absent: Shane Bennett (T. Bryson Proxy), Angela Cummings-Hunter, Jill Gobert, Wayne Glass (C. Kuczunski Proxy)

3. **MINUTES**

A motion to approve the minutes of the council meeting on July 16, 2014 as amended was made by Kathy Jones and seconded by Charlotte Sarao; *minutes approved as amended.*

4. **ADOPTION OF MEETING AGENDA**

Don Patton made a motion to accept the agenda, and Matt Sronkoski seconded. *Motion carried.*

5. **REPORTS**

5.1 Chair

Kathy Jones introduced Amy Ortiz, the new office support specialist in the Professional Constituency Office. Jones reported that there has not been a Constituency Heads meeting since the last council meeting. The next Constituency Heads meeting will be in September. Jones noted that the next Chancellor's Planning and Budget meeting is August 25th. She will be serving on that committee representing the AP Council. Jones stated that Operating Paper amendments are ready to go out to a constituency vote. Each amendment will be voted on separately. The papers will include the strikeout language, the new language, and the rationale for why the change is being made. Jones stated that the ballots will be made available as a Qualtrics survey instead of D2L due to the number of AP Staff who do not use D2L. Jones stated that she will be meeting with Laurie Bell, the new Interim Dean of the University College, on September 10th to discuss among other things, concerns about staffing UCOL 101 stated in letter sent back in March. Jones noted that Laurie Bell has expressed interest in attending the AP Staff Council meetings as an observer and potentially a speaker. Jones reminded the Council that when constituents bring concerns to them, Council members should consider whether to forward those concerns to the campus committees to which we have representatives. Jones reminded the chairs of the standing committees to have goals prepared and submitted to Amy by Monday, September 8th.

5.2 Board of Trustees

Kathy Jones was not able to attend the BOT meeting on July 24th in Springfield. Todd Bryson attended on her behalf. Bryson reported that the majority of the meeting was about topics other than SIU Carbondale. He stated that Dr. Sarvela was affirmed as acting Chancellor of SIU Carbondale and that President Dunn spoke about his 100 Day Plan, budget issues, Illinois Economic Development Plan, and Pathways to Success plan for students. Cybercrimes on all three SIU campuses were also discussed. Bryson mentioned the discussion of a contract between SIU Edwardsville and Rend Lake College Engineering programs. The next BOT meeting is on September 11th in Edwardsville.

5.3 Human Resources

Tracy Bennett recommended that hiring units call HR prior to completing hiring paperwork and forms. Due to the recent changes, some documentation has changed and does not require the same form or number of signatures. SURS Counselors will be on campus in the fall. Information for the individual sessions are being finalized and will be made available soon. A general retirement presentation will be at

the Law School Auditorium on Tuesday, October 14th at 3:00 p.m. Matt Sronkoski asked Bennett about the process of the position announcement of a University Studies Advisor. Bennett replied that HR is responsible for establishing and creating the AP positions. The recruitment and advertising is handled by Affirmative Action. Once Affirmative Action has completed their process, the papers are given to HR and they are put into the system.

5.4 Representatives to University Committees

Traffic Appeals Board – Elizabeth O’Neal submitted a written report, which is attached.

Advisory Committee, Dept. of Public Safety – John Massie reported to Rod Sievers that the group has not met since the last report.

5.5 Standing Committees

Executive Committee

Todd Bryson reported that the Executive Committee met on Monday, August 11th. The Operating Paper was discussed as well as the minutes of the July meeting. The agenda was approved for today’s meeting. Bryson also reported that Shane Bennett shared his goals for Constituent Relations with the committee.

Committee on Committees

Charlotte Sarao reported that the committee has made assignments based on a list supplied by the Professional Constituencies Office. All committee positions have been filled. Sarao requested ratification of the list by the Council. Kathy Jones explained that the by-laws were changed in 2012 to change the Council’s action on nominees from approval to ratification to speed the Council’s nomination process. By doing so, it made it possible to forward the names of committee members instead of having to wait for the next Council meeting for approval. Jones asked for all those in favor of ratifying the nominees. All were in favor. The committee list was ratified.

Constituency Relations

Kathy Jones reported for Shane Bennett. Jones stated that Bennett’s goals included professional development and a newsletter.

Operating Paper

Kathy Jones reported that this committee has not met.

Staff Benefits and Welfare

Matt Sronkoski reported that the committee has not met. Sronkoski stated that he sent an email to the committee members requesting their input regarding the direction of the committee.

6. Old Business

Kathy Jones opened discussion for the replacement of Matt Taitt. Charlotte Sarao stated that Kim Taylor has agreed to serve as well as Jon Geiger. As a result of a caucus and vote of Academic Sector representatives, Kim Taylor was selected to serve out the remainder of Taitt’. Sarao will contact Taylor to let her know of her appointment to the Council.

7. New Business

Jeannie Killian reported that the extended hours for the staff in the new student services building have been changed. Extended hours will only be during peak times such as the first and last week of school for a total of six (6) weeks out of the year.

8. Announcements

September Happy Hour at Pinch Penny has been set for Tuesday, September 16th at 4:30 p.m.

9. **Adjournment**

Motion was made by Jeannie Killian to adjourn the meeting. Seconded by Todd Bryson. Meeting was adjourned at 2:07 p.m.