

**ADMINISTRATIVE/PROFESSIONAL STAFF COUNCIL**  
**2014-2015 Meeting Minutes**  
**October 15, 2014**

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

**2. ROLL CALL**

Members Present: Shane Bennett, Todd Bryson, Wayne Glass, Kathy Jones, Colleen Kuczynski, Don Patton, Kim Taylor, Rod Sievers, Matt Sronkoski

Members Absent: Angela Cummings-Hunter, Jill Gobert, Jeanne Killian, Charlotte Sarao (K. Taylor proxy)

Visitors and Guests: Tracy Bennett (Human Resources), Jon Geiger (Student Affairs Task Force), Elyse Hiller (Financial Aid Office), Nathan Stephens (Center for Inclusive Excellence)

**3. MINUTES**

A motion to approve the minutes of the Council meeting on September 17, 2014 was made by Todd Bryson and seconded by Matt Sronkoski; minutes approved.

**4. ADOPTION OF MEETING AGENDA**

Kathy Jones made a request for Jon Geiger to give a report on the Student Affairs Task Force during Section 5.1 of the agenda. Wayne Glass requested to give a report on the Honorary Degree and Distinguished Service Award Committee during Section 5.4 of the agenda. Don Patton moved to adopt the agenda as amended, Matt Sronkoski seconded; agenda adopted.

**5. REPORTS**

**5.1 Chair**

Kathy Jones reported that the Referendum Ballot is still being worked on and will be available as soon as it has been formatted into a Qualtrics Survey. The ballot is being presented through Qualtrics instead of Desire2Learn because it was felt a lot of AP Staff don't regularly deal with Desire2Learn. This could have hurt the number of constituents who vote.

Jon Geiger reported that the Student Affairs Task Force had their first meeting on October 8<sup>th</sup>. The Chancellor charged the task force with 1.) Review the efficiency and effectiveness of the units that provide services to our students: Are the student service units, from enrollment management to housing to advising to University College to the Office of the Dean of Students, organized in a way that addresses the holistic needs of every student, or are there structures that could be more effective. 2.) Review trends and best practices as well as what makes sense for the unique needs of SIU Carbondale. The task force chair is Mickey Latour, Dean of the College of Agricultural Sciences. Geiger noted that the AP Staff is very well represented on this task force. Meetings will be held every two weeks; 10/22, 11/5, 11/19, and 12/3. The goal is to have all of the information to the Chancellor by the end of the first week in December. The re-creation of the Vice Chancellor for Student Affairs position is supported by the task force. Shaping a mission statement is a goal of the task force. The University of Nebraska mission statement is being used as reference in developing this statement. The task force is also considering what departments will be included under Student Affairs. One of the main concerns is where the money will come from to fund the Vice Chancellor for Student Affairs position and those working with that position. Geiger referred to statements made during the task force meeting that addressed concerns that the budget to support this new division would have to come from another source rather than from reallocation of funds from other areas. Geiger encouraged Council members to email him at [jgeiger@siu.edu](mailto:jgeiger@siu.edu) with any ideas, comments, and concerns regarding this task force.

**Todd Bryson** asked if there was any discussion about going back to the previous structure of how the Vice Chancellor of Student Affairs salary was funded. He noted that it was funded by the units that reported to the Vice Chancellor. Geiger responded by saying that was not discussed and that he would bring that up at the next meeting.

**Matt Sronkoski** asked if there was any discussion regarding cleaning up the jurisdictional lines. Geiger replied yes, there was a lot of discussion about this topic. He stated that a list of names that were previously under the Student Affairs was presented at the meeting and noted that a lot of them are no longer at SIU.

**Various** members of the Council discussed the separation of Enrollment Management from Student Affairs. During that discussion it was noted that if Enrollment Management (recruitment and retention) is an institutional priority, then it needs to be backed by institutional money; not doing so will result in failure again.

**Kathy Jones** asked Jon Geiger to report at the next AP Staff Council meeting since the Student Affairs Task Force is so short-lived. He responded by saying that he would be at the November and December meetings.

## **5.2 Board of Trustees**

Kathy Jones reported that the next BOT meeting is on October 29<sup>th</sup> in Edwardsville.

## **5.3 Human Resources**

Tracy Bennett reminded the Council that the Annual Free Flu Shots will be available from 8:30 a.m. – 5:00 p.m. on October 21<sup>st</sup> for last names A-M and October 24<sup>th</sup> for last names N-Z at the Student Recreation Center, Alumni Lounge. Make sure to bring SIU ID and insurance card.

## **5.4 Representatives to University Committees**

**Honorary Degree and Distinguished Service Award** – Wayne Glass reported that committee is scheduled to meet on October 29<sup>th</sup> to review nominations and prepare them for submission to the Board of Trustees by November 10<sup>th</sup>.

**Executive Planning & Budget Committee** – Kathy Jones reported that the last meeting was on September 29<sup>th</sup>. At that meeting, Judy Marshall gave an update on the budget followed by each Vice Chancellor giving an update on their departments. Previously approved projects that are either un-funded or under-funded are being identified. Examples of these are the Tablet Project, the NTT Faculty for UCOL 101, and the Tuition Wavier Program. A budget short-fall totaling approximately \$6 million is the combination of the previously mentioned projects plus setting money aside for a salary pool, marketing, the University Honors Program, and a Fermentation Science Program. The next meeting is on October 22<sup>nd</sup>.

## **5.5 Standing Committees**

### **5.5a Executive Committee**

Todd Bryson reported that the Executive Committee met on Monday, October 6<sup>th</sup>. The committee reviewed the agenda for this week, reviewed the minutes and made corrections, and set a date for November Happy Hour.

### **5.5b Committee on Committees**

Two names were submitted for the College of Business Dean search; Jill Gebke and Donna Margolis. Todd Bryson made a motion to ratify the two names for the College of Business Dean search. Shane Bennett seconded.

### **5.5c Constituencies Relations**

Shane Bennett reported that plans for the Fall Luncheon on October 17<sup>th</sup> are complete. Honeybakers is catering and Kevin Baity, Carbondale City Manager, will be the guest speaker.

### **5.5d Operating Paper**

Kathy Jones reported that the referendum document has been reviewed and is ready to be formatted for the Qualtrics Survey.

**5.6e Staff Benefits and Welfare**

No report.

**6. Old Business**

Shane Bennett presented the AP Staff Council Professional Development Series Proposal Outline (Attachment A). Various members of the Council discussed the benefits and obstacles of this proposal. Bennett suggested a survey of no more than 10 questions that would ask AP Staff what type of professional development presentations they would like to be a part of. Bennett stated that he will send an email to AP Council members to solicit volunteers for the Professional Development Committee and then reach out to all members of AP Staff.

**7. New Business**

**8. Announcements**

November Happy Hour at Pinch Penny has been set for November 25<sup>th</sup> at 4:30 p.m.

**9. Adjournment**

Motion was made by Todd Bryson to adjourn the meeting. Seconded by Wayne Glass. Meeting was adjourned.