

ADMINISTRATIVE/PROFESSIONAL STAFF COUNCIL
2015-2016 Meeting Minutes
February 17, 2016

1. The meeting was called to order at 1:00 p.m. by Chair Charlotte Sarao.

2. ROLL CALL

Members Present: Shane Bennett, Todd Bryson, Tamarah Cook, Wayne Glass, Jaime Conley-Holt, Elyse Hiller, Kathy Jones, Cordy Love, Melanye Merrill, Charlotte Sarao, Rod Sievers, Matt Sronkoski, Kim Taylor, Kaila Tyner,

Members Absent with Proxy: Casey Loman (Kaila Tyner proxy), Cristina Pisoni (Kathy Jones proxy), Jeff Reece (Joe Pineau proxy) Kim Sanders (Jeff Franklin proxy)

Members Absent: Brad Dillard, Melinda Yeomans

Visitors and Guests: Interim Chancellor Brad Colwell, Matt Baughman, Tracy Bennett (Human Resources) Jasmine Winters, Sam Goodin

3. INVITED GUEST

Interim Chancellor Colwell addressed the following issues in his comments to the Council. ([Attachment A](#))

4. MINUTES

The minutes from the Council meeting on Jan 20, 2016 were presented. A motion to approve the minutes was made by T. Bryson and seconded by S. Bennett. Minutes approved unanimously by voice vote.

5. ADOPTION OF MEETING AGENDA

A motion to adopt the agenda was made by S. Bennett and seconded by E. Hiller. Agenda adopted unanimously by voice vote.

6. REPORTS

6.1 Chair

C. Sarao reported that there has not been a Constituency Heads and received notice about Constituency Heads meeting starting to meet regularly in March. EPBC has met but since there is not a budget in place all discussion is just speculation.

6.2 Board of Trustees

The next Board meeting is March 24, 2016 at SIUE.

6.3 Human Resources

T. Bennett reported that it is that time of year for performance evaluations for AP Staff, if your supervisor has not said anything about it, please bring it up to them so that it can be completed on time. SURS retirement will be on campus on April 19 and 20. Seminars and individual sessions for those that have self-managed retirement plans are being planned; those with these plans will be contacted about dates and times; projected dates that this will occur are March 7, 8, and 9.

6.4 Representatives to University Committees

Computing Advisory Committee - Sam Goodin reported that the committee last met on February 5, 2016. Among the topics of discussion were having people bring items of discussion to the committee for input before deciding what to do instead of having them come to the committee after action has already been taken. The IT Day Conference is August 10, 2016. The SIUC campus will be switching wireless over the EDUROAM. The advantage of EDUROAM is that anytime you are on an EDUROAM campus you don't have to reconfigure your device and can immediately be online at any other EDUROAM campus.

Academic Calendar Committee – S. Bennett reported that the Academic Calendar Committee sent a survey to AP Staff asking them for input about the Fall break. There were three choices: continue the break as it is now with a two day break in week 7 and a three day break in week 14; eliminate the break in week 7 and give a full week off in week 14; and no preference either way. There were 165 respondents; 26% said continue as is; 56% said to eliminate the fall break and have a full week off in week 14; 18% had no preference either way. The Academic Calendar Committee is still going through the written comments.

6.5 Standing Committees

6.5a Election Committee

R. Sievers proposed changes in Council members' terms of office ([Attachment B](#)) to stagger terms and ensure continuity. K. Jones suggested that in the future, these types of changes be posted on the website when introduced and prior to vote for approval at the Council meeting. Brief discussion followed and it was agreed that future efforts to make changes would be made public on the website prior to a vote. K. Jones made a motion to accept the proposed change in terms of office, seconded by S. Bennett, unanimously approved by voice vote.

C. Sarao discussed the selection of the Election Committee for the upcoming election. The Election Committee is made up of one person from each of the Sectors where there will be a vacancy. The following people have been asked to serve on this committee: Sector 1, Kim Taylor; Sector 2, Jeff Reece; Sector 4, Kaila Tyner; Sector 6, Elyse Hiller; Sector 7, Shane Bennett. C. Sarao encouraged those whose terms are expiring to run again.

6.5b Executive Committee

T. Bryson reported that the committee met on Monday, February 8; reviewed the minutes and set the agenda for this meeting. The committee also discussed the fall 2017 Eclipse and how it will affect the return of students to campus.

6.5c Committee on Committees

T. Bryson reported that the committee has not met. Bryson added that the committee was asked to provide a replacement for Shane Bennett on the Staff Excellence Award Committee; Elyse Hiller will be his replacement. Bryson added that he was appointed to serve on the search committee for the Dean of Students.

6.5d Constituency Relations

No report

6.6e Operating Paper

K. Jones reported that the committee has met and went through the entire operating paper with a fine-tooth comb. The committee worked on cleaning up some of the language, revisions to sectors to reflect the addition of Student Affairs, clarification that the chair of the Committee on Committees serves on the Election Committee, the sectors with vacancies have representation on the Election Committee, the chair of Staff Welfare Committee serves on the Judicial Review Board (JRB) and oversees the training process of the JRB. K. Jones added that the language in the AP Staff Operating Paper and the AP Staff Grievance procedure are not consistent. Jones has reached out to university legal counsel asking for their help in rewording the grievance procedure to match the AP Staff Operating Paper and has not heard back from them yet.

6.5f Staff Benefits

No Report

6.5g Staff Welfare

No Report

7. Old Business

8. New Business

9. Announcements

10. Adjournment

Motion was made by T. Bryson to adjourn the meeting. Seconded by S. Bennett. Meeting adjourned.