

**2020-2021 Administrative Professional Staff Council Minutes**  
**Wednesday, June 16, 2021**  
**Video Conference via Zoom @ 1:30 P.M.**

**I. Call to Order**

The June meeting was called to order by Chair Todd Bryson.

**II. Roll Call of Membership**

Members Present: Todd Bryson, Wil Clark, Colleen Kuczynski, Laura Morgan, Rebecca Renshaw, Katrina Stackhouse, Elyse Weller, Jasmine Winters, Tamara Workman

Members Absent: Kathy Elson, Tarnisha Green (proxy Katrina Stackhouse), Jeff Franklin (proxy Akami Eayrs), Lisa Knight, Carly Holtkamp (proxy Todd Bryson), William Becque

Guest: Josh Frick, Tara Moore

**III. Approval of Meeting Minutes**

Motion: J. Winters

Second: E. Weller

The minutes for 05/19/2021 Administrative Professional Staff Council Meeting were approved as written.

**IV. Adoption of Meeting Agenda**

Motion: W. Clark

Second: E. Weller

The agenda for today's meeting was approved.

**V. Reports**

A. Chair Report – Survey Results – 149 Yes / 40 No

1. Would you support SIU Carbondale requiring students, faculty, and staff to be vaccinated (with exceptions for religious, personal, or medical reasons) by the time Fall 2021 semester starts?

2. As it would be helpful to the university's evaluation of this matter to have your input, please feel free to share your thoughts regarding this issue.

-T. Bryson – Thanks to all that replied and help get this out. We had 110 responses by Tuesday morning.

-W. Clark – The spreadsheet I received by email, question one data was truncated.

-T. Bryson – I took away the yeses and nos and just gave the comments.

-T. Workman – Where did this survey come from?

-T. Bryson – We got an email from Matt Baughman Monday morning. All the constituency groups got it and we where asked to turn it around by Wednesday at 11am.

-L. Morgan – Was there already communication from the Chancellor that SIU is not requiring vaccines? If that's the case my concern would be flipping it around when most students have been registered and going through new student orientations. Part of my presentation is that we're following CDC guidelines and that vaccines are not required but available through Jackson County Health Department. I'm fearful if we have to turn around and go back and contact all the students, then parents getting upset.

-T. Bryson – In the Chancellor’s communication that came out Thursday, it said we are exploring the possibility. They wanted to get everyone’s take on it and that’s why it was sent to all the constituency groups. What I understand is if they do it, it will be state wide.

-L. Morgan – I’d imagine they’d have to get that decision out in a week or two to give enough time if they require it.

-T. Bryson – Yes, if you have students and staff not notified by July 15<sup>th</sup> you may not get it by the time school starts.

-T. Workman – What’s the consequence?

-T. Bryson – There is none.

-T. Workman – So what’s the point?

-T. Bryson – I think that’s the reason they wanted to hear the answers for number 2. They wanted to hear the comments as of why. Hopefully it’s not just us doing this. I think it’s across the state. It might be a state thing. IBHE may say they’re going to require it.

-T. Workman – IBHE doesn’t have the authority to require it of the public universities. IBHE is a consultative relation. It’s not like ICCB. It would have to come from the Governor’s Office.

-T. Bryson – It’s coming from the state. They’re looking at all schools doing the same thing. I think that if one does, they’re all going to have to do it.

-L. Morgan – If it’s based on the decision of safety, I’m not understanding the reasoning behind it if there’s not going to be any way to enforce it. People have already signed contracts. The alternative is if we put the press out there that all Illinois schools are requiring the vaccine you would not have and influx of people coming to Illinois schools, it would be the opposite.

-T. Bryson – The report came out that only 48% of Americans are vaccinated. Think if that were true for our students, staff, and faculty. You have 52% that are not so, you can’t enforce it. I can say I am but I lost my card. How will you be able to prove it.

-T. Workman – That forces me to label myself and does that make me susceptible to targeting. The argument can go either way. It makes it impossible to measure accountability so, why are we doing it?

-T. Bryson – Because the state wants to do it.

-W. Clark – I think you’d get a lot more with an incentive than a requirement.

-T. Bryson – I don’t see why they want to mandate it, my personal option. There are other things that have not been tested yet and it has only been authorized by the FDA as emergency use. It’s going to be a problem no matter what. I’m glad we did the survey and to hear all these comments. I learned a lot. We can discuss this later because I want to bring Tara in. We always try to have someone from HR and Renee who normally joins us is now the Director of HR. Because of our last meeting with questions I was asked to have Tara join us. Tara, did Renee give you anything related to our council?

-T. Moore – No, she sent an email to the managers and didn’t hear anything back as far as announcements for your meeting.

-J. Winters – In looking at ways to help moral, the AP Staff brought a few things to Renee’s attention. Maybe a four-day work week, Todd hasn’t had a chance to speak with the Chancellor about this and it’s probably not an HR matter but that was one of the ideas. The other is in regards to our contracts. Individuals being placed on term contracts and not getting rolled over to continuing. There are questions about

vacation days, whether the university is the one that allocates those vacation days, is there any flexibility. Meaning, do we have the ability to negotiate days, have them paid out, or have a raise and less vacation days? The other question is if on a term contract and you decide to leave the university, are those days paid out? Then the other question is if you leave the university prematurely do you have to pay days back? Also, can a contract be negotiated?

-T. Bryson – Lets go through these one by one.

-J. Winters – The four-day work week. I don't know if HR has input or if this is more the Chancellor and Administration.

-T. Moore – The summer flex schedule would be the Chancellor's discretion. We help interpret what the Chancellor sends out but we have not been apart of the approval process.

-J. Winters – Not all offices can apply it equally and/or participate in something of that nature so that's why we were looking to see if that was a possibility.

-T. Moore – I think that we're called on for questions as far as it being our policy, I don't believe it is.

-J. Winters – Has there been any movement in HR in assisting individuals with negotiating days off vs the pay of the individual?

-T. Moore – The contracts are either term or continuing. Continuing, your unused vacation is paid out to the maximum. Term is granted upfront and based on filling what ever period of time that it is. Those days are not payable at the end of your contract. If you were to leave on a term contract, after 6 months, and you used all of your days of vacation, your contract is only calculated for the time that is filled. You are only granted 6 months' worth of time. You will have to pay those other days back before leaving the university.

-E. Weller – What if it's the opposite and you leave after 6 months and took no days?

-T. Moore – As a term contract you wouldn't get anything regardless when you leave.

-W. Clark – It's not going to be biased in favor of the employee.

-J. Winters – Unless somebody objected you would have to utilize that benefit.

-T. Moore – If on a term contract, yes. If you're on a continuing contract then you're paid for your unused vacation. Vacation is always subjected to departmental approval. Keep that in mind.

-T. Bryson – Let's say I start off on a term contract July 1<sup>st</sup>. A position comes open that is continuing and I switch to that job in December. But I've taken 7 months of my vacation. Do I have to do the same thing still being an employee? I'm leaving before my term is up but I'm still with the university changing classification. Does that change it?

-T. Moore – I don't believe we've had something like that happen. In that case if you've only over used by a couple of days, one month, we would take that from your first month of the continuing contract.

-T. Bryson – Is this SIU system rules or do those come from the state. Who mandates those things and is that in our policy or coming from the state.

-T. Moore – It is SIU policy but I'm also sure it stems partly from the Civil Service System with the state. There vacation prorates are very similar to ours. The exempt and non-exempt is a little different on the Civil Service side of things. With the state, Civil Service tops out at 25 days rather than 28. So, we let Civil Service employees

accrue more here than the state. I'm not sure the history but it has to be based on that Civil Service System's guideline. It is a university policy. As far as negotiating, whether its paid or not and how many days, either term or continuing, would be determined by your hiring department and the Provost or VC area you're at. Occurring less days and getting a pay raise, those are things I think the council would put forward to the Chancellor. As a Civil Service Council member, we were able to change the extended sick leave policy through those channels. I think that's the avenue you'd go through for the different benefits.

-L. Morgan – With it being a SIU policy, you said the hiring department determined the number of days. For example, if all advisement agreed to go down to 20 days instead of 28 days and we want the rest to be paid. Would that come from Provost, is that what you're saying?

-T. Moore – No, I was talking about whether it was a term or continuing contract. You get either type of contract. Then, your benefits are governed by the university policy which is 25-28 days, depending on years of service.

-L. Morgan – Ok, so those 25 or 28 days don't change or can't.

-T. Moore – Correct, as it stands now.

-A. Eayrs – You talked about paying out vacation, is sick paid out as well?

-T. Moore – Not generally. There is a period of time, 01/1984 to 12/1997, employees here during that time, the state had changed their rules. They determined that during that period you were paid out half of your sick balance. Then in 1998 they changed the law and said nothing is payable.

-A. Eayrs – I was talking to a co-worker about using vacation vs sick. The co-worker had a medical appointment and said they were going to use vacation and not sick because, if they don't use their vacation they will max out and not accrue vacation. So, that's another challenge I think we have.

-T. Moore – Another school for thought on that is the unused sick time can be used for service credit so you can retire early.

-A. Eayrs – Is that an option to use sick time for service credit?

-T. Moore – As far as I know that's an option for everyone but, it is dependent on your situation and that's determined through SURS.

-W. Clark – If we have a policy that states that a position that is term contract over and over again is converted to continuing and we don't follow that policy. Do we not expose the institute to legal issues?

-T. Moore – That's something I'm not involved in. I'm involved on the vacation and sick side.

-W. Clark – If I'm litigious and interested in bringing action against the university for taking away my benefits at the end of every term contract instead of granting me to a continuing contract, do we not get audited on that?

-T. Bryson – Tara, has no control with that. If you read the policy, the way it's written, SIU wrote it in a way they can't be sued and lose.

-W. Clark – Are you sure?

\_T. Bryson – Yes, they wrote it in a way that it's not a guarantee. There are 3 steps, it is not automatic. In some departments you start with a continuing contract.

-T. Workman – What you're describing is the university having a policy that affords them subjective flexibility. Yet, on the same hand it's unethical.

-T. Bryson – I'm not saying it's not. If we're going to look at it from that stand point I don't want us to use the word guarantee. It is not a guarantee. We as a council can

look at this and say where is the break down, why is this not happening and go from there.

-L. Morgan – The break down I would see is more so where ever it goes beyond the direct supervisor.

-T. Workman – It's at the administrative level.

-T. Bryson – It's still at there discretion.

-K. Stackhouse – Something that would be helpful is a flowchart with names and positions that you understand the overall process. That way, if there is a pause or the process is not working you know where to jump in, who to talk to, and how to contact them. That would be helpful and empower managers to take the next step if it's not going to be an automated process.

-L. Morgan – I would agree with that and at least getting a response. If it's a no, that's fine, as long as there's a response. A flow chart of who it goes to and a timeline of the stages.

-T. Bryson – Sounds like staff benefits and staff welfare committee have a job to do.

-J. Winters – Tara, if individuals are continuously getting term contracts, is there not a way that HR, SIU the institution can look at individuals and say if you contract is renewed then we will carry over so many days?

-T. Moore – That's something to discuss up the chain. The problem I see is if you carry over days we can't give you the maximum you were given originally. We have to abide by what our maximums are, at this point of time, by our policy.

-T. Workman – Is there ever an opportunity where an exception can be made for a term contact individual because the circumstance of their position has prevented them from being able to use their vacation days. Where the individual would be granted an exception and allowed an additional period of time to use those days because they've been prohibited from using them and they could identify those barriers in trying to use their time.

-T. Moore – I haven't known of any coming from our area.

-T. Workman – If you had every request that was refused prohibiting your ability to use the vacation time I would think there could be some challenge there.

-T. Moore – I occasionally get questions from employees that have had vacation request denied and I refer them to labor relations to try and work that out.

-T. Bryson – What this sounds like to me is that we need to have a policy committee. People who look at our policies and how we can get them changed. As much as we've questioned Tara, she doesn't control any of those things. Tara has given us good information and I think a reason to have a policy committee. Especially after COVID, this is the time to do it. Any last questions for Tara?

-J. Winters – Are continuing contracts negotiable at the time of employment?

-T. Moore – That's something I don't deal with.

-T. Bryson – Tara, thank you for being here. You gave us a lot of good information.

-T. Moore – You're welcome. Thanks for having me.

-T. Bryson – Thank you all for a good question and answer session.

-L. Morgan – How do things actually get changed on campus? If we establish a policy committee, is this the best chance from this committee?

-T. Bryson – Yes, it can get done. We can't just present it and wait for the answer. We have to be together when we say it as a force. We request a policy change and present it from us to Matt Baughman.

-L. Morgan – Should our council be working with any other groups on campus?

-T. Bryson – No one else has term or continuing contracts.

-T. Workman – AP Staff is a unique group on campus. This staffing component has bored the responsibilities of institutional success and failure for many years. Many are on term contracts and have been and I see that as a disservice to AP Staff who are expected to do more without regard for the professional personal emotional physical effects of that expectation. It is no less that exploitation of the human resource. Faculty has tenure protection, Civil Service has the ability for union protections, AP Staff does not have that. The only thing that any of us would have is the continuing contract and that is being withheld from the loyal staff person who continues to give.

-L. Morgan – It doesn't seem like it's that much of a stretch.

-T. Workman – If the institution is making a fiscally necessary decision then own it. I put the paper forward with a range increase. I bear the responsibilities as a manager to justify that increase, to demonstrate the necessity of equitable compensation for my employee. If the institution recognizes this is within policy, you've justified it adequately, it falls under the guidelines, but we deny it. Then, the institution needs to acknowledge the decision and respect the individual enough to say, I'm sorry we can't afford to pay you for the job that you're doing.

-L. Morgan – Or there needs to be a step five that says ok here's a list of people who have been denied and when a budget is available for increases then go in order of requests.

-T. Workman – Put it on a phase in. The latest one I sent in was on the fourth of May. I have yet to receive any acknowledgement at all. That's what has happen the three previous times. I have provided documentation that the individual deserves an increase. I've even provided data that shows the male counterpart is being paid 25% more than the female counterpart. I've provided examples where another employee which is male received an increase for additional duties. How is this appropriate?

-K. Stackhouse – I think is an area where the policy committee could investigate. By not moving forward with the continuing contract. Yes, that is a policy but does that decision violate another policy, like our equal opportunity employment policy. I imagine the committee could put together a spread sheet or some tool to help push these people forward.

-T. Bryson – When Tamara sent that form in, there is no policy that states it need to be returned back to her. When looking at the policy the tracking needs to be included. We would have to change the operating papers to add a policy committee. The biggest thing that needs to happen after elections is that the operating papers need to be changed.

B. Board of Trustees – Thursday, July 15, 2021 at SIUC

C. Human Resources – Tara Moore – Discussion with questions and answers under Chair Report (V-A).

D. Representatives to University Committees

1. Executive Committee – Met on Monday, June 14, 2021.

-T. Bryson – Are we comfortable with in person meetings starting in July? Does anyone have a problem with in person meetings starting in July? We don't have to take a vote I just wanted to ask the question. I will find a location for our July meeting.

2. Committee on Committees

-T. Bryson – The committee form we send out asking what committee you want to be on, Jeff will be working on that and getting that letter out.

3. Constituency Relations

-J. Winters – Our event on June 10<sup>th</sup> we had 11 people attend in some form or fashion. We will look at having up coming events and let the new committee members decide that.

4. Operating Paper – No report

5. Staff Benefits – No report

6. Staff Welfare – No report

**VI. Old Business**

A. Election Date – July 2021

-J. Winters – We will attempt to seat everyone on August 18<sup>th</sup>. We will call for nominations on June 30<sup>th</sup>, an email will go out to the different sectors asking for nominations. The elections will begin on July 21<sup>st</sup>. We will have a double meeting on August 18<sup>th</sup> closing out the 2020-2021 AP Staff Council and then seat the 2021-2022 council. We are looking at revising the nomination form.

-W. Clark – Do you want to make any of that electronic?

-J. Winters – It will be electronic. I'm going to be working with Josh but we may contact you. Josh are you familiar with working with Survey Monkey?

-J. Frick – Yes, I have an account.

**VII. New Business**

None

**VIII. Adjournment**

Motion: T. Workman

Second: W. Clark