

2020-2021 Administrative Professional Staff Council Meeting
Wednesday, August, 25, 2021 at 1:30 P.M.
Microsoft Teams Video Conference
Session 1

I. Call to Order

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

II. Roll Call of Membership

Members Present: Todd Bryson, Wil Clark, Akami Eayrs, Jeff Franklin, Tarnisha Green, Carly Holtkamp, Lisa Knight, Laura Morgan, Rebecca Renshaw, Katrina Stackhouse, Elyse Weller, Jasmine Winters

Members Absent: William Becque, Kathy Elson, Colleen Kuczynski, Tamara Workman

Guest: Josh Frick, Renee Colombo

III. Approval of Meeting Minutes

Motion: L. Morgan

Second: J. Franklin

The minutes for 07/21/2021 Administrative Professional Staff Council meeting were approved as amended.

IV. Adoption of Meeting Agenda

Motion: J. Winters

Second: E. Weller

The agenda for today's meeting was approved.

V. Reports

- A. Chair Report – Systems Staff Advisory Committee Report – Monday August 16, 2021; Conversation with Chancellor – T. Bryson reported that in conversation with the Chancellor, Chancellor Lane suggested working with Renee Colombo on term and non-term contracts to present to the Chancellor's cabinet at upcoming meeting. Bryson added that some staff have received audits and some adjustments have been made and they are continuing to work on this. He noted we will not get a four-day work week in the summer. Questions were submitted in regards to the professional development for the system. Next meeting is in September.
- B. Board of Trustees – Next meeting is September 16th.
- C. Human Resources – Renee Colombo – Working on scheduling flu shots for October. T. Bryson asked about update on Civil Service audit. R. Colombo said they have not received anything. L. Knight questioned the diversity of the final interview candidates for the VCSA search. T. Bryson suggested that's more affirmative action not HR. L. Morgan asked if priority has been given to HR for hiring in their office to help with other hires. R. Colombo answered they are without a vice chancellor and their staffing will probably remain the same. Colombo added that the Chancellor had asked for a salary survey campus wide, for all positions, and that was completed. J. Winters asked with that survey, if they compare other universities. R. Colombo answered yes, and that it is submitted every year for AP positions, Civil Service, and administrators.
- D. Representatives to University Committees
 1. Executive Committee – End of year report. T. Bryson reported meeting on Monday.

2. Committee on Committees – End of year report. J. Franklin reported appointing representatives to search committees for Affirmative Action Advisory Committee, Chancellor’s Budget and Planning Committee, Honorary Degree and Distinguished Service Committee, Intercollegiate Athletics Advisory Committee, Parking and Appeals Board, and Staff Excellence.
3. Constituency Relations – End of year report. J. Winters reported activities traditionally organized by this committee were suspended due to the continuation of the COVID-19 pandemic and restrictions. The committee was able to organize a brown bag lunch event on June 10, 2021 at the SSB Pavilion. In case of inclement weather, SSB150/160 had been reserved and the event was moved to this location, due to the heat. Individuals were encouraged to bring their lunch with drinks, chips, and cookies provided. This event was intended to be a social event so no speakers were planned. There were 11 individuals that attended this event.
4. Operating Paper – End of year report. A. Eayrs reported in 2019/2020, the State of Illinois initiated a system wide audit of AP positions. The State reviewed new, vacant, and existing positions based on contract end date. The audit was delayed due to COVID-19. As of this report, HR has not received a final audit report from the State. In light of the anticipated impact on the current representative sector structure and challenges presented by the current pandemic, the Council voted to approve a one-year term extension for positions expiring in 2020. In 2020/2021, the Committee proposed changing the sectors to align with the current Civil Service structure. With the uncertainties presented above, the Council voted to conduct the election based on the current operating papers. In 2021/2022, the Committee recommends revisiting the change in sectors comparable with the Civil Service model.
5. Staff Benefits – End of year report. C. Holtkamp reported discussing the term to continuing contract issues and addressed TIAA-CREF switch to VOYA issues and making sure campus was aware.
6. Staff Welfare – End of year report. T. Green reported conducting a professional development survey in January 2020. Also, conducted a work from home survey in April 2021 regarding the May 3rd return date, 31 participates responses expressed concerns about this date and suggested a summer or fall start date. This preference is attributed to the lack of availability of child/eldercare and desire for hybrid attendance model. Several participants were concerned of returning to campus beyond the 50% threshold when IL has not yet entered the Bridge Phase 5. A combined 84/115 respondents expressed an interest in a department-determined hybrid attendance model allowing them to spend some time working from home. Many survey participants expressed an interest in having a more detailed and nuanced policy for enforcement of mask wearing and there were also concerns around the inability to create socially distanced safe spaces in communal work environments. Many survey participants expressed an interest in having a more detailed, nuanced, and equitable policy for allowing staff to work from home part-time. There were additional questions about how to account for quarantine situations and if this would qualify for the use of sick/vacation time, specifically would work from home options be permissible at the university-level or are those types of decisions determined at the departmental level. Then there is a feedback section for positions converted from AP to Civil Service where members can have their concerns heard and addressed.

VI. Old Business
None

VII. New Business
None

VIII. Adjournment
Motion: C. Holtkamp
Second: W. Clark

2021-2022 Administrative Professional Staff Council Meeting
Wednesday, August, 25, 2021 at 2:00 P.M.
Microsoft Teams Video Conference
Session 2

IX. Call to Order

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

X. Roll Call of Membership

Members Present: Lilia Angel-Post, Tena Bennett, Todd Bryson, Wil Clark, Akami Eayrs, Jeff Franklin, Tarnisha Green, Carly Holtkamp, Lisa Knight, Laura Morgan, H.D. Motyl, Layla Murphy, Rebecca Renshaw, Katrina Stackhouse, Elyse Weller, Jasmine Winters

Members Absent: Tamara Workman

Guest: Josh Frick, Renee Colombo

XI. Approval of Meeting Minutes

No minutes to approve.

XII. Adoption of Meeting Agenda

Motion: J. Franklin

Second: E. Weller

The agenda for today's meeting was approved.

XIII. Reports

A. Chair – Election of Officers

T. Bryson opened the floor for nominations for APSC Secretary. C. Holtkamp self-nominated. T. Green nominated J. Winters and Winters accepted the nomination.

A vote commenced: C. Holtkamp received 8 votes, J. Winters received 7 votes; C. Holtkamp is APSC Secretary for AY 2021-2022.

T. Bryson opened the floor for nominations for APSC Vice Chair. T. Bryson nominated E. Weller and Weller accepted the nomination.

A vote commenced: E. Weller received 13 votes; E. Weller is APSC Vice Chair for AY 2021-2022.

T. Bryson opened the floor for nominations for APSC Chair. J. Franklin nominated T. Bryson and Bryson accepted the nomination.

A vote commenced: T. Bryson received 13 votes; T. Bryson is APSC Chair for AY 2021-2022.

B. Board of Trustees – See Session 1

C. Human Resources – See Session 1

D. Representatives to University Committees – See Session 1

E. Standing Committees – See Session 1

XIV. Old Business

None

XV. New Business

T. Bryson reported being on the Reopening Committee. Bryson mentioned the following information from the August 9th meeting: Masks have arrived at the dean's offices for

distribution to departments. Students living at resident halls will be required to submit a vaccination card or provide a negative test within 72 hours. If not provided, students will meet face to face with the Dean of Students to discuss options on campus. On campus protocols are also for off campus classes. Weekly emails updating student families. Incentive program for protect the pack. Conduct meetings virtually if possible. You do not have to wear mask sitting at desk but if in a shared workspace, where people cannot social distance, mask is required. No change to isolation and quarantine protocols. Additional face masks will be available in the ID Office, Recreation Center, and the Dean of Students' Office. Bryson reported the following information from the August 16th meeting: Had a moment of silence for those who have perished from COVID-19 at 12:05pm today. New signs are up in buildings with mask mandate information. COVID testing on campus will continue until Labor Day. 2204 students have uploaded their vaccine cards. First drawing will be on the 10th day of classes for protect your pack. Tested 275 students during move in and 5 came back positive. Vaccines will be available on campus twice a week; Wednesday at the Student Center and Thursday and the Student Health Services. Service provided to students in isolation: Move to a residence hall were no other students will be housed. Meals are delivered 3 times a day. Students are given Travis Pierce's cell phone number. Service provided to students in quarantine: Stay in original residence hall with instructions on how to clean. Meals are delivered 3 times a day. 60 vaccinations were given to students during move in. A survey was done, student reps have expressed that students are interested in holding a hybrid town hall to answer questions and faculty and staff support a vaccine mandate. K. Stackhouse mentioned that you may be eligible for reimbursement of wireless fees that you accumulate doing work related business outside of the workplace. Stackhouse will send the form to members after the meeting. T. Bryson discussed HEERF. J. Frick added that if members need to change or update their information, to let him know. T. Bryson mentioned that members can send a headshot to J. Frick or go by the Constituencies Office and have their picture taken, for the website.

XVI. Adjournment

Motion: W. Clark

Second: J. Winters