

2023-2024 Administrative & Professional Staff Council
Wednesday, September 25, 2024
1:30 P.M.
Teams meeting

I. Call to Order

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

II. Roll Call and Announcement of Proxies

Members Present: Lilia Angel-Post, Tena Bennett, Todd Bryson, Jeff Franklin, Laura Morgan, Layla Murphy, Jasmine Winters

Members Absent with Proxy: Carly Holtkamp (Proxy Layla Murphy), Peter Lucas (Proxy Jessica Mann)

Members Absent: Amy Eaton, Rachel Frazier, Caleb Hale, Rita Medina, Josi Rawls, Elyse Weller

Guest: Shelly Gehrke, Melissa Laake, Jessica Mann

III. Adoption of Meeting Minutes

Motion: L. Morgan

Second: L. Murphy

The minutes from 8/28/24 were approved as presented.

IV. Adoption of Meeting Agenda

Motion: J. Winters

Second: L. Murphy

The agenda for today's meeting was approved as presented.

V. Guest Speaker: Dr. Shelly Gehrke, Associate Provost for Student Success

S. Gehrke stated she started her job on September 9, 2024. Her role will focus on all class retention for both on campus and off campus. S. Gehrke stated part of my team will be the chief academic advisors and advisors, the tutoring center (CLSS) on the 7th floor of the library, and coordination of the UNIV 101. I most recently came from Emporia State University in Kansas. It is also a regional university, smaller than SIU. At Emporia State University, I had a larger portfolio of student affairs, enrollment management and student success. There is a retention summit coming up, and I've been working closely with David Shirley on some pieces of putting that together. The week after that is the academic advisor workshop, which all of you are invited to attend. It will celebrate the good work advisors do and the importance of their work, provide updates on things happening on campus, and add some professional development into the day. S. Gehrke spoke about people supporting students with a transformative experience versus a transactional experience. If we admit them and enroll them, then we have an ethical obligation to do everything we can to help them get to graduation. Everyone on this campus is responsible for student success. (Everyone in the meeting introduced themselves to S. Gehrke.) T. Bryson stated that the AP Staff Council is a non-represented Council that represents anyone from Assistant Director on up (including: Chancellor, Vice Chancellors, Dean, Directors, & Associate Directors). We represent about 435 people, but that's also including the School of Medicine. We have term and continuing appointments here. We have been working on getting more people from term to continuing, getting pay raises, and dealing with pay gaps. Term appointment is for one year. Continuing is a continuing appointment, and they have to give you a full year before they terminate you. With term, they have to terminate you within 30 days of your contract date. We're involved in search committees. There's a representative from AP Staff, Civil Service, and Faculty Senate on higher level positions for the search committees. Sometimes we do surveys on staff welfare,

and we plan monthly events like a happy hour, which the Civil Service is invited to attend, too. S. Gehrke spoke about the culture of caring (taking care of our students, colleagues, faculty and staff and helping them achieve their goals). The culture of caring needs to be an expectation where everyone participates. Caring is providing communication and transparency, being clear with expectations, having accountability and goals, listening, provide timing feedback, doing referrals, or reporting early alerts/Saluki Cares. S. Gehrke asked for top issues that should be addressed. The responses included high turnover, low morale, pay rates, extra duties without extra pay, burnout, student success is not just in the classroom, communication, barriers, and mistrust.

T. Bryson stated he would like to ask S. Gehrke in December about how her first four months went and about her orientation experience. He stated that is something we're looking at. What can be done to help new people feel more welcomed? We hear from people that they don't receive training.

S. Gehrke stated if you have any ideas, thoughts, questions, or just want to sit down and chat, do not hesitate to reach out.

VI. Reports

A. Chair – BOT 1% raises

The Board of Trustees approved the 1% raise for the unrepresented groups starting October 1, retroactive July 1. Faculty and Civil Service received raises. T. Bryson stated he met with Chancellor Lane last Thursday and discussed low morale, 1% raise, and extra job duties.

B. Representatives to University Committees – Elyse Weller/Todd Bryson – No report.

C. Committee Appointments

1. Executive Committee – They didn't meet.

2. Committee on Committees - No report.

3. Constituency Relations – They have not met. J. Winters stated she can schedule a Happy Hour.

4. Operating Paper – No report.

T. Bennett stated she spoke with AVC Nick Wortman. They have been making policy changes in HR, but it hasn't been published to the website yet.

5. Staff Benefits & Welfare – L. Morgan stated after the JAQ's we can't do a whole lot about working on raises. We talked about additional duties should be temporary in nature, 6 months or less, and there should be additional pay tied to that. We are looking at having a clear process in place. Not all employees know they don't have to wait for the three-year mark to do a job description update. It's up to the supervisor and employee to have the conversation, to check the box on the yearly job evaluation to update the position description if it's different than what they're doing. T. Bryson stated every job description is supposed to be updated every three years. J. Franklin stated here is where there is no consistency. We have to do position descriptions every year. T. Bryson stated a scenario where he told someone you can't ask a person to go do another job unless you're willing to pay for them, because that job out there is not their job. Unless you're willing to compensate for them, you can't ask them to do it. L. Morgan stated we're still stuck at those position descriptions, "additional duties as assigned." Our position descriptions are not percentage based. You don't know where that line is with insubordination when you're being asked to do something. With the employee's perspective, it's taking 15-20% of their time and affecting other core areas of the actual job responsibilities. J. Franklin stated all of our job descriptions have percentages.

VII. Old Business – 2024-2025 Election

T. Bryson stated that an email will go out today or tomorrow regarding elections.

VIII. New Business – T. Bennett stated there will be a remembrance ceremony at Becker Pavilion on campus lake, Monday at 6:00 p.m. to honor all students who have died in recent years, including three students who passed away this month.

IX. Adjournment

Motion: - J. Winters

Second: - T. Bennett