

**2023-2024 Administrative & Professional Staff Council**  
**Wednesday, July 24, 2024**  
**1:30 P.M.**  
**Teams meeting**

**I. Call to Order**

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

**II. Roll Call and Announcement of Proxies**

Members Present: Todd Bryson, Amy Eaton, Jeff Franklin, Caleb Hale, Carly Holtkamp, Laura Morgan, Layla Murphy, Josi Rawls, Elyse Weller, Jasmine Winters

Members Absent: Tena Bennett (Proxy Todd Bryson), Rachel Frazier (Proxy Elyse Weller), Peter Lucas, Lilia Angel-Post, Rita Medina (Proxy Laura Morgan)

Guests: Renee Colombo, Melissa Laake, Nick Wortman

**III. Adoption of Meeting Minutes**

Motion: C. Hale

Second: L. Murphy

The minutes from 5/15/24 were approved as presented.

*\*Note: There was no A/P Staff Council meeting in June 2024.*

**IV. Adoption of Meeting Agenda**

Motion: J. Winters

Second: J. Rawls

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

**V. Guest Speakers: Nick Wortman & Renee Colombo**

<https://hr.siu.edu/compensation-2030/>

AVC Nick Wortman shared the above link (Compensation 2030) during the meeting. Nick stated that one of the tasks he was given when he first came here was to put together a plan to understand how far away we are from equitable pay within like groups of employees and with market alignment for not only faculty and classified civil service staff, but for AP staff as well. We engaged a consultant using a steering committee. Todd Bryson represented AP Staff Council, Elizabeth Cheek represented the Civil Service Council, and we had a number of faculty representatives. We put out an RFP to get a consultant to help us do equity and market analysis for faculty. For staff, we want to go one further and make sure we have a unified career architecture platform that will help us articulate someone's job family, subfamily and career track level from entry level positions up through management, up through the cabinet level. We need to get the structure right so we can easily compare our jobs to jobs that are out there in the market. Once everyone is classified appropriately, then we'll be able to effectively measure how far away we are from market pay for those groups of employees. This project is to help us get data and create a road map on how we want to start closing those gaps in the future. We're ready to start the job analysis questionnaire process for all staff. We'll have open forums with CBIZ to answer questions about the process and outcomes. The JAQ's will go out on July 29, 2024, and people will have two weeks to complete it. Supervisors can review and provide more information on the JAQ's. It's very important we have up-to-date job descriptions. This will not result in any pay decreases for anyone at all. We have a goal of fall 2025. We're going to be doing a comprehensive overhaul of our comp. processes and policies.

Nick shared a PowerPoint to discuss the Fair Labor Standards Act (FLSA) which is a federal policy. The current threshold is \$35,568. As of 7/1/24 it is \$43,888 and on 1/1/25 it will be \$58,686. There are a variety of tests that you have to apply to jobs to determine their exemption status from the FLSA overtime rules. There is a duty test and a salary threshold test. Even if someone's duties may exempt them from overtime, if their salary is not to 'x' amount, then they're still eligible for overtime. The first round of changes, we looked at anyone who was exempt and not meeting this \$43,888 threshold. We took them to a non-exempt status but let them retain and grandfathered in their current benefits in terms of vacation or accruals. Our policies call for anybody working over 7.5 hours/day or working over 37.5 hours/week that is non-exempt to be paid overtime, if they're required to work overtime. The policy allows supervisors to flex employees' schedules. Employees must be paid overtime unless they agree to flex or comp. time. If overtime is mandated, then it's the employee's choice if they want to take the pay or comp. time. There is an overtime request form that will be completed. Nick stated a reminder that we really can't allow folks to volunteer their time. It's a violation of the Department of Labor Standards. Comp. time is time and a half. If a supervisor changes an employee's schedule, there may be some limitations based on their contract if they're a represented employee. If an employee is asked to flex their time, the employee can deny it and ask for overtime. Nick stated our policy says that flex time has to be agreed upon to avoid overtime. If you require them to work, then they can ask for overtime pay.

C. Holtkamp asked about term to continuing. If someone is currently continuing and move to a different department, should they stay continuing? Nick stated it's up to the leadership in the area. They have autonomy to be able to bring people on a continuing contract. Policy does not put them in a corner to do one thing or another. Renee Colombo stated historically these problems have come up when an employee has moved from one Vice Chancellor area to another.

## **VI. Reports**

### **A. Chair – Meeting with Chancellor**

T. Bryson stated they met on Monday and discussed raises and budgets. T. Bryson asked Chancellor Lane to let everybody know what is going on. People are flying blind.

### **B. Representative to University Committees**

L. Morgan was on the search committee for the Associate Provost for Student Success. The interviews concluded. Last Wednesday was the deadline for all faculty and staff to put in the feedback forms. The committee asked the Provost if she wanted them to meet to make recommendations, but she said just make sure to fill out the feedback forms. Ultimately, she is making the decision.

T. Bryson stated he's on the Equity and Compliance search committee. There were six for the final. They interviewed two people. The hope is to get permission to hire two. The deadline to submit recommendations is this Friday. T. Bryson stated the System Advisory Council for constituencies got an RFP done, and we're bringing back Dave Heth for Level 3. We're also bringing back the training from the School of Medicine that we have done.

### **C. Standing Committees**

1. Executive Committee – Did not meet.
2. Committee on Committees – No meeting. No report.
3. Constituency Relations – J. Winters stated there were not many people at the happy hour. A number of staff from admissions were there, because they were doing their training. There were just a handful of AP staff members that showed up.

4. Operating Paper – Did not meet.
5. Staff Benefits & Welfare – L. Morgan stated they received the updates from AVC Nick Wortman today. We had put through some questions on some of the current written policy on compensation, but anything that was sent he could not answer right now, because they're having to do the equity studies. We'll have to regroup to see what we want to work on while we wait.

**VII. Old Business**

L. Murphy stated she is moving to the School of Law in August. She'll be the Director of Admissions.

**VIII. New Business**

T. Bryson stated the following AP Staff Council members are up this year (term ends 2024): Rachel Frazier, Elyse Weller, Lilia Angel-Post, Carly Holtkamp, Layla Murphy, and Tena Bennett. There are now a total of 10 vacancies to be filled.

We will run elections in August and have new members seated at the following meeting on September 25, 2024. During the September meeting, the new meeting schedule for the year will be made. The next meeting will be August 28, 2024. The Elections Committee will be Josi Rawls, Rita Medina, Jeff Franklin, Todd Bryson, and Carly Holtkamp.

T. Bryson stated if we need to speak in front of the Board of Trustees we would need to notify them a week in advance. The next BOT meeting is September 12, 2024.

**IX. Adjournment**

Motion: L. Morgan

Second: J. Franklin