

2022-2023 Administrative & Professional Staff Council
Wednesday, January 18, 2023
1:30 P.M.
Meeting Via Teams

I. Call to Order

The January meeting was call to order by Chair Todd Bryson.

II. Roll Call, Announcement of Proxies and Guests

Members Present: Lilia Angel-Post, Tena Bennett, Todd Bryson, Amy Eaton, Jeff Franklin, Rachel Frazier, Tarnisha Green, Caleb Hale, Carly Holtkamp, Layla Murphy, Rita Medina, Josi Rawls, Elyse Weller, Jasmine Winters, Susan Zamora

Members Absent with Proxy: Peter Lucas (Proxy Josi Rawls), Laura Morgan (Proxy Jasmine Winters)

Guests: Renee Colombo, Josh Frick

III. Adoption of Meeting Minutes

Motion: T. Bennett

Second: C. Hale

A vote commenced: 0 Nays, 0 Abstentions; The minutes from 11/16/2022 Administrative & Professional Staff Council meeting were approved as presented.

IV. Adoption of Meeting Agenda

T. Bryson suggested a change to the agenda. Move agenda Item V-E-5 after Item V-C.

Motion: J. Winters

Second: E. Weller

A vote commenced: 0 Nays, 0 Abstentions; The agenda for today's meeting has been approved with the suggested change of moving agenda Item V-E-5 after Item V-C.

V. Reports

- A. Chair – T. Bryson announced Witt Kieffer has been added to help in the search for the HR director position.
- B. Board of Trustees – T. Bryson reported the next meeting is February 9, 2023.
- C. Human Resources – R. Colombo reported term to continuing letters went out at the end of November, a total of 84. Colombo and committee members discussed practices and improvements moving forward. R. Colombo added that retro pay is still being calculated and to please be patient with W-2's going out this month too. Colombo answered questions members had concerning retro pay and had no date issue to report. R. Colombo mentioned fringe benefits is working with IT on a digital time entry initiative.
- D. Representatives to University Committees – No report.
- E. Committee Appointments
 1. Executive Committee – Discussed during Item V-E-5.
 2. Committee on Committees – No report.
 3. Constituency Relations – L. Murphy reported having a Happy Hour the first week of February.
 4. Operating Paper – Has not met. T. Green mentioned updating the OP on the AP website.

5. Staff Benefits/Staff Welfare – T. Green suggested having open meetings for AP employees to explain and answer benefit and policy questions, with the first meeting looking at continuing to term contracts. R. Colombo asked for topics and will share with the VC for Administration and Finance for approval. Members discussed topics and concerns. T. Green mentioned putting out a newsletter for AP employees with highlights and important dates, along with a survey. Members discussed the salary study about comparing positions and education to similar universities and updating job descriptions.

VI. Old Business

Members discussed having future meetings in-person compared to online. R. Frazier suggested alternating virtual/in-person meetings every other month, and starting in February with in-person.

Motion: R. Frazier

Second: J. Rawls

A vote commenced: 0 Nays, 0 Abstentions; AP Staff Council will alternate meetings from in person to online through the end of July 2023.

The Council will have February's meeting at Woody Hall in the Alumni Conference Room.

VII. New Business

None

VIII. Adjournment

Motion: L. Murphy

Second: C. Holtkamp