

2021-2022 Administration Professional Staff Council Meeting
Wednesday, January 19, 2022 at 1:30 P.M.
Via Microsoft Teams

I. Call to Order

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

II. Roll Call, Announcement of Proxies and Guests

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

Members Absent: H.D. Motyl

Guest: Renee Colombo, Josh Frick

III. Approval of Meeting Minutes

Motion: T. Bennett

Second: J. Winters

The minutes from 12/15/2021 Administration 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. Guest Speakers/Presentations

None. T. Bryson reported that Dr. Sheila Caldwell (Vice President from Antiracism, Diversity, Equity, and Inclusion and Chief Diversity Officer for the Southern Illinois University System) will be our guest speaker in February. The council discussed hosting this presentation as a town hall and people will have to sign up to join. It will be via Zoom. J. Winters asked if Dr. Jeffery Burgin will be rescheduled to speak from the December meeting. T. Bryson responded yes, he will try and get Dr. Burgin rescheduled.

VI. Reports

A. Chair Report – No report.

B. Board of Trustees – Next meeting is February 10th at SIUE.

C. Human Resources – R. Colombo reported that W-2's will be available next week via HRSS. If receiving by mail, W-2's will be sent January 31st. 1095C has extended the deadline to March and those forms will be mailed out by February 28th.

D. Representatives to University Committees – T. Bennett reported she was asked to restart the University Joint Benefits Committee. Bennett was appointed by the Chancellor's Office and will not be representing A/P. APSC will need a representative at a later date. T. Bennett asked if one has already been appointed. J. Franklin will check on who was appointed. C. Holtkamp asked is the Chancellor's Budget Committee is still meeting, as she was the AP representative. That question was unanswered. K. Stackhouse reported on the Department of Public Safety Committee. They met last month just before holiday break and reviewed the results of their annual report (available at <https://dps.siu.edu/>). The DPS Committee also discussed alerts and they

are reporting more university community locations. This committee meets twice a year and the next meeting is in the fall. T. Bryson briefly reported on the Staff Professional Development Survey. APSC then discussed CPR training for staff members. W. Clark asked about employees using university time for professional development. T. Bryson stated that every department is different and is probably at the supervisor's discretion. J. Franklin encouraged members to seek out professional development and shared his experience with weekly huddles and having a book club relating to topics in their area.

E. Standing Committees

1. Executive Committee – T. Bryson reported meeting on 01/17 to set the agenda.
2. Committee on Committees – J. Franklin reported being on the Search Committee for Vice Chancellor of Research. They're meeting tomorrow afternoon. This will be the first meeting after the Chancellor gave the charge.
3. Constituency Relations – L. Murphy reported skipping happy hour this month due to COVID cases rising and will pick back up in February.
4. Operating Paper – Wil Clark shared his screen and reported on the edits made to the Operating Paper. Those edits are available in the Teams file. Clark briefly touched on fixing pronouns to be more inclusive, adjustment to the annual election cycle, term limits, vice chair serving as chair elect, and combing Staff Welfare and Staff Benefits into one standing committee. T. Bryson asked members to make any changes or comments by February 4th. W. Clark stated the next committee meeting will be Friday, February 11th. Members discussed the suggested changes.
5. Staff Benefits and Welfare – K. Stackhouse reported meeting with T. Green after the EC meeting yesterday to discuss the continuing to term policy.

VII. Old Business

- A. Vote to move election to July and terms beginning in August – T. Bryson stated that this item will be moved to the next meeting date.

VIII. New Business

The Council discussed filling the vacant spot for Tamara Workman after her retirement. W. Clark summarized the operating paper section for vacancies. J. Frick stated that the Chair may appoint a person from that sector. W. Clark suggested being this close to an election that the Council should advise the Chair to appoint a representative from that sector.

Motion: E. Weller motioned to have Chair T. Bryson appoint a representative from Sector 7.

Second: L. Morgan

A vote commenced: 0 Nays, 0 Abstentions. Motion passed.

T. Bennett suggested looking at amending the Operating Paper in this section to make the vacant process clearer. T. Bryson asked E. Weller to reach out to Rachel Frazier in Sector 7 and see if she is willing to accept the vacant position. R. Renshaw asked for clarification on the remote work policy and if it's at the supervisor's discretion. T. Bryson answered that it is by supervisor approval. J. Franklin stated that his department has a document that outlines remote work guidelines. In doing evaluations, Franklin is having the conversation about continuing a hybrid schedule for some staff as the policy allows. T. Bryson asked if the policy is public and able to be shared. J. Franklin said the policy is located on the employee website. R. Colombo added that School of Medicine has their own policy and operate differently. The Council discussed options for working remotely, fairness to other departments that are not able to, and how to articulate a division of duty.

IX. Adjournment

Motion: W. Clark

Second: E. Weller