

2020-2021 Administrative/Professional Staff Council Minutes
Wednesday, February 17, 2021
Video Conference via Zoom @ 1:30 P.M.

I. Call to Order

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

II. Roll Call of Membership

Members Present: Todd Bryson, Wil Clark, Akami Eayrs, Stephanie Ellis, Kathy Elson, Jeff Franklin, Tarnisha Green, Carly Holtkamp, Lisa Knight, Colleen Kuczynski, Laura Morgan, Rebecca Renshaw, Katrina Stackhouse, Jasmine Winters, Tamara Workman

Members Absent: Elyse Weller, William Becque

Guest: Renee Colombo, Josh Frick, Tara Moore

III. Approval of the Minutes

The minutes from 01/20/2021 Administrative/Professional Staff Council Meeting were approved as written.

Motion: Wil Clark

Second: Tamara Workman

IV. Adoption of the Meeting Agenda

The agenda for today's meeting was approved.

Motion: Carly Holtkamp

Second: Wil Clark

V. Reports

A. Chair Report – Canceled one-on-one with Chancellor this month.

B. Board of Trustees – Meeting was February 11, 2021. No increase in tuition or fees. Budget presentation was made.

C. Human Resources: Invited Guests – Renee Colombo (Fringe Benefit/Records Manager), Tara Moore (Employment Manager)

-R. Colombo – The State University Civil Service System's Audit is still in process. Please submit updated position descriptions. Performed several audits on Civil Service and Administrative/Professional Staff positions. Results from audit will probably be about two months. As of now only vacant positions have been converted over.

-T. Workman – Is there any advantage going ahead and converting positions with individuals in those positions over, reevaluation of composition or anything to make it advantageous for that individual?

-R. Colombo – Compensation piece is a separate aspect of it. They will look at how long the individual has been there and they will have seniority rights. Advantage is we're showing an effort to go with the new standards of the designation appropriation. Civil Service also has promotional lines.

-W. Clark – Regarding paid time off accruals, is there a material difference?

-T. Bryson – Wil, Tara will answer that, but for Renee, can you talk about how converting will work with individuals whom have seniority?

-R. Colombo – It will depend on their classification, goes on the start date. Seniority hours will be retained.

-T. Green – Are you able to dispute the classification if switched over?

-R. Colombo – Position descriptions will be recent and agreed upon by the employee and supervisor. Have to abide by what the systems office says.

-T. Green – Is there documentation on what's Civil Service and what's A/P?

-R. Colombo – Yes, I can send that out.

-T. Workman – Can you speak to the process of hiring through HR rather than an A/P Search Committee?

-R. Colombo – Applicants are not reading job requirements, or uploading the information needed. IT has been good about creating a process for us to redact the information and send to the hiring committee when HR cannot make a determination. We will reach out to departments to ask for their expertise. Making sure we don't miss someone can be time-consuming.

-T. Workman – How would I know if something got missed without seeing the applicants?

-R. Colombo – It's HR's job that we are double checking.

-T. Workman – Can I review any materials sent in by the applicants or have the ability to participate?

-R. Colombo – This has not been discussed and applicants apply through HireTouch.

-T. Bryson – Tamara, send me what you said and I'll present it to Judy Marshall on our call for 03/02/2021.

-W. Clark – Coaching applicants to use same information on resume while including it in the Civil Service applicant process for job posting requirements.

-T. Moore – For continuing A/P employees converted to CS position they will keep vacation time and accruable sick time. Chart of vacation accruals in handbook online. Any A/P term positions, will start fresh with CS.

-C. Kuczynski – Doing anything retroactive for positions on a term contract?

-T. Moore – Anyone on a term contract, under the policy, it's use or lose. Time is not able to be transferred.

-C. Holtkamp – Is that to be transferred on July 1?

-T. Moore – We are working this out as it comes up and as the contract ends.

-T. Bryson – Please do your best in communicating this information to your sector so the information isn't misconstrued.

-L. Morgan – Is the conversion from term to continuing an automatic process?

-T. Bryson – Comes from supervisor, no longer HR.

-A. Eayrs – What kind of protection does an individual have who's on a continuing contract for A/P?

-R. Colombo – Depends on number of years you've had your contract. I believe they have to give you a year's notice. Then it would be reevaluated.

-J. Winters – We no longer have a union representing us so what does this look like for continuing/term contracts at this time, and in regards to positions previously CS converted to A/P, do we have any recourse or rights for this?

-R. Colombo – Most are on term contracts, HR should give at least a 30-day notice. If you accepted an A/P position, you do not have any retreat rights in regards to your CS position. If we convert you that's a different story.

-L. Knight – Will you keep vacation or sick time going toward retirement?

-T. Moore – If you're at the max and converted, your days would be converted to hours. The only thing not converted is the granted sick time that is use or lose.

-C. Kuczynski – If your position is converted does your pay rate stay the same?

-R. Colombo – Yes, pay rate will remain the same if converted.

- C. Holtkamp – When positions are converted is the pay scale be leveled out or put on a pay scale range?
- R. Colombo – We are treating positions converted as A/P salary levels. The conversion process is about the position being the same.
- T. Workman – Is there a desk audit mechanism for A/P positions?
- R. Colombo – Not listed, but it would be a reevaluation of responsibilities to see if salary is still appropriate.
- T. Workman – Do I have a recourse through an HR process to get A/P positions compensated for extra work/duties added to the position or do I continue to hammer at the administration?
- R. Colombo – A/P positions don't have designated classifications.
- T. Bryson – Thank you Renee and Tara for your time and answering our questions.
- J. Winters – Was the A/P conversion to CS the only thing the audit was looking at?
- R. Colombo – It was only a fraction of what they looked at.

D. Representatives to University Committees

- T. Green – Applications due on 15th for Vice Chancellor for Diversity, Equity, and Inclusion. Finance Committee Meeting was canceled yesterday.
- K. Stackhouse – Excellence Committee met virtually to review applications.

E. Standing Committees

- 1. Executive Committee** – Met Monday
- 2. Committee on Committees** – No report
- 3. Constituency Relations** – No report
- 4. Operating Paper**

- A. Eayrs – Spoke about election process and time frame at Executive Committee Meeting. With the possible changes of sectors moving to CS, how should we handle the upcoming elections?
- L. Morgan – What were the minimum numbers per sector?
- T. Workman – Minimum of two positions and one rep per thirty.
- W. Clark – Motion not to perform any elections until HR notifies us that all transitions from A/P to CS are complete.
- T. Bryson – May want to have a deadline.
- K. Stackhouse – June 1 deadline is good.
- J. Franklin – We should have an idea by June 1.
- W. Clark – Revised and make a new motion that we hold elections after June 1, awaiting the conversions from A/P to Civil Service.

Motion: W. Clark

Second: K. Stackhouse

A vote commenced: All members in favor, 0 opposed. Motion is passed.

- 5. Staff Benefits** – No report

- 6. Staff Welfare** – No report

VI. Old Business

None

VII. New Business

- T. Bryson – Canceled one-on-one with Chancellor this month. No new information. This is an opportunity we have not had before. Send me any comments to present to the Chancellor for

next one-on-one. Have a waiting room option for zoom or use teams because sharing the zoom link is causing hacks.

VIII. Adjournment

Motion: C. Holtkamp

Second: T. Workman