

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

**I. Call to Order**

The March 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, Elyse Weller, Jasmine Winters, Tamara Workman

Members Absent: William Becque

Guest: Renee Colombo, Josh Frick, Kathy Jones

**III. Approval of the Minutes**

The minutes from 02/17/2021 Administrative Professional Staff Council Meeting were approved as written.

Motion: Laura Morgan

Second: Wil Clark

**IV. Adoption of the Meeting Agenda**

The agenda for today's meeting was approved.

Motion: Lisa Knight

Second: Wil Clark

-K. Jones – Retired from Saluki Athletics in December 2017. Still serve on a couple of university committees, one called Network Empowering Women. Virtual conference on Friday, March 26<sup>th</sup>, registration still open. The Network Empowering Women received a concern about issues dealing with connectivity related to working off campus, internet access, equipment, and working from home. I contacted Wil Clark to get a sense of IT efforts in helping with these things. We talked about doing a survey to faculty and staff about what people needs are to make working from home easier. Just this week we've heard about returning to work as early as May 1<sup>st</sup> which has raised all kinds of issues. We wondered if AP Staff Council would be interested in helping us gather information. Looking at a survey format to help inform university administration about the needs and concerns as we think about going forward.

-W. Clark – Being in the situation we're in, we have gaps we need to attend to and with the return to campus there are other logistics that come in play.

-K. Jones – We have two thoughts to bring to the council. What are you hearing about this issue and how it's impacting people working remotely or having to come back to campus? Secondly, the concept of doing a survey for the staff. Maybe contact Applied Research Consultants (ARC) to see if they can help us draft a survey, but then this will cost money.

-K. Stackhouse – I have experience working with ARC and it can be pricey. Overall had a good experience with them and survey is something they specialize in. They prefer to do paper-based surveys over digital surveys which could be problematic with the restrictions we're under.

-L. Morgan – Could we use survey monkey and have the council come up with questions?

-T. Bryson – If this is something the council wants to do we have a limited amount of time so find out the cost and council can vote.

-K. Stackhouse – We have to look at how the respondents of the survey reflect the entirety of the staff and for the data to be significant and meaningful you will need to have corresponding data from the civil service side of things. Be prepared that the results of the survey could be called into question because it may not be reflective of the entire A/P Staff depending on how many respondents participate. Then, put against civil service, can you comparatively draw conclusions from that data.

-L. Morgan – It's important to get something out and to get input rather than having an announcement come out saying you have to come back.

-K. Elson – What is the purpose of this survey? I don't know if this will do anything.

-K. Jones – I get that this maybe too fast to turn around but we have reached out to Civil Service Council to see if they're interested. If we don't do a survey what can we do?

-L. Morgan – Maybe making an announcement on SIU Today to give us feedback.

-K. Stackhouse – I think this is a good idea because you're using a preexisting infrastructure to make this an information campaign and making sure people know assets are available, to use them, to participate, and share their feedback.

-K. Jones – Could we have the constituency heads push this out from that platform?

-K. Stackhouse – You could provide a prompt for people to fill out but I'd want to get a copy of those responses and don't know what the protocol is in sharing that information.

-L. Morgan – They have something on the coronavirus website through SIU that you can send an email and they will post those FAQs. Our council can start talking to our constituents about their concerns and we can filter that through to whatever avenue is decided upon.

-J. Winters – Todd, could you bring this up at your next one-on-one with the Chancellor that these are some of the concerns that have been brought to my attention?

-T. Bryson – What are the concerns?

-J. Winters – Whats been relayed, kids, child care concerns.

-T. Bryson – Anyone who has signed a remote work agreement it says this can be revoked at any time, so if they ask you to come back what is your concern?

-C. Kuczynski – Our situation is different, we have a living center. Our offices are being cleaned continuously and we take it upon ourselves to do the same but most place aren't going to have this.

-T. Bryson – I can present this to Chancellor Lane but my next meeting with him isn't until 04/19.

-L. Morgan – I think people just need time to prepare, not having a 1 or 2 week notice.

-T. Green – We're not asking for special provisions but asking that those considerations come in play when those rules are being made. They need to have some type of procedure a person can go through if there is a dispute.

-L. Knight – Our university has to reflect the outside world.

-T. Bryson – The governor is going to come out with something pretty soon and that will be the guideline. Do we want Kathy and Wil to work on this and have a general survey?

-K. Jones – Maybe contact the coronavirus website folks to see if they will let you post the questions and get the answers.

-T. Bryson – Josh and I are in charge of A/P Staff website so we can send something out if we want to. This is another option too.

-J. Franklin – I'm looking at some of the concerns from my staff and offices. One was vaccinations and most of the staff for the Med School have been vaccinated. The guidance I

got from Springfield was I could use my discretion and we can do some type of hybrid situation. Do we know where the SIUC faculty and staff fall in vaccinations?

-T. Bryson – We don't know. Kathy, I don't know if we've answered your question or furthered what you wanted to do.

-K. Jones – It sounds like there are lots of concerns about coming back to campus. The question is do we think anyone will listen, and whether they'd do anything about it if they did listen. I think it's worth the effort to come up with some questions and push through the website or AP and CS listserv. We'll put something together and get it back to you.

-J. Franklin – Kathy, I'm also on the AP Council School of Medicine in Springfield and they're getting ready to do a survey for staff about professional development. I'm willing to put forward these questions that you come up with on that survey.

## V. Reports

A. Chair Report – No report

B. Board of Trustees – Next meeting is April 29, 2021.

C. Human Resources

-C. Holtkamp – Is there an update on the audit?

-R. Colombo – No feedback yet. They did sample 50 AP and 50 CS position descriptions. I'm going to ask soon if we can have a status update if Jennifer approves.

D. Representatives to University Committees – Lindell Sturgis Award – Academic Calendar – System Staff Advisory Council – Cabinet back to work.

-T. Bryson – Lindell Sturgis Award, we only had one recommendation and submitted to Chancellor. Academic Calendar, what have you all heard or your constituents heard on Fall Break?

-K. Stackhouse – After the year we've had I think a lot of people are looking forward to having Thanksgiving with their families, if that is possible with the variants, this should be a consideration.

-L. Morgan – It will depend on COVID and how the numbers go.

-T. Bryson – Fall break is for the students not the staff.

-L. Morgan – Fall Break would be nice to have again.

-J. Winters – There's a flip side to both. Not having one, the students don't have a break until Thanksgiving. The flip side is a lot of students were taking Fall Break then taking advantage of Thanksgiving and taking that whole week off as well.

-C. Holtkamp – We have to pick one, we can't keep going back and forth every couple of years.

-T. Workman – Academic Year 2024-25 is the most reasonably to consider if we want to go this direction. The committee takes in constituency recommendation and gives that to the Provost which takes it to the Chancellor and cabinet. The committee can drive the discussion but the decision falls with administration. The data back in 2015, adopting Thanksgiving week as Fall Break, is split. There is no clear indicator of a right choice. Continuing to change every 3-5 years is not the way. I'd suggest we discuss the option of going to a quarter system again.

-W. Clark – Fall break is completely foreign to me.

-T. Bryson – Jamie Clark (Director of Counseling and Psychological Services) will be at our next meeting to present some mental health situations. Talk to your sectors and bring that back to the next meeting. We're going to move forward with System Staff Advisory Council. As a group, what we think will be beneficial system wide, that's what we will bring to this council.

E. Standing Committees

1. Executive Committee – No report
2. Committee on Committees – No report
3. Constituency Relations – No report
4. Operating Paper – No report
5. Staff Benefits – No report

-C. Holtkamp – I attended the Chancellor’s Budget Committee yesterday. Tuition revenue is projected to be at least flat. Adjusting tuition waivers given out. Enrollment looking good as of now. Transfer enrollment has flattened out. No fees or tuition increase from the Board of Trustees Meeting last month. They are doing a salary survey for AP, CS, faculty, grads, RAs, and TAs on how we compare to other universities. Looking at overtime or stipends for staff doing more than one job.

6. Staff Welfare – No report

VI. **Old Business**

-T. Bryson – Moving the election to June 1.

Motion: T. Bryson

Second: L. Knight

A vote commenced: 0 opposed, all in favor; Elections moved to June 1.

VII. **New Business**

-T. Bryson – John Frost (Director of Admissions) has decided to resign from his position. He will be leaving March 31<sup>st</sup>. Tamara, can you and Dee present at the next meeting what you all are doing and what is expected. Jasmine can you ask Jeff McCoy and Jenise to come to the next meeting and talk about what they are doing.

-L. Morgan – They should be announcing tomorrow about the pass/no pass option.

-T. Bryson – Jeff, anything in the School of Medicine or the rural health situation?

-J. Franklin – We are looking at taking the center and ramping it into a system wide institute for rural health and that’s still being designed. I’m in charge of creating the plan for what that will look like and will serve as the Institute Director, as least on an Interim bases.

-T. Bryson – My goal is to have you all more informed about what’s going on around campus. The Vice President for Diversity, Equity, and Inclusion, for the system, they have 5 candidates and interviews will start next week. Position here on campus for Vice Chancellor for Diversity, Equity, and Inclusion, they have completed interviews and sent the names to the Chancellor. The Associate Chancellor for Enrollment Management was done by Wittkiewer.

VIII. **Adjourn**

Motion: J. Winters

Second: T. Workman