

2020-2021 Administrative Professional Staff Council Minutes
Wednesday, May 19, 2021
Video Conference via Zoom @ 1:30 P.M.

I. Call to Order

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

II. Roll Call of Membership

Members Present: Todd Bryson, Wil Clark, Akami Eayrs, Kathy Elson, Tarnisha Green, Lisa Knight, Colleen Kuczynski, Laura Morgan, Rebecca Renshaw, Katrina Stackhouse, Elyse Weller, Jasmine Winters

Members Absent: William Becque, Stephanie Ellis, Carly Holtkamp (excused, proxy Todd Bryson)

Guest: Renee Colombo, Josh Frick

III. Approval of the Minutes

Motion: Wil Clark

Second: Lisa Knight

The minutes for 04/21/2021 Administrative Professional Staff Council Meeting were approved as written.

IV. Adoption of the Meeting Agenda

Motion: Jasmine Winters

Second: Elyse Weller

The agenda for today's meeting was approved.

V. Reports

A. Chair Report – Financial assistance for students

-T. Bryson – On Friday, all students who had a balance of \$1500 or more was paid through the CARES Act. About 2.8 million was used. We still have more funds and looking at options of how to distribute these funds.

B. Board of Trustees – Thursday, July 9, 2021

-T. Bryson – This meeting will be remote and once I get the agenda I will send it out to you. They will probably be approving a lot of new hires this meeting.

C. Human Resources – Renee Colombo

-R. Colombo – No update on Civil Service audit. Venessa from benefits wants to remind everyone about the Benefits Choice period that ends June 1st. There is a new SURS differed compensation plan, available in July and information mailed in June.

-T. Green – Something we discussed in the Executive Council and coming from the Staff Welfare Committee that we looked at was term to continuing appointments. The policy was last updated in 2010 and states that after three consecutive one-year appointments that they must be recommended by the immediate supervisor for conversion to continuing. When is the university looking to update or change this policy?

-R. Colombo – We started a committee to revise this policy last year before the pandemic. I will speak with my director and our VC and we will get this committee started again.

-K. Stackhouse – I think it would be helpful to have a better understanding of the official policy and procedure for when a supervisor does make the recommendation for a

continuing appointment. What happens after that, what is the sequence and who are the appropriate people responsible for those steps, so someone can follow up need be.

-R. Colombo – They are vague in the policies of appropriate approvals because that has changed over the years depending on administration, VC levels, and things like that. A change of policy has to go through different processes then eventually approved by the Board of Trustees and I don't know if they want to change that every time we change a process. Right now, it goes through the supervisor recommending it to their direct report, through the VC area, then to the Chancellor.

-T. Green – One thing we have always asked about is transparency and less vagueness.

-R. Colombo – It's mainly about the financial approval.

-T. Green – We also spoke about other ways to compensate employees besides pay raises. Such as in the summer a 4-day work week or better flex time policies for staff.

-J. Winters – We know HR has the policy for flex time but not everybody can take a Friday off and you have to start rotating staff and adjusting schedules. It may be a better option to go to a 4-day work week like the community colleges have shown. I'm not sure if this is an HR issue or an issue for Todd to address with the Chancellor.

-R. Colombo – Todd would need to address that with the Chancellor we can not address that.

-T. Green – A lot of AP Staff with term appointments have so many vacation days they can use or lose. In certain areas you can't take the time because of allotted job duties. Would it be possible to have those days roll over or opt to have the time paid out?

-R. Colombo – From an HR prospective you're given those days up front and that is apart of the process. Out of concern or moral maybe a proposal through the administrative channels for that aspect.

-K. Stackhouse – Can you tell me is there a difference how vacation time behaves between term and a continuing contract.

-R. Colombo – There is a chart for accruals for a term and continuing. Continuing can roll over but there is a maximum accrual. Term is intended for a period of time.

-T. Bryson – Are these the state or SIU policies?

-R. Colombo – It is SIU Policy.

-W. Clark – It seems to me that we're exposing the university to risk too if we're not organizing ourselves to allow those folks to take that time off or roll it over legal action could be taken if there is documented denied vacation requests.

-L. Morgan – It is almost impossible to take the 28 days, I've ran into that this year that we can deny vacation requests if the needs for the office or it's a restricted time. Again, this goes back to a moral issue.

*** A new meeting was started. The Zoom account being used was needed for another meeting. ***

-T. Green – We had a meeting for the Chancellor's Task Force on Diversity and Inclusion the other day and it was brought up to bring back the Affirmative Action Committee. This would be handling hiring processes and relate to staff welfare. We all agreed it should be stood up and Todd would like this done before he leaves office in July so when the new Vice Chancellor for Diversity and Inclusion comes in that committee will be an advisory role. Also, working on Diversity Week.

-W. Clark – What would be the division for the new committee? I need help getting the word out about positions we have opened up. Is this one of the functions of this group?

- T. Green – We will have to look at the operating papers for this committee but my understanding they will be focusing more on staff issues.
- J. Winters – Renee, is there a benefits choice workshop tomorrow, correct?
- R. Colombo – Yes, tomorrow at 10am through CMS. There is a link to register.
- J. Winters – Employees on term contracts if they resign do they get paid out for their days?
- R. Colombo – I was looking at that policy and that would be a question for Tara Moore. If you can send me those specific questions I can get you the answers or bring her to the next meeting.
- L. Morgan – I’ve heard that if they take more days than accrued they have to pay those days back. Is that true?
- R. Colombo – That would be another question for the records piece.
- L. Morgan – That would be important for the staff to know incase they decide to leave SIU and try to take the rest of their vacation days before they resign.
- E. Weller – That’s probably another problem when you’re not planning on resigning but something better comes along but you’re working mindfully to not take off at peak times.
- R. Colombo – That’s something we’re entertaining because you get a lot of information that first week you’re here so, what can we do to bridge that gap and to give a reminder of these things.
- J. Winters – Even moving from one contract to another you don’t go through the orientation again so, we don’t know what is necessarily happening right away.
- R. Colombo – All of it is on our website. Some policies precede when I even started and some refer back to the system wide policies so you will have to take that into consideration. There is a process to request revision of a policy. A committee would need to be formed and submit a proposal forward.

D. Representatives to University Committees Standing Committees

1. Executive Committee – Met on Monday, May 17th
2. Committee on Committees – J. Franklin – No report
3. Constituency Relations – J. Winters – Met last week and discussed events or ideas we could have with restrictions loosening. We’re proposing an event June 10th during lunch hour 11:30am to 1:00pm and having people bring a bag lunch and we’re looking at providing a drink, cookies, or chips. Right now, the location is the pavilion behind the Student Services Building. I have to finalize details with Todd and we will send out an announcement to AP Staff.
4. Operating Paper – A. Eayrs – No report
5. Staff Benefits – T. Green – We talked about combining Staff Benefits and Staff Welfare into one committee. We thought to hold off until after elections and revisit this idea.
6. Staff Welfare

VI. Old Business

- A. Election Date – J. Winters – Waiting on the list but we will have elections in June and seat in July.
- B. Discussion/Vote of changing the sectors to match Civil Service
<https://policies.siu.edu/employeeshandbook/chapter11/bylaws.php> - J. Winters – We talked briefly about this at Executive Committee. We have some things to still consider with reorg but did anyone have any thoughts to share?

-W. Clark – Are there only 4 sectors? Then, they have a number of seats depending on population?

-J. Winters – Yes, as far as I understand that’s how it’s broken up.

VII. New Business - None

VIII. Adjournment

Motion: Tarnisha Green

Second: Laura Morgan