

Committee on Committees

A/P Council

Final Report 2011-2012

Submitted by Jon Geiger, Chair

Committee Members: Tuesday Ashner, Stephen Buhman, Maureen Doran

The Committee on Committees requested volunteers from the A/P constituency via an announcement through the listserv at the beginning of the summer semester 2012. Our committee met to fill vacancies on various university committees, as well as, search committees during the summer semester from A/P staff responding to the listserv announcement. We continued to meet when needed, mainly through e-mails, during the rest of the school year. Most volunteers were given assignments based on their first or second choice, whenever possible. Only two individuals who volunteered from the School of Medicine in Springfield were not given opportunities to serve on committees, due to a need for representation from the Carbondale Campus.

Our committee was happy to have a variety of first time volunteers to choose from this year. However, a goal for next year's committee and the council as a whole should be to communicate with A/P colleagues across campus, to encourage involvement in A/P council and university committees. There is likely to be an increased amount of search committees due to the amount of anticipated retirements at the end of fiscal year 2012. Therefore, having a larger group of volunteers to choose from should be a priority for the 2012-2013 A/P Staff Council.

Following is the list of committees our committee was responsible for finding representation for during the 2011-2012 academic calendar. The names that have strikethroughs were not chosen from the two/three choices requested for each search committee. We would like to thank these people for volunteering to serve, as well.

<b>Committee</b>	<b>Representatives</b>	<b>Term</b>	<b>Start</b>	<b>End</b>
Advisory Committee to Director of Public Safety <i>*Todd Sigler</i>	John Massie	N/A	02/07	N/A
Affirmative Action Advisory <i>*Linda McCabe-Smith</i>	Derrick Williams	2 yr	08/11	08/13
Chancellor's Advisory Review Board  <i>*</i>	Todd Bryson [alternate] Yvonne Spencer [primary] Gena Stack [alternate]	2 yr 2 yr 2 yr	08/11 08/10 08/10	05/13 08/12 08/12
Chancellor's Planning and Budget Advisory <i>*Rita Cheng</i>	Tuesday Ashner	1 yr	03/12	08/12
Computing Advisory <i>*Dan Stover</i>	Tom Harbert Donnie Laur	2 yr 2 yr	08/10 08/11	08/12 08/13
Dining Services Advisory <i>*</i>	[vacant–inactive]	2 yr	08/10	08/12
Honorary Degrees and Distinguished Service Award <i>*Dale Vitt</i>	Deborah Case	2yr	8/11	8/13
Intercollegiate Athletics Advisory <i>*Harold Bardo</i>	Pending vacancy due to recent resignation	2 yr	08/10	08/12
Judicial Review Board <i>*Charlotte Sarao</i>	1. Tena Bennett [StA] 2. Kim Sanders [G] 3. Charlotte Sarao [AcA] 4. [vacancy] [SOM] 5. TBA [Staff Welfare] 6. Valerie Brooks [AcA] 7. Steve Buhman [G] 8. Karen Carlson [SOM]  9. Cindy Jenkins [StA] 10. Zenetta Coleman [AcA] 11. Zachary Sapienza [G] 12. Gena Stack [StA]	3 yr 3 yr 3 yr 1 yr 1 yr 3 yr 3 yr 3 yr  3 yr 3 yr 3 yr 3 yr	08/09 08/09 08/09 08/11 08/11 08/10 08/10 08/10  08/10 08/11 08/11 08/11	08/12 08/12 08/12 08/12 08/12 08/13 08/13 08/13  08/13 08/14 08/14 08/14
Naming University Facilities <i>*Dennis Cradit</i>	Kevin Lister	4 yr	08/09	08/13

Ombuds Advisory Panel <i>*Don Bixler/Keith Waugh</i>	Pending vacancy due to recent resignation	2 yr	08/08	08/12
Recreational Sports and Services <i>*John Massie</i>	Rod Sievers	2 yr	08/11	08/13
Student Center Board <i>*Lori Stettler</i>	Terri Harfst	2 yr	08/11	08/13
Traffic and Parking <i>*Patty Perschbacher/Todd Sigler</i>	Joel Fritzer	3 yr	08/10	08/13
Traffic Appeals Board <i>*Patty Perschbacher</i>	Elizabeth O'Neil	2 yr	08/11	08/13
University Joint Benefits <i>*Jeff Beaulieu</i>	Lorrie Lefler	1 yr	12/11	08/13
	John Massie	3 yr	08/09	08/12
University Women's Professional Advancement <i>*Linda McCabe-Smith</i>	1. Kristine McGuire	3 yr	08/09	08/12
	2. Kimberly Disney	3 yr	08/10	08/13
	3. Tarnisha Green	3 yr	08/10	08/13
	4. Jeannie Killian	3 yr	08/11	08/14

#### AD HOC COMMITTEES AND TASK FORCES

Peer Review <i>*Tracy Bennett</i>	1. Carri Smith [AcA]	1 yr	08/11	08/12
	2. Cathy Reed [G]	5 yr	08/07	08/12
	3. Jake Baggott [StA]	5 yr	08/08	08/13
	4. Jason Hartz [G]	5 yr	08/09	08/14
	5. Sharon Walters [AcA]	5 yr	08/10	08/15
	6. Elizabeth Scally [StA]	5 yr	08/11	08/16
	7. Jeff Franklin [G]	5 yr	08/11	08/16

#### OTHER

Academic Calendar <i>*Kimberly Kempf-Leonard</i>	Kristen Amaya	1 yr	08/11	08/12
A/P Staff Council Representative to Annuity Association	Pat Eckert	2 yr	03/08	08/12
A/P Staff Council Representative to the Graduate Council	Rhetta Seymour	3 yr	08/11	08/14
Search Cmt, Asst Provost and Chief Info Officer	Janet Douglas <i>Jessica Mann</i>	N/A	07/11	N/A

Search Cmt, Dean of Agricultural Sciences	Charlotte Sarao <del>Clare Mitchell</del> <del>Tanna Morgan</del>	N/A	10/11	N/A
Search Cmt, Dean of Applied Sciences & Arts	Faye Joyner-Keene <del>Donna Margolis</del> <del>Kevin Roth</del>	N/A	11/11	N/A
Search Cmt, Dean of Educ & Human Serv	Rose Moroz <del>Colleen Kuczynski</del> <del>John Massie</del>	N/A	11/11	N/A
Search Cmt, VC for Institutional Advancement	Steve Buhman <del>Tuesday Ashner</del> <del>Kristine McGuire</del>	N/A	12/11	N/A
Search Cmt, Dean of Library Affairs	Zenetta McDaniel <del>Aaron Lisee</del> <del>Kristine McGuire</del>	N/A	02/12	N/A
Search Cmt, Director of Ctr for Teaching Excellence	Lisa Peden <del>Donna Margolis</del> <del>Keri Young</del>	N/A	N/A	N/A
Signage Committee	Jon Geiger	N/A	03/08	N/A
Strategic Planning	Don Castle <del>Charlotte Sarao</del> <del>Kathy Jones</del>	N/A	02/11	N/A
SURS Members Advisory	Jake Baggott **	4yr	09/08	08/12

\* *Chair/Contact*

\*\**Reappointment*

A/P Staff Council  
Constituency Relations Committee  
Final Report  
2011-2012

Submitted by: Valerie Brooks Wallin

Committee Members: Janet Douglas (G), Meredith Thomas (AcA & Chair), Maureen Doran (SoM)

- Fall Constituency Luncheon/Meeting

The Committee met via email and once in person to plan the Fall Constituency Luncheon, which was held on October 20, 2011, in the Student Center Ballrooms. Lunch was provided. We decided not to have a guest speaker and instead had a trivia contest after lunch using topics related to SIU. Teams were divided up by tables, and the winning team was awarded donated prizes from local businesses. Invitations were sent to all A/P staff on campus through the listserv. The invitation required an RSVP from those staff members who planned to attend, and the Constituencies Office provided nametags for those staff members who requested a seat at the luncheon.

- Staff Excellence Awards

The Constituency Relations Committee represented the A/P Staff Council in the selection of the Staff Excellence Awards presented through the Chancellor's Office. The Committee joined additional committee members selected by the Chancellor's Office. Chaired by Carol Henry, the committee met on February 15, 2012, and March 23, 2012. Jack Musgrave and Pat Caporale were selected as recipients.

- Spring Constituency Meeting

The Spring Constituency Meeting was held on Monday, May 7, 2012, in the Stadium Club at the new football stadium. Chancellor Rita Cheng was the guest speaker, and she introduced the new basketball coach, Barry Hinson, who also gave a few remarks. Invitations were sent to all A/P staff on campus through the listserv. Refreshments consisted of a fruit tray, cheese tray, and mini-cheesecakes along with coffee, water, and tea. Approximately 35 people attended.

Operating Paper Committee  
A/P Staff Council  
Final Report 2011-2012

Submitted by: Kathy Jones, Chair  
Committee Members: Lori Stettler, Pat Eckert, Sue Tin

The Operating Paper Committee's FY12 goals included drafting fairly extensive revisions to the current Operating Paper to reflect changes in sector definition, standing committees, and other modifications designed to clarify or update our procedures.

Specifically, amendments to the Operating Paper included:

1. Simplification of the definition of membership in the A/P constituency.
2. Modification in the definition of sectors to reflect University restructuring and to provide for sector representation in the event of future restructuring.
3. Clarification of the Council's action to affirm the nomination of representatives to University committees.
4. Reflection of the changes in the campus Faculty and Staff Excellence award program.
5. Consolidation of the Staff Benefits and Staff Welfare Committees into a Staff Benefits and Welfare Committee.

The committee members did considerable research with much discussion on the issues of membership definition and sector representation before drafting revisions to the Operating Paper. Those amendments were drafted by the committee, proposed and finally adopted by the Council and the constituency in the spring of 2012.

**A/P Staff Council  
Staff Benefits and Staff Welfare Committees  
2011-2012 Final Report  
May 2012**

(Natalie Branca, Alfred Jackson, Charlotte Sarao (Chair), Gloria Yuncker)

*The Staff Benefits Committee is charged with review of policies and procedures regarding position classifications, salary, performance evaluations, terms and conditions of employment, and other administrative/professional benefits. In addition, the committee is responsible for review and approval of those materials published either in handbooks, or other such compilations affecting the benefits of AP staff for the purpose of providing current and accurate information about and to the constituency.*

*The Staff Welfare committee shall address issues of affirmative action, professional development, grievance procedure, Judicial Review Board training and other issues affecting the A/P constituency. A member of this committee serves on the Judicial Review Board. The members of this committee review and approve information about A/P staff published in University handbooks and other publications in order to maintain current, accurate information about the constituency.*

### **2011-2012 ACTIONS**

The two committees, being similar in the nature regarding the issues that comes before them, were recommended to be combined into one committee, Staff Benefits and Welfare Committee (SBW). The change was brought to the AP constituency for vote spring 2012 and was approved. The Operating Paper of the AP Staff Council now reflects the one committee and it's charge.

Work continues on making changes to the Judicial Review Board Operating Paper to clarify issues and reflect recent changes made to the AP Staff Council Operating Paper. These changes are mainly focused on the composition of the membership due to recent changes in Academic Affairs, Student Affairs, General, and School of Medicine. The upcoming SBW Committee will finalize this issue. This change had to await the spring vote on changes to the AP Staff Council Operating Paper.

The only other issues brought to the attention of this committee were concerns made through committee member A. Jackson by an AP staff member who preferred to remain anonymous. The concerns were regarding the policy on verification of absences due to illness and the policy on appointment of interim positions. The issues were addressed at last meeting of Council on April 18, 2012, and minutes reflect the committee's response.