

**A/P Staff Council
Committee on Committees
FY12 Goals and Objectives**

Tuesday Ashner, Steve Buhman, Jon Geiger, Amy Rose

1. The Committee on Committees will invite A/P staff to represent the constituency's interest by volunteering for appointments on university standing committees, search committees, and task forces via email, campus mail, telephone or in person.
2. The Committee on Committees will communicate with all volunteers for committee appointment by:
 - a. Sending formal recognition of their willingness to serve the A/P constituency by way of letter;
 - b. Providing new appointees with information about their committees, their duties and responsibilities, including sample committee reports from previous representatives;
 - c. Inviting new committee appointees to the September A/P Council meeting for introduction to the Council.
3. The Committee on Committees will be sensitive to sector representation and diversity as defined by the University's Affirmative Action policy statement when making committee assignments.
4. The Committee on Committees will contact those volunteers nominated, but not selected for committee appointment by way of letter, email, or telephone.
5. Review all standing committees to verify they are active.

A/P Staff Council
Constituency Relations Committee
FY12 Goals and Objectives

Meredith Thomas, Layla Murphy, Valerie Brooks, Janet Douglas

Goal: The Constituency Relations Committee shall maintain communications with the A/P Constituency.

- The Committee shall produce an A/P e-newsletter to inform A/P staff about council activity each semester, for Fall 2011 and Spring 2012.

The Committee shall coordinate two general constituency meetings during 2010-2011, a Fall luncheon and a Spring reception.

- The Committee shall ensure that new A/P staff members are welcomed to the University and added to the AP-ANNOUNCE listserv.
- The Committee will use the listserv for distributing meeting agendas, minutes, and reminders of the A/P events.

Goal: The Constituency Relations Committee shall represent the interests of the Council on the Administrative/Professional Excellence Awards Committee for the selection of the 2011 Outstanding A/P Staff Member.

- The members of the Constituency Relations Committee shall sit on the Awards Committee.
- The Committee will encourage nominations for the Award.
- The Committee will diligently review all submissions and assist in the selection of the award recipient.
- The Committee shall recognize the award recipient and all of the nominees at the Spring 2011 reception.

Operating Paper Committee Goals for FY 12

1. Draft revisions to the current Operating Paper to reflect proposed changes in:
 - a. Sector definition,
 - b. Standing committees
 - c. Any other changes as necessary
2. Adhere to Operating Paper procedures for amendments and revisions.
3. Interpret the Operating Paper as necessary.
4. Continue to review the Operating Paper to ensure that it remains current and that its guidelines are being followed.

Committee Members:

Pat Eckert

Kathy Jones – chair

Lori Stettler

Sue Tin

**A/P Staff Council
Staff Benefits Committee
2011-2012 Goals
August 2011**

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

The 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 Benefits Committee (SBC) will:

1. Work with the Staff Welfare Committee (SWC) and AP Staff Council to combine the duties and responsibilities of the Staff Welfare and Staff Benefits Committees to propose the formation one committee.
2. Continue diligent attention to matters related to compensation, including cost of living, merit, equity and market value for AP Staff to ensure that compensation plan objectives are being met, particularly "To provide a salary plan both internally equitable and externally competitive" and "To provide flexible and consistent administration of the salary program".
3. Represent the best interest of our constituents in all proposed changes, additions and subtractions to the benefits and services to A/P Staff.
4. Assist and provide direction to any A/P Staff constituent with issues concerning layoffs, termination, contracts, salary, time, and other benefits in accordance with current established policies and procedures.
5. Review and monitor the current Administrative/Professional Position Evaluation System to ensure that established salary range for each position fairly reflects its relative value to the organization.

**A/P Staff Council
Staff Welfare Committee
2011-2012 Goals
August 2011**

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

The Staff Welfare Committee is charged with review of University policies and procedures regarding position classifications, salary, performance evaluations, terms and conditions of employment, as well as other benefits for A/P staff. They review and approve information about A/P staff that is published in University handbooks and other publications in order to maintain current, accurate information about the constituency.

The Staff Welfare Committee (SWC) will:

1. Work with the Staff Benefits Committee (SBC) and AP Staff Council to combine the duties and responsibilities of the Staff Welfare and Staff Benefits Committees to propose the formation one committee.
2. Appoint a member of the Staff Welfare Committee to the Judicial Review Board and oversee any training issues for the Judicial Review Board (JRB).
3. Continue the work on suggested clarification to the JRB Operating Paper initiated by last year's JRB (memo attached).
4. Update JRB OP to reflect changes to AP classifications that occurred in 2010-2011 once the AP Staff Council Operating Paper has been updated re: same changes.
5. Monitor staff welfare issues as suggested by list-serves, articles, etc. containing legislative issues related to employment and retirement; and
6. Inform and educate A/P staff on the Carbondale and Springfield School of Medicine campuses of this committee's work to ensure and enhance A/P Staff Welfare on their behalf.