

## **A/P Staff Council Committee on Committees FY13 Goals and Objectives**

Keri Young, Charlotte Sarao, Natalie Branca, Lori Stettler, Jill Gobert

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.
  - a. The Committee will send out a second call for volunteers during the third week of fall classes to encourage volunteerism and proactively seek additional constituency involvement.
2. The Committee on Committees will communicate with all constituency members who volunteered 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.
  - d. The Committee on Committees will contact those volunteers nominated, but not selected for committee appointment by way of letter, email, or telephone to share additional opportunities to become involved.
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. Communicate with the constituency membership to educate them on the role of the Council, what each committee does and how they can become involved.
5. Review all standing committees to verify they are active.

A/P Staff Council  
Constituency Relations Committee  
FY13 Goals and Objectives

Valerie Brooks Wallin, Jon Geiger, Rod Sievers

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

- The Committee shall coordinate two general constituency meetings during 2012-2013, 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 A/P events.

Goal: The Constituency Relations Committee shall represent the interests of the Council on the Staff Excellence Awards Committee for the selection of the 2012-2013 awardees.

- 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 recipients and all of the nominees at the Spring 2013 reception.

## **Operating Paper Committee Goals for FY 13**

1. Interpret the Operating Paper as necessary.
2. Adhere to Operating Paper procedures for amendments and revisions.
3. Continue to review the Operating Paper to ensure that it remains current and that its guidelines are being followed.
4. Draft revisions to the current Operating Paper to reflect any changes deemed necessary.

**A/P Staff Council**  
**Staff Benefits and Welfare Committee**  
**2012 - 2013 Goals**

August 2011

Donald Castle (Chair), Steve Buhman, Pat Eckert, Faye Joyner-Keene

**Staff Benefits and Welfare Committee**

1. The Committee shall review policies and procedures regarding affirmative action, position classifications, salary, performance evaluations, professional development, terms and conditions of employment, and other administrative/professional benefits and welfare issues.
2. The Committee shall be responsible for review and approval of those materials published either in handbooks or other such compilations affecting the benefits and welfare of administrative/professional staff, for the purpose of providing current and accurate information about and to the constituency.
3. The Committee may initiate and shall review amendments or revisions to the Grievance Procedure.
4. A member of this committee shall serve on the Judicial Review Board (JRB) and shall oversee the JRB training process.
5. The Committee shall review other staff benefit and welfare issues as assigned by the chair.

**The Staff Benefits and Welfare Committee (SBWC) will:**

1. Continue to monitor research and communicate Issues related to compensation and benefits of constituency members to the A/P Staff Council.
2. Reach out, inform and educate A/P staff of the work of the SBWC to ensure and enhance A/P Staff Welfare on their behalf.
3. Represent the best interest of the A/P constituents in all proposed changes, additions and subtractions to the benefits and services provided to A/P Staff.
4. Assist and provide information 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. Appoint a member of the Staff Welfare Committee to the Judicial Review Board and oversee any training issues for the Judicial Review Board (JRB).
6. Update JRB Operating Paper to reflect changes to AP classifications to reflect recent changes to the AP Staff Council Operating Paper.