

**Committee on Committees  
A/P Staff Council  
Final Report 2008-2009**

Submitted by: Allison R. Sutphin, Chair  
Committee Members: Patty Cosgrove, Jon Geiger, Dana McKenzie, Mary Stammer

To solicit volunteers from the A/P constituency, a form was mailed to each A/P Staff member with a return deadline of August 6, 2008. Forty-one forms were returned. The Committee on Committees met to fill 9 standing committees with eleven vacancies:

*A/P Staff Council Representative to the Graduate Council – Bill Stevens, NMR Facility [Medicine]*

*Chancellor's Planning and Budget Advisory Council – Phil Bankester, University Communications [General]*

*Computing Advisory – Don Laur, Mass Communication and Media Arts [AcAffairs]*

*Dining Services Advisory – Deborah Osterholm Jung, Physiology [Medicine]*

*Intercollegiate Athletics Advisory – Todd Sigler, Department of Public Safety [General]*

*Judicial Review Board – JP Dunn, Instructional Support Services [Ac Affairs]; Lance Irvin, Intercollegiate Athletics [General]; Amanda Phillips, Student Development [St Affairs]*

*Ombudsman Advisory Panel – Carl Ervin, Student Development [St Affairs]*

*Peer Review – Jake Baggot, Student Health Center [St Affairs]*

*University Women's Professional Advancement – Lori Crenshaw Bryant, Students' Legal Assistance [St Affairs]*

Throughout the year, Committee on Committees responded to requests for appointments to the following committees:

*SURS Members Advisory Committee – Jake Baggot, Student Health Center [St Affairs]*

*Honorary Degrees & Distinguished Service Award Selection Committee – Pat Eckert, Continuing Education [Ac Affairs]*

*Interim Dean Search, College of Applied Sciences and Arts – Natalie Branca, Aviation Management & Flight [Ac Affairs]; Letitia Bullard, Information Technology [General]; Allison Sutphin, Department of Information and Communication Sciences [Medicine]*

*Search Committee, Dean of Engineering – Chris Pearson, Cooperative Education & Placement, Engineering [Ac Affairs]*

*University Women's Professional Advancement Committee – Andrea Restoff, Education and Human Services [Ac Affairs]*

*Screening Committee, Vice Chancellor for Administration and Finance – JP Dunn, Instructional Support Services [Ac Affairs]; Charlotte Gibson, College of Agricultural Sciences [Ac Affairs]*

*Chancellor Search Advisory – Don Castle, Student Center [St Affairs]*

Recommendations for Committee on Committees 2009/2010 Goals and Objectives:

- *Review the procedures currently in place for the A/P Mentoring Program*
- *Discuss the possible transfer of Mentoring Program responsibilities from the Committee on Committees to another Standing Committee, more directly involved with Mentoring Program needs; or initiate the possible creation of a new Standing Committee regarding the Mentoring Program*

**Constituency Relations Committee**  
**A/P Staff Council**  
**Final Report, 2008-2009**  
**Submitted by:** Sharon Walters, Chair  
**Committee Members:** Gabriele Hoffman, Amy Rose, Rod Sievers

### **Fall Constituency Meeting**

The Constituency Relations Committee met once in person and exchanged e-mails and telephone calls to plan the fall constituency luncheon, which was held Wednesday, October 8, 2008, in the Student Center Ballroom. The keynote speaker was SIU Saluki Football Coach Dale Lennon. He gave brief remarks, followed by a Question & Answer session.

The committee decided to continue offering door prizes. Door prizes were solicited from local businesses and the Athletics department. When the A/P staff member notified Becky Armstrong that they planned to attend the luncheon, two name badges were printed, with one going to the individual and one going into a box for the drawing.

Invitations were sent to all A/P staff on campus through campus mail. A reminder e-mail was sent the morning of the event. The invitation required an RSVP from those staff members who planned to attend, and the Constituencies Office provided nametags for those A/P staff that requested a seat at the luncheon/meeting. Approximately 90 A/P staff from across campus attended. The room was set up with a stage and a head table for 4 (keynote speaker; chair; vice chair; CR Committee chair) and round tables of 8 to equal 100 seats.

### **A/P Excellence Through Commitment Awards**

The Constituency Relations Committee again represented the A/P Staff Council in the selection of the Excellence Through Commitment awards presented through the Chancellor's office. The Constituency Relations Committee members joined additional committee members selected by the Chancellor's office. Chaired by Kevin Bame, the committee met once to discuss the process and develop promotional strategies and once to review the nominations, select recipients and, finally, to evaluate the process. The recipients of both the Outstanding A/P Staff Member and the Outstanding A/P Teaching Support awards were selected by this committee from a pool of nine nominations.

### **Spring Constituency Meeting**

The Constituency Relations Committee met one time and exchanged e-mails and telephone calls to plan the spring constituency reception, held Wednesday, April 29, 2009. An invitation was sent to all A/P staff through campus mail and through a listserv message. No RSVP was required. The menu consisted of: fruit tray, cheese tray, cookies, lemonade, coffee and water.

A/P Staff Council Chair Don Castle provided the opening and closing comments. In keeping with A/P Staff Council tradition, all nominees for the Excellence Through Commitment awards were recognized and honored. The Constituency Relations Committee emceed that part of the meeting, recognizing each recipient. All nominees received a certificate. A program was provided for the reception listing the nominees and their departments.

Operating Paper Committee  
FY 09 Final Report

Mike Cubley, Chair  
Don Castle  
Sandy Rhoads

- The Committee shall interpret the A/P Staff Operating Paper and ensure that its guidelines are being followed.
- The Committee shall review the Operating Paper for any necessary changes.
- The Committee shall review section II.C Election of membership for possible changes to term limits.
- The Committee shall review intent of proxy rules.
- The Committee shall solicit the A/P Staff Council regarding potential revisions to the Operating Paper.
- The Committee shall inform all A/P staff of any Operating Paper changes and follow the procedures in Section III of the Operating Paper for amendments and revisions.

**Committee Activity:**

- Solicited the A/P Staff Council regarding potential revisions to the Operating Paper.
- Ensured that guidelines were followed.
- Solicited the A/P Staff Council regarding potential revisions to the Operating Paper.

Since the Executive Committee members did not request changes to the Operating Paper, the Committee did not officially meet this year.

**Recommendations for 2010:**

- Review the duties of the Officers and the committees to determine if they are current and appropriate.
- Review Section II.C - Election of membership for possible changes to term limits.

**AP Staff Council Benefits Committee  
2008-2009 Final Report  
May 2009**

Committee members: Dave Hahn (*Chair*), Mike Reiman, Barbara Nowack

*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.*

This year's committee developed the following goals for the 2008-2009 year.

- 1) The committee will monitor current process and models 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".**
- 2) The committee will explore possible solutions to the division of A/P Staff within sectors and changes associated with term vs. continuing contracts.**
- 3) The committee will represent the best interest of our constituents in all proposed changes, additions and subtractions to the benefits and services to A/P Staff.**
- 4) The committee will further monitor the process and actions associated with the mandated A/P Staff Time Recording Process.**
- 5) The committee will identify the A/P Staff constituents at SIUC and initiate contact with members in regards to any issues/concerns/problems as related to A/P Staff benefits.**
- 6) The committee will 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.**
- 7) The committee will 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.**

**OUTCOMES- 2008-2009**

1. Human Resources were contacted on a quarterly basis to monitor how the Compensation Plan was being utilized in the overall SIU system. Human resources reported that the within salary range option has been successfully completed for several AP staff members. The

new evaluation process is being utilized and requests for salary compensation that have been submitted to Human Resources have been approved.

**CONCERN:** If any supervisory person along the process refuses to sign off (i.e. Department Chair, Dean, etc.), the process is stopped and the request never makes it to human resources. The staff member's final option is to file a grievance, which could jeopardize future employment if it is an individual on a term contract.

**RECOMMENDATION:** *Continue to monitor Compensation Plan effectiveness and explore ways that AP Council could assist staff members who hit roadblocks between recommending supervisor/fiscal officer and Human Resources without having to go through the Judicial review process.*

2. AP Staff information was obtained from Human Resources, a review of existing policies and practices were reviewed and discussed. A resolution was drafted in support of conversion of term to continuing administrative/professional appointment and suggested modifications to the current wording regarding conversion of term to continuing administrative/professional appointments that is currently in the employee manual were drafted and presented to the council for consideration and possible action.

**CONCERN:** Human resources reported that the vast majority of 3+ year term contracts that are not converted to continuing were cited as no recurring dollars as the reason for non-conversion. Currently, no justification/explanation in regards to citing no recurring dollars is required by the fiscal officer or chair. The Notice Of Faculty Or Administrative/Professional Staff Appointment form already contains a statement that "If the source of funds for this appointment is an external grant or contract, this appointment is contingent on the availability of funds in the external grant". This statement pertains to both continuing or term appointments and means a continuing contract can be terminated at any time if funds are not available. This makes the recurring dollars option in the A/P Staff manual unnecessary since the non recurring dollars/unavailable funds scenario is already covered by the signed contract/appointment. The major concern here is that continuing appointments are allowed to accumulate un-used vacation and sick days; the term appointment loses any unused days.

**RECOMMENDATION:** *Finalize the drafted resolution and move the resolution forward for action in the SIU system.*

3. There have been no major complaints submitted to the committee concerning the Administrative/Professional & Exempt Civil Service Employee Time Recording Sheet to date. The main concern voiced has been for the inequity of time spent on the job for different A/P employees (some work 35 – 40 hour a week, some work 75 – 80 hours a week) and the lack of a consistent compensation time policy in the SIU system (i.e. an employee spends five consecutive days away from home on university business -120 hours away from home, normal work hours for 5 days is 40 hours, no compensation policy for the additional 80 hours spent on university time away from home and family, comp-time policies, if any, are left up to individual supervisors, chairs, deans, etc.).

**CONCERN:** While A/P staff members are salaried employees, there is an assumed amount of normal work hours for the job in which each employee's salary is based. There should be a uniform cap on the number of hours spent beyond "normal work hours" at which time some type of uniform compensation time plan for A/P staff employees would be applied (i.e. 24 consecutive hours spent on SIU business equals 8 hours of compensation hours).

**RECOMMENDATION:** *Continue to work closely with Human Resources to identify and correct inconsistencies in the process. Further investigate the possibility of a university wide compensation time policy which could be applied in a uniform and equitable manner across all areas of the university system for A/P staff employees.*

4. Multiple discussions have been held concerning ways to keep the AP constituency up to speed on topics and issues that directly affect them in relation to benefits and other SIUC issues. No formal action has been taken on this topic beyond information placed on the website.

**CONCERN:** There seems to be a serious lack of downward information flow from the council in general as well as the benefits committee to the AP constituency. Part of the problem seems to be the lack of AP constituent's knowledge of the existence and purpose of the AP Staff council and various committees. Part seems to be the AP Staff constituents indifference to the council activities/issues unless it directly affects them (i.e. do not care about layoff/termination policies unless being laid off or terminated, do not care about term vs. continuing contracts unless they have a term contract, do not care about salary ranges unless they feel they are not classified correctly, etc.).

**RECOMMENDATION:** *Continue to update information on the new AP staff website. Continue to explore ways to more actively involve the general constituency in AP Council issues and activities.*

**Administrative/Professional Staff Council  
Staff Welfare Committee**

**Members:** Phil Bankester, Carla Coppi, Heidi Jung (chair), Barbara Cray Lokaitis

**End of FY 2008-2009 Report  
May 2009**

1. **Goal:** Continue to stay current on staff welfare issues by monitoring listservs, articles, etc. containing legislative issues related to employment and retirement.

**Report:** JP Dunn continued to be an advocate for our committee in posting legislative/retirement issues and information to the A/P Listserv. Our committee also reviewed policy materials that were being revised/reacted to and made recommendations to the Council regarding topics such as Plagiarism, Sexual Harrassment, Project Eco Dawg, and Signature Programs.

2. **Goal:** Continue to appoint a member of the Staff Welfare Committee to the Judicial Review Board who will act as a regular Judicial Review Board member and will oversee any training issues for the board.

**Report:** Phil Bankester was the appointed member to the Judicial Review Board. Training materials were mailed out to the individuals and there was no need to meet this year.

3. **Goal:** Review survey results from the survey`s distributed in FY 07-08 and identify solutions to better serve A/P and increase A/P Staff Council and Staff Welfare Committee awareness.

**Report:** Analyzed the data from the survey results distributed in FY 07-08 and did the following:

- Contacted individual A/P staff (17) requesting someone to contact them to answer their questions. Contact was made either by phone or email depending on their preference indicated in the surveys.
- Reviewed specific comments related to SOM that were made in one of the surveys and identified SOM solutions included in the Suggested Action Plan.
- Added A/P specific links on the A/P Staff Council website - Additional Resources page. The following information was added:
  - Added a new heading called: Important A/P Specific Information
  - Added a link to the A/P and Exempt Civil Service Employee Time Recording Sheet



- Added a link to the FAQ: Time Reporting Sheet page
  - Added a link to the Employee Performance Evaluation form
  - Moved the link to the [A/P Compensation Plan](#) to this new category.
  - Developed an analysis report (Analysis Report of the A/P Staff Survey Distributed in FY 07-08) to be given to the next FY 2009-2010 chair of the Staff Welfare Committee.
  - Developed a Suggested Action Plan for FY 2009-2010 (at the end of this report). The action plan includes recommendations on increasing awareness about the A/P Staff Council and the Staff Welfare Committee.
4. **Goal:** Develop orientation materials for A/P staff and identify distribution strategies.

**Report:** Staff Welfare Committee did not complete this goal. We recommend that the next FY Staff Welfare Committee review the Suggested Action Plan (included in this report) and based on their review, generate a marketing plan to promote increased awareness of the A/P Council and specifically how the Staff Welfare Committee serves it's constituency.

#### **Suggested Action Plan for FY 2009-2010**

1. Review the "Analysis Report of the A/P Staff Survey Distributed in FY 07-08" to be given to the next chair of Staff Welfare Committee and determine next steps.
2. Suggestions for next year's committee
  - Market the Staff Welfare Committee. Get the word out on what the committee does and how it can serve the campus A/P.
  - Generate a list of FAQ to be placed on the website regarding the Staff Welfare Committee
  - Advertise across campus on how to join the A/P Listerv.
  - Promote the A/P website as a place for A/P information.
  - Develop an informational handout that can be included in the Human Resources New A/P Hire materials. This will require additional collaboration with HR.
  - Intiate strategies to involve SOM more deliberately. Results from the survey indicated that SOM does not feel inclusive under the SIUC umbrella and does not receive the same consideration as the SIUC campus. The committee should solicit ideas from the constituents in Springfield. One example might be for the Council to also sponsor a constituency lunch in Springfield.