

Committee on Committees

A/P Staff Council

Final Report 2009-2010

Submitted By: Dana McKenzie, Chair

Committee: Tuesday Ashner, Jake, Baggott, JP Dunn,

Barbara Lokaitis

To solicit volunteers from the A/P constituency, a form was mailed to each A/P Staff member with a return deadline of July 8, 2009. The Committee on Committees met to fill 12 standing committees with vacancies:

Affirmative Action Advisory Committee (2 year term)

Delores Kerstein, Broadcasting Services [AcA]

Chancellor's Advisory Review Board (2 year term)

Elizabeth Scally, University Housing (alternate) [StA]

Computing Advisory Committee (2 year term)

Patty Cosgrove, Information Technology [G]

Honorary Degrees and Distinguished Service Award Selection Committee (4 year term)

Susan Edgren, Continuing Education [AcA]

Judicial Review Board (3 year term, except as noted)

Tena Bennett, Student Center [StA]

Charlotte Gibson, College of Agricultural Sciences [AcA]

Sandra Rhoads, Continuing Education [AcA] - **1 year term**

Amy Rose, Student Judicial Affairs [StA] - **1 year term**

Kim Sanders, Economic & Regional Development [G]

Deborah Seale, Telehealth Networks & Programs [SOM]

Naming University Facilities Committee (4 year term)

Kevin Lister, Foundation [G]

Recreational Sports and Services Advisory Committee (2 year term)

Terri Harfst, Enrollment Management [AcA]

Student Center Advisory Board (2 year term)

Michelle Garrett, Career Services [StA]

Parking and Traffic Appeals Board (2 year term)

William Ehling, Recreational Sports and Services [StA]

Peer Review Committee (5 year term)

Jason Hartz, Mass Communication and Media Arts [AcA]

University Joint Benefits Committee (3 year term)

John Massie, Student Health Center [StA]

University Women's Professional Advancement Committee (3 year term)

Kristine McGuire, Foundation/Library Affairs [G]

After approval, the committee was contacted by Paul Bennett, who asked to be reappointed to the Recreational Sports and Services Advisory Board [he was unaware that reappointment is not automatic] and from William Ehling, who asked to be replaced on the Traffic and Parking Appeals Board. The committee presented for approval the reappointment of P. Bennett to the Recreational Sports and Services Advisory Committee and the reappointment of Tom Furby to the Traffic and Parking Appeals Board.

In April, the committee responded to a request for a volunteer to serve on the search committee for the Director of Human Resources. Dana McKenzie was asked and accepted.

In May, the committee was asked to submit three names for a search committee for Provost and Senior Vice Chancellor. Tuesday Ashner, Terri Harfst and Amy Rose all agreed to serve if selected and their names were submitted.

**A/P Staff Council
Constituency Relations Committee
Final Report 2009-2010**

Submitted by: Amy Rose

Committee Members: Steve Buhman, Jon Geiger

Fall Constituency Meeting

The Constituency Relations Committee met once in person and exchanged emails and telephone calls to plan the Fall Constituency Luncheon, which was held on Wednesday, October 22nd in the Student Center Ballroom. The entertainment was a presentation with narration from the MCMA students on a photojournalism project they participated in weeks prior.

The committee once again gave away door prizes and were solicited from local businesses. The door prizes were handed out according to an "x" at a table setting.

Invitations were sent out to all A/P staff on campus through campus mail and the listserv. The invitation required an RSVP from those staff members that planned to attend, and the Constituencies Office provided nametags for those staff members that requested a seat at the luncheon. Approximately 85 staff members attended from across campus.

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 Committee joined additional committee members selected by the Chancellor's office. Chaired by Kevin Bame, the committee did not meet due to the number of applications for the award.

Spring Constituency Meeting

The Constituency Relations Committee did not meet to plan the Spring Reception held Wednesday, April 28th. An invitation was sent to all A/P members through campus mail and a listserv message. No RSVP was required. The menu consisted of: fruit tray, cheese tray, cookies, lemonade, and water.

A/P Staff Council Chair JP Dunn provided the opening and closing remarks. The recipient of the Excellence Through Commitment award was recognized and a plaque was given to her by the A/P Staff Council.

Operating Paper Committee

FY 2010 Final report

Rod Sievers, chair

Jake Baggott

J.P. Dunn

Layla Murphy

FY 2010 goals

1. The Committee shall review the Operating Paper in order to ensure its guidelines are being followed and consider possible recommendations for changes.
2. The Committee will study Section II.C.3 – election of membership for possible changes to term limits and make a recommendation to the full Council.
3. Review the duties of the officers and the committees to determine if they are current and appropriate.
4. The Committee will review the proxy rules.
5. The Committee will ask the full Council for potential revisions to the Operating Paper.
6. The Committee shall inform all A/P staff of any Operating Paper changes and follow the procedures in Section III of the Paper for amendments and revisions.

FY 2010 Activity

The committee met several times over the course of the year and tackled two issues:

1. Sector representation as it relates to the School of Medicine.
The committee proposed that School of Medicine representation be limited to one member from the Carbondale campus and that the A/P Staff Council on the Springfield campus appoint one member to the Carbondale A/P staff council.
2. Terms of membership
The committee proposed that members can serve more than one term .

Both proposals were approved by the full A/P Staff Council and will be submitted to the membership at-large for consideration.

Recommendations for FY 2011

1. Review the proxy rules.
2. Review the duties of the officers and the committees to determine if they are current and appropriate.

**A/P Staff Council
Staff Benefits Committee
2009-2010 Final Report
May 2010**

Vern Goode, Pat Eckert, Barbara Nowack, Mike Reiman, and Sharon Walters

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 continue to 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 – 2009-2010

- 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".

Tracy Bennett from the Human Resources Office has been very responsive to answering questions related to salary.

RECOMMENDATION: With the lack of a state budget this year, the committee recommends the committee continue to monitor issues related to salary.

- 2) The committee will continue to explore possible solutions to the division of A/P Staff within sectors and changes associated with term vs. continuing contracts.

Jake Baggott reported during the August meeting that the approved term to continuing request had been reviewed by Kevin Bame and Kathy Blackwell. According to the August 2009 A/P Minutes, Jake stated, "they believe the changes being proposed have a reasonable chance of going forward with success, meaning those people who report directly to the Chancellor would have to review and endorse it in some way. The result would be that the term employee would receive an annual reminder, which is not now the case, and then the appropriate vice chancellor would have to sign off, which they do not do currently." Tracy Bennett noted the [supervisor]

would have to provide justification in a letter format to the employee and HR stating why there are not recurring dollars. It would require that level of justification to make it through the vice chancellors offices as well. She would guess for Springfield, it would go through the dean.

Due to the hiring of a new Chancellor, no decisions have been announced regarding the proposal submitted by the A/P Council.

RECOMMENDATION: The committee recommends that next year's committee follow-up and make sure that the new Chancellor realizes the importance of A/P staff on term contracts being convert to continuing appointments.

- 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.

The committee works closely with Human Resources and monitors the benefits and services available to A/P staff.

RECOMMENDATION: Given the budget situation, it is essential for next year's committee to continue to be involved 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.

There have been no major complaints submitted to the committee concerning the Administrative/Professional & Exempt Civil Service Employee Time Recording Sheet to date.

RECOMMENDATION: Continue to work closely with Human Resources to monitor any complaints regarding the mandated 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.

The committee has worked closely with the A/P Council to develop a newsletter that will be sent to all A/P staff.

RECOMMENDATION: Prepare an article for the newsletter that explains the committee's role on campus.

- 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.

The committee has closely monitored the budget situation in Illinois and on-campus. Tracy Bennett has been available to address questions related to layoffs and furloughs.

RECOMMENDATION: With the budget crisis situation, it is recommended that next year's committee continue to monitor these issues.

- 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.

There have been no major complaints submitted to the committee concerning the Administrative/Professional Position Evaluation System to date.

RECOMMENDATION: With the budget crisis situation, it is recommended that next year's committee continue to monitor how A/P staff are evaluated.

FY 10 Goals and Accomplishments
Staff Welfare Committee
A/P Staff Council

Final report submitted May 7, 2010 by: Carla Coppi, Chairperson
Committee members: Natalie Branca, Janet Douglas, Sue Tin and Gloria Yunker

- Continue to appoint a member of the Staff Welfare Committee to the Judicial Review Board. Ms. Branca has agreed to serve in this role.

Accomplished: Ms. Branca assumed the role and organized training sessions for the new members of the JRB.

- Develop strategies to involve the A-P staff at the Springfield School of Medicine in a more deliberate manner. The current SOM Staff Welfare Committee members will be active participants in achieving this goal.

Accomplished: The involvement of the SOM staff generated numerous discussions of the true role of Springfield membership and its ultimate continuation. The Council Operating Papers may be rewritten to clarify the responsibilities of the members, including the number of SOM appointees to the Council.

- Develop orientation materials for A/P staff and identify effective distribution outlets. Work closely with Human Resources in Carbondale and Springfield to guarantee the promotion of the Council in the new staff orientation program.

Accomplished: Developed a flyer for distribution to new staff during orientation. Also worked with Human Resources staff to develop a strategy to emphasize the role of the Council in the orientation sessions.

- Generate a list of Frequently Asked Questions regarding the mission and accomplishments of the Staff Welfare Committee for inclusion on the A/P Staff website.

Partially Accomplished: The Frequently Asked Questions will become a column in the newsletter. The first edition of the newsletter will not be ready until the summer of 2010.

- Work in tandem with the Council Executive Committee, as well as other standing committee chairs, to embark upon a publicity campaign to promote the Staff Welfare Committee, as well as the entire Council, throughout both campuses.

Accomplished: Developed a three-fold publicity campaign including e-mail communication with each A/P staff member, an article in the weekly Southern Times, and the creation of a newsletter.