

**COMMITTEE ON COMMITTEES
AP STAFF COUNCIL, MAY 2006
FINAL REPORT: 2005 – 2006**

**Submitted by Tuesday L. Ashner
(Committee Members: B. Dillard, C. Gibson, T. Ashner, A. Morgan, K. Reynolds)**

To solicit volunteers from the AP constituency, a form was mailed to each AP staff member with a return deadline of Friday, August 5, 2005. Twenty-seven forms were returned.

The Committee on Committees met to fill fourteen standing committee vacancies:

Affirmative Action Advisory Committee: Ronald Caffey

Computing Advisory: Patty Cosgrove, Mike Cubley

Honorary Degrees & Distinguished Service Award Committee: Paulette Curkin

Intramural Recreational Sports Advisory Board: Terri Harfst

Judicial Review Board: David Hahn, Kim Sanders, Ryan Reed

Outstanding Teaching Support Award Selection Committee: Tuesday Ashner

Naming University Facilities Committee: Sarah Merideth

Student Center Board: Lana Campbell

Traffic and Parking Appeals Board: Keith McMath

Peer Review: Dana McKenzie

University Women's Professional Advancement: Twyla Adkisson-Peak

Throughout the year, the committee responded to requests for appointments to the following committees:

SIU President Search – Brad Dillard

SIUC College of Science Dean Search – Pat Matthews

SIUC College of Business and Administration Dean Search – Tammy Cavarretta

SIUC College of Education and Human Services Dean Search – Tuesday Ashner

SIUC Student Center Director Search – Keith McQuarrie

SIUC A/P Excellence Concept Team

2005 – 2006 A/P Staff Council
Constituency Relations Committee
Final Report

1. The Fall A/P Staff Constituency Luncheon was held on October 27, 2005, with Dr. Larry Dietz as the invited speaker.
2. The Spring A/P Constituency Reception was held on March 22, 2006. Ten nominees for the A/P Outstanding Service Award were honored for their contributions to their departments, the campus and the community. Paulette Curkin was this year's recipient.
 - The instrument used to evaluate the recipient of the A/P Outstanding Service Award was revised to make it more consistent with the nomination criteria.
 - The process of selecting four finalists was eliminated, with all nominees recognized at the Reception.
3. A special constituency meeting was held on February 28, 2006, at which Chancellor Wendler discussed Saluki Way, tuition and fee increases, and took questions from the floor on a variety of topics. This meeting was videoconferenced to the School of Medicine-Springfield.

Administrative / Professional Staff Council
OPERATING PAPER COMMITTEE
2005-2006 Final Report

Committee Members: Susan Edgren, Heidi Jung (chair), Allison Sutphin

Fiscal Year 2006 Goals:

- 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 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:

The Operating Paper Committee ensured that the current Operating Paper guidelines were followed. The Committee proposed several amendments to the Council's Operating Paper. These amendments included:

- Editorial changes that either cleaned up language or reflected current practice.
- Addressing Council participation (II.E.2.b.5)
- Defining what constitutes a quorum (II.F.2)
- Use of current and future technology (II.F.4 and III.D)

The amendments to the Operating Paper were approved by the A/P Staff Council by a majority vote at its meeting on March 15, 2006. Ballots were sent to each eligible constituency member. The referendum was passed by a majority vote on May 8, 2006, and the changes are pending approval by the Chancellor.

**STAFF BENEFITS COMMITTEE
AP STAFF COUNCIL MAY 2006**

FINAL REPORT

Committee members: John Massie, Jeff Myers, Jon Geiger and Don E. Patton (Chair)

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 2005-2006 year.

**GOALS
2005-2006**

- (1.) To review current process and models related to compensation including merit, equity and market value for AP staff.**
 - (A.) Review various performance appraisal tools used for merit raises and draft recommendations.
 - (B.) Explore equity and market value compensation by reviewing compensation at peer universities (at least 3).
- (2.) To further explore changes to AP Staff term contract.**
 - (A.) Explore alternative methods related to term contracts as it pertains to contract vacation days.

OUTCOMES- FY'06

- 1. Reviewed performance appraisal tools from peer and aspirational universities for best practices. These universities included: Auburn, LSU, Kentucky, Kansas State, Ohio University, and our own SIU-School of Medicine.
- 2. Contacted University of Iowa related to market value compensation.
- 3. Spoke with Kathy Blackwell regarding current performance tool.

4. Contacted Brent Patton at Labor and Employee relations to seek input on performance appraisal tools.
5. In December 2006, the Chancellor formed a campus-wide committee. The AP Excellence Concept Team was formed to develop recommendation related to:
 - A. To review current and develop procedures for recognizing AP achievement.
 - B. To review current procedures and develop recommendations for revised performance appraisal form.
 - C. To review market based compensation and provide input.
6. Two members from AP Benefits committee were selected to participate on the AP Excellence Concept Team- Jon Geiger and Don Patton.
- 7. Due to the formation of the AP Excellence Concept Team, it was decided to suspend any further action on goals for 2005-2006. To not do so, would entail duplication of time and energy. Therefore, committee decided to await the recommendations of the AP Excellence Concept Team.**

**A/P Staff Council
Staff Welfare Committee
End of Year Report
May 10, 2006**

Members: Patty Cosgrove, Chair, Paulette Curkin, JP Dunn

Staff Welfare Committee Description:

The committee is responsible for issues related to affirmative action, professional development, and such other welfare issues as may affect the constituency. The committee is responsible for reviewing and approving those materials published either in handbooks or other such compilations affecting the welfare of administrative/professional staff, for the purpose of providing current and accurate information about and to the constituency. The committee also reviews amendments or revisions to the Grievance Procedure and oversees the Judicial Review Board training process.

Final Report for FY06:

1. JP Dunn and Patty Cosgrove are serving on the A/P Excellence Concept Team as representatives of the A/P Staff Council and the Staff Welfare Committee.
2. JP Dunn provided consistent information for the governmental relations role in regard to legislative information on SURS etc.
3. Paulette Curkin volunteered to serve on the Judicial Review Board. She convened several meetings and oversaw training for the APJRB.
4. The staff welfare committee rewrote and revised the APJRB Operating Paper. Paulette presented the revised document to the APJRB where it was approved. This new document will be made available on the A/P Staff Council website under Judicial Review Board.
5. JP Dunn researched and composed a "Quick Guide" for A/P Staff members in regard to harassment issues. The quick guide lists offices, the role of the office and procedures to follow for reporting problems. This will be made available from the A/P Staff Council website.

A/P Staff Council
Staff Welfare Committee
Resource Guide for A/P Staff for Reporting Harassment on Campus
Updated: May 4, 2006

Office: Affirmative Action
Website: <http://www.siu.edu/~affact/>
Phone: (618) 536-6618
Role: The ultimate goal of the Affirmative Action Office is to assist all members of the university community to feel welcome, wanted and accepted by being as free as possible from discriminatory and harassing conditions. Moreover, the UAAO provides leadership and assistance with the development of those procedures and practices that can assist us all in diversifying the academy, and in celebrating this diversity.

Procedures: <http://www.siu.edu/~affact/policies.html>
[Procedures for Complainants and Respondents](#)
[Procedures for Supervisors](#)
[Procedures for Affirmative Action and the Administrative Officer](#)

Office: A/P Staff Council / Judicial Review Board
Website: <http://www.siuc.edu/~apstaff>
Phone: (618) 453-5244
Role: Before any formal grievance is filed with the JRB or the chancellor, there must be a discussion between the staff person and the administrative officer whose action or inaction is being questioned. The purpose of this discussion is to seek informal resolution of the matter. If the matter is not resolved through discussion, the grievant may proceed further by providing a written statement of the appeal and relief sought to the respondent. The grievant may appeal in writing at each administrative level up to and including the vice chancellor (or equivalent head) of a responsibility area. A maximum of 40 working days shall be allowed for the informal appeals process, calculated from the date the grievant becomes aware of an action or inaction which he/she chooses to appeal.

Procedures: <http://www.siuc.edu/~policies/policies/grievap.html>

Office: Diversity & Equity Office
Website: <http://www.siuc.edu/~ode/>
Phone: (618) 453-4807
Role: The Office of Diversity and Equity is committed to the value and importance of nurturing diversity among the faculty, staff, and students, providing an opportunity to learn in an environment free of intolerance

and bigotry, and embracing productivity and harnessing the differences and abilities among all of the community members on the Southern Illinois University Carbondale Campus.

Procedures: Not available at this time.

Office: Human Resources

Website: <http://www.siu.edu/~humres>

Phone: (618) 453-6689

Role: The Department of Human Resources is responsible for coordinating human resource policy, procedures, and practices for the Carbondale Campus. The department also serves as a primary liaison to the various state agencies on human resource and benefit-related issues.

Procedures: http://www.siu.edu/~policies/menus/policies_and_procedures.html

Office: Labor and Employee Relations

Website: <http://www.siu.edu/~laborrelations/>

Phone: (618) 453-6691

Role: Our primary service to the University involves the negotiation and administration of contracts with represented Civil Service employees, administration of the University's progressive disciplinary program, as well as handling Civil Service employee grievances and providing guidance in the resolution of worksite conflicts.

Procedures: <http://www.siu.edu/~laborrelations/ethicslinks.htm>
<http://www.etcc.il.gov/>

Office: Ombudsperson

Website: <http://www.ombuds.siu.edu/>

Phone: (618) 453-2411

Role: The Ombudsman seeks to ensure that all members of the University community receive fair and equitable treatment. Additionally, the Ombudsman's concern is to bring to the attention of responsible administrators those problems which persist and which should be corrected. The Ombudsman functions independently from all other administrative structures and reports directly to the Chancellor.

Procedures: Before coming to the Ombudsman you should normally address the person about whom you have a concern. If this discussion does not resolve your concerns, you may then wish to consult that person's supervisor. If, after making an effort on your own, you still need information or assistance to help resolve a problem with the university, contact the Ombudsman Office.
