

AP Staff Council
Vice-Chair Report
2006-2007

May 16, 2007

Submitted by: JP Dunn

The Administrative/Professional Staff Council met each month during the last year two weeks before the regularly scheduled council meeting. During these meetings we reviewed the minutes of the previous council meeting and made adjustment when necessary. We also added items to and approved the agenda.

**COMMITTEE ON COMMITTEES
FINAL REPORT 2006-2007
Submitted by John Massie
(Committee Members: Patty Cosgrove, John Massie, Mary Stammer)**

To solicit volunteers from the AP constituency, a form was mailed to each AP staff member with a return deadline of Friday, August 4, 2006. Twenty-four forms were returned. The Committee on Committees met to fill fourteen standing committee vacancies:

A/P Representative to Graduate Council - Robert Sims, Minority Engineering [Ac Affairs]

Computing Advisory - Michael Cubley, Undergraduate Admissions [Ac Affairs]

Intercollegiate Athletics Advisory - Jeff Goelz, Recreational Sports & Services [St Affairs]

Judicial Review Board - Valerie Brooks, Art & Design [Ac Affairs]; Jean Cunningham, Counseling Center [St Affairs]; Joel Fritzier, Research Development & Administration [General]; Rhonda Seeber, School of Medicine [Medicine]

Non Traditional Student Services - Tammy Weston, Workforce Educ & Development [Ac Affairs]

Ombudsman Advisory Panel - Michael Ellis, Applied Sciences & Arts [Ac Affairs]

Outstanding Teaching Support Award - Peggy Raabe, Psychiatry [Medicine]

Peer Review - Andy Morgan, University Housing [St Affairs]; Christian Spears, Intercollegiate Athletics [General]

University Joint Benefits - Sue Kohler, Economic Development [General]

University Professional Advancement - Amy Rose, Student Judicial Affairs [St Affairs]

Throughout the year, the committee responded to requests for appointments to the following committees (*=selected):

Search Committee, Dean of Liberal Arts - Patricia Cosgrove, Information Technology [General] *;
Tom Furby, School of Law [Ac Affairs]

Dining Services Advisory Committee - Natalie Branca, Aviation Management and Flight

Judicial Review Board - Barb Elam, Student Health Center [completing term of Ryan Reed]

Search Committee, Assistant VC for Enrollment Management - Dana McKenzie, Science Advisement [AcA]*; Josah Powers, New Student Programs [AcA]

Search Committee, Director of Recreational Sports & Services - Kyle Harfst, Economic & Regional Dev. [G]*; Kathleen Plesko, Disability Support Services [StA]

Plagiarism Review Committee - JP Dunn, Library Affairs [AcA]; Heidi Jung, Library Affairs [AcA]

Chancellor Search Advisory Committee - Jake Baggott, Student Health Programs [StA];
Charlotte Gibson, Agricultural Sciences [AcA]*; Don Patton, Med Prep Program [Med]

Screening Committee, Director of Shryock Auditorium and Arena Promotions - Phil Lindberg,
International Students & Scholars [StA]

Advisory Committee to the Director of Public Safety - John Massie, Student Health Center [StA]

University Professional Advancement Committee - Patty Cosgrove, Information Technology [G]
(completing term of Twyla Adkisson-Peak)

Search Committee, Director of Information Technology - Nancy Carr, Information Technology [G]

Search Committee, Director of New Student Programs - TBA

Constituent Relations Committee
A/P Staff Council
Final Report, 2006-2007

Submitted by: Tuesday Ashner, Chair
Committee Members: Gabriele Hoffmann, Paulette Curkin, Sandra Rhoads

Fall Constituency Meeting

The CR committee met three times, exchanged emails and telephone calls to plan the fall constituency luncheon, held Wednesday, October 18, 2006. Mario Moccia, Director of Saluki Athletics, gave the keynote presentation; he had been on the job approximately 3.5 months.

The Wednesday, October 18 date was selected to allow those A/P staff in attendance to attend the A/P Staff Council meeting scheduled that same day after the luncheon. During the closing, all A/P were invited to attend and see how a Council meeting runs; however, no one took the Council up on this invitation.

An invitation was sent to all A/P staff on campus through campus mail. 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. A menu of chicken dijonaise, tossed salad, rolls, green beans almondine, oven roasted potatoes, and lemon meringue pie was served to approximately 90 A/P staff from across campus. The room was set up with a stage with a head table of 4 (keynote speaker; chair; vice chair; CR committee chair) and rounds of 8 to equal 100 seats.

The committee introduced door prizes as something new. Door prizes were solicited as follows: Diploma Frame from the Student Alumni Council; SIU sweatshirt from Saluki Bookstore; bag of gifts from Student Development. A geometric shape was hidden under three chairs, and the A/P staff sitting in those chairs received the door prizes as an end to the luncheon/meeting.

A/P Excellence Through Commitment Awards

The CR Committee traditionally awards the A/P Outstanding Service Award. For 2007, the Chancellor's office worked with the Council to incorporate this award into the Excellence Through Commitment awards program. In short, the Council and CR Committee members agreed to give this merge a try, with the CR Committee serving on the A/P Excellence Through Commitment Awards Selection Committee.

The CR Committee spent several hours sitting on the above-mentioned committee, along with other A/P staff from around campus. The recipients of both the Outstanding A/P Staff Member and the A/P Teaching Support awards were selected by this committee.

Spring Constituency Meeting

The CR committee met two times, exchanged emails and telephone calls to plan the spring constituency reception, held Wednesday, May 2, 2007. John M. Dunn, Interim Chancellor, was the guest speaker for the meeting/reception and Council Chair Charlotte Gibson provided the opening, introduction of Interim Chancellor Dunn, and the closing.

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: Swedish meatballs, cucumber tea sandwiches, fruit tray, punch and tea.

In keeping with A/P Staff Council tradition, this year's CR Committee decided to use this meeting to honor all nominees for the Excellence Through Commitment awards. The consensus was that even though there could only be one recipient of each award, each nominee was considered to perform duties above and beyond their assigned job description by someone because that someone took the time to complete the lengthy nomination packet.

The CR Committee members made telephone calls to each nominee and their nominator(s) personally inviting them to attend the reception in their honor. Certificates and a gift of SIU's pictorial history book were given to each nominee from the Council. The CR Committee chair emceed this part of the meeting recognizing each recipient with a few words from their nominator.

A program was provided for the reception. The CR Committee introduced a listing of all the Council's work on the back side of the program. A list of all A/P staff volunteers for the 2006-2007 year was printed and available to attendees as recognition for those providing service to the Council.

Administrative / Professional Staff Council
OPERATING PAPER COMMITTEE
2006-2007 Final Report

Committee Members: Karen Reynolds, Heidi Jung, Cordy Love (chair), Allison Sutphin

Fiscal Year 2007 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:

- Proposed a change to the Operating Papers that will help reduce the burden on any sector in the providing representation to subcommittees and/or other Council committees. (II.B)

The amendments to the Operating Paper were approved by the A/P Staff Council by a majority vote at its meeting on February 21, 2007. Ballots were sent to each eligible constituency member. The referendum was passed by a majority vote on March 21, pending approval by the Chancellor.

AP Staff Council Staff Benefits Committee
Final Report
2006 – 2007

Committee members: Paulette Curkin (*Chair*), Brad Dillard, Jon Geiger, Don Patton

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 2006-2007 year.

2006 -2007 GOALS

1. To review current process and models related to compensation, including merit, equity and market value for AP Staff.
2. To further explore changes to A/P staff term contract.
3. To represent the best interest of our constituents in all proposed changes, additions and subtractions to the benefits and services to AP staff.

OUTCOMES- 2006-2007

1. Although not requested by Chancellor Wendler this year, the Staff Benefits Committee, at the direction of Chairman Gibson did prepare and present to the Council at the July meeting, two options for salary distribution for FY '07. Both options recommended across the board 3% salary increases and further expressed support for merit-based increases provided improved evaluation tools be in place to support this change.
2. The Staff Benefits Committee did not explore changes to AP staff term contracts.
3. As a result of changes in sector representation and the resulting Operating Paper changes, the Staff Benefits Committee met to evaluate how numbers in sectors are shifting and whether AP numbers were in fact dropping. Reporting to the Council at the March and April meetings, the Committee reported that AP total numbers are increasing. The Committee was asked to gather information on how the numbers break-down by department, how many are within 2 reporting lines of the Chancellor and how many are researcher positions with indications of how many are on grant dollars. This information is currently being pursued and should be presented by the new Staff Benefits Committee.

A/P Staff Council
Staff Welfare Committee
End of Year Report

May 16, 2007

Members: Phil Bankester, JP Dunn (Chair), Charlotte Gibson, John Massie, Donnell Wilson

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 FY07:

1. JP Dunn provided consistent information for the governmental relations role in regard to legislative information on SURS etc.
2. Donnell Wilson volunteered to serve on the Judicial Review Board. He convened the annual training sessions for the APJRB.
3. The committee met and discussed the University disclosure form that many A/P have to complete if they work outside the University. The rules are unclear about who is supposed to fill out that form.
4. Began discussing a survey to be sent to AP staff concerning an orientation/mentoring program for new AP hires.