

**Committee on Committees**  
**Final Report 2007-2008**  
**Submitted by: Sandy Rhoads**  
**(Committee Members: Brad Dillard, Carla Coppi, Mary Stammer)**

To solicit volunteers from the AP constituency, a form was mailed to each AP staff member. Forty-one forms were returned. The committee on committees met to fill sixteen openings in standing committee vacancies:

**Affirmative Action Advisory Committee ((2 year term) 1 vacancy**

Julia Spears - General Sector

**Chancellor's Advisory Review Board (2-year term) 1 vacancy**

Lori Stettler - Student Affairs

**Computing Advisory (2-year term) 1 vacancy**

Patti Cosgrove - General

Mike Cubley

**Judicial Review Board (3-year term) 4 vacancies**

Jennifer Hammonds – Medicine

Robert Sims – Academic Affairs

Carlos Del Rio – Student Affairs

Karrie Bruce – General

**Recreation Sports and Services Advisory Committee (2-year term) 1 vacancy**

Paul Bennett – Student Affairs

**Student Center Board (2year term) 1 vacancy**

Lana Campbell – Academic Affairs

**Traffic and Parking Appeals (2-year term) 1 vacancy**

Tom Furby – Academic Affairs

**Traffic and Parking (3-year term) 1 vacancy**

Phil Lindberg – Student Affairs

**Peer Review – (5 year term) 2 vacancies**

Cathy Reed - General

Crystal Bouhl – Student Affairs

**University Joint Benefits (2year term) 1 vacancy**

Kim Taylor – Academic Affairs

Vanessa Sneed –Academic Affairs

**University Women's Professional Advancement (3 Year Term) 2 vacancies**

Heidi Ramos – Academic Affairs

Valerie Brooks – Academic Affairs

Throughout the year the committee responded to requests to fill the following openings:

**Search Committee, Dean of the College of Mass Communications and Media Arts –**  
Jake Baggott

**Academic Calendar –**  
Jon Geiger, Evaluation and Development Center

**Peer Review Committee –**  
Claudia McIntyre, School of Medicine (replacing Crystal Bouhl)

**Screening Committee, Director of Student Health –**  
Pat Eckert, Division of Continuing Education

**Search Committee, Dean of the College of Engineering –**  
Robert Sims, College of Engineering

**Board of Trustees Plagiarism committee –**  
Greg Scott, Alumni Services

**Judicial Review Board –**  
Matt Baughman, Public Policy Institute (replacing Karri Bruce)

**Traffic and Parking**  
Tuesday Ashner (replacing Phil Lindberg)

**Emeritus Committee –**  
J.P. Dunn, Library Affairs

**Search Committee for Associate Vice Chancellor for Student Affairs & Dean of Students –** Corne Prozesky, Recreation Sports and Services

**Chancellor's Advisory Review Board**  
Names have been submitted

### **A/P Council Mentor Program**

From June 1, 2007 through April 30, 2008 sixty-five A/P staff members were hired by SIUC.

**Constituent Relations Committee  
A/P Staff Council  
Final Report, 2007-2008  
Submitted by: Paulette Curkin Chair  
Committee Members: Tuesday Ashner, Mike Cubley, Barbara Nowack**

**Fall Constituency Meeting**

The Constituency Relations committee met once in person, exchanged emails and telephone calls to plan the fall constituency luncheon, which was held Tuesday, October 9, 2007 in the Student Center Ballrooms. The recently hired Chancellor, Fernando Treviño was the keynote speaker and he gave brief remarks followed by a Question & Answer.

Invitations were 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. Approximately 90 A/P staff from across campus attended. The room was set up with a stage with a head table for 4 (keynote speaker; chair; vice chair; CR committee chair) and rounds of 8 to equal 100 seats.

**A/P Excellence Through Commitment Awards**

The Constituency Relations Committee again represented the AP Staff Council in the selection of the Excellence Through Commitment awards presented through the Chancellor's office. The Constituency Relations Committee members joined additional selection committee members selected by the Chancellor's office. Chaired by Kevin Bame, the committee met several times (3-4) to discuss the process, develop promotional strategies, review the nominations and 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 eight nominations.

**Spring Constituency Meeting**

The CR committee met one time, exchanged emails and telephone calls to plan the spring constituency reception, held Wednesday, April 30, 2008. 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, finger sweets, lemonade and water.

Dr. Sam Goldman, Interim Chancellor, was the guest speaker for the meeting/reception and Council Chair Tuesday Ashner 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. Certificates and a gift certificate to Barnes & Nobles were given to each honoree. 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 listing the nominees, their positions and their nominators.

Administrative / Professional Staff Council  
OPERATING PAPER COMMITTEE  
2007-2008 Final Report

Committee Members: Dana McKenzie, Patty Cosgrove, Cordy Love (chair), Gabriele Hoffmann

Fiscal Year 2008 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. Proposed amendments to the Operating Paper (new wording appears underlined). These amendments included:

I. The Administrative/Professional Staff

A. Membership

The membership shall consist of those ~~persons~~ administrative/professional staff of Southern Illinois University Carbondale who are in positions covered by the "Title and Classification Guidelines for Research Personnel." All positions exempted under Section 36.e.3 of the State Universities Civil Service Act shall also be considered administrative/professional staff except those which are a) responsible for the administration of an academic division or unit and b) required to hold a tenured or tenure track cross-appointment in an academic department. An "academic department" is defined as a department which generates credit hours.

B. Constituency Meeting

6. Voting Procedures. Voting on matters brought before the constituency may be by voice vote, standing vote, secret ballot, or ballot mailed either by paper or electronically to the constituency.

## II. The Administrative/Professional Staff Council

### C. Election of Membership

#### 4. Election Procedures

e. The candidate with the greatest number of votes shall be declared the sector representative. In case of a tie, a runoff election shall be conducted by ~~mail~~ paper or electronic ballot consistent with current election procedures. No write-in votes shall be permitted during the run-off election.

## II. The Administrative/Professional Staff Council

### E. Committees

#### 1. Executive Committee

a. Membership. The chair, vice chair, and secretary shall constitute the Executive Committee. The immediate past chair ~~shall be a~~, if a continuing Council member, may serve as an advisory, non-voting member of the Executive Committee. At the discretion of the chair, the Executive Committee may be expanded to include any member of the Administrative/Professional Staff Council.

#### 2. Administrative Professional Standing Committees

##### e. Constituency Relations Committee

~~4. The Committee shall publish the Guidelines for the Outstanding Administrative/ Professional Staff Member.~~

~~5. The Committee shall review the nominations and bring a final slate of nominees to the Council for approval.~~

~~6. The Committee shall select the outstanding service award recipient. The name shall remain confidential until an official announcement is made by the committee.~~

4. The Committee shall participate in and promote the Excellence Through Commitment Awards Program.

5. The Committee shall serve as members of the Excellence Through Commitment Awards selection committee.

6. The Committee shall recognize all AP/Staff nominees and award winners after the campus wide recognition.

The amendments to the Operating Paper were approved by the A/P Staff Council by a majority vote at its meeting on January 15, 2008. Ballots were sent to each eligible constituency member. The referendum was passed by a majority vote on April 16, pending approval by the Chancellor.

**AP Staff Council Benefits Committee  
2007-2008 Final Report  
May 2008**

Committee members: Dave Hahn (*Chair*), Don Castle, Allison Sutphin, Heidi Jung

*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 2007-2008 year.

- 1) **Upon approval of the new Compensation Plan for Administrative / Professional Staff, the committee will monitor the implementation of the plan the implementation of the plan including the evaluation tool, merit pay, and salary increases.**
- 2) **The committee will continue to be an advocate for the A/P Staff regarding issues associated with term vs. continuing contracts.**
- 3) **The committee will monitor the implementation of the new mandated Administrative / Professional & Exempt Civil Service Employee Time Recording Sheet process.**
- 4) **The committee will assist and provide direction to any A/P Staff constituent with benefit related issues in accordance with established policies and procedures.**

**OUTCOMES- 2007-2008**

1. In Fall 2007 the Compensation Plan for Administrative / Professional Staff was approved and placed in the on-line SIU Policy and Procedures Manual. Human Resources were contacted on a quarterly basis to monitor how the 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 (Department Chair, Dean, etc.), the process is stopped and the request never makes it to human resources. The staff member's option then, to file a grievance, which if involves a term contract could jeopardize future employment.

**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, specific salary information was obtained from the library and market level job title/salary information was searched from several internet salary sites for comparison to SIU job title/salary and placed in the database. An analysis was performed on several areas including:

Job Title, Salary Level, Salary Range, Years of Service, Degree, Type of Contract, Sector, College, etc.

**CONCERN:** Initial analysis of data indicates several areas of potential inconsistencies, however the data from Human Resources is somewhat nonspecific (i.e. do not know how long in current job title, do not know specific reason for a Term appointment vs. Continuing, do not know how many years in current salary level/range, etc.) which make any potential conclusions drawn imprecise.

**RECOMMENDATION:** *Continue to work with Human resources to obtain and analyze more specific data to identify possible areas of inconsistencies/ concerns related policies and procedures regarding position classifications, salary, performance evaluations, terms and conditions of employment, and other administrative/professional benefits.*

3. Constituents have voiced concerns as to why and how the new mandated Administrative / Professional & Exempt Civil Service Employee Time Recording Sheet are to be completed. Human Resource staff members were invited to present to the council to clarify the mandated process so that the council members could help answer constituents questions related to the mandated process. The Staff Welfare committee asked for specific questions concerning the process in an AP Staff Survey. A request was made to compile, post and possibly publish a Q & A fact sheet related to the process was made.

**CONCERN:** Many inconsistencies have been identified from various sources. The SIUC system as a whole does not seem to know exactly what the correct process to be followed is for sure.

**RECOMMENDATION:** *Continue to work closely with Human Resources to identify and correct inconsistencies in the process. Maintain an active role in the compilation and publishing of a Q & A fact sheet related to the process and insure that it is made available to all constituents upon completion.*

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.

**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:** *Incorporate a frequently asked Q & A benefits section on the new AP staff website. Continue to explore ways to more actively involve the general constituency in AP Council issues and activities. Continue to explore the Term vs. Continuing contract benefit issues related to the loss of benefits to AP staff on term contracts for more than 3 consecutive years.*

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

May 21, 2008

Members: Phil Bankester, JP Dunn (Chair), Lisa McKennedy, Sharon Walters

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. JP Dunn volunteered to serve on the Judicial Review Board. He convened the annual training sessions for the APJRB and in the absence of the chair presided over a grievance case.
3. Distributed a survey to AP staff concerning information needs and awareness of AP Staff Council and the Staff Welfare committee.