

Committee on Committees
A/P Staff Council
Final Report 2010-2011

Submitted by: Amy Rose, Chair
Committee Members: Jon Geiger [AcA], Janet Douglas [G], Amy Rose [StA]

The Committee on Committees solicited volunteers from the A/P constituency, via the announce listserv, on July 9, 2010. The Committee on Committees met to fill 16 vacancies on 11 University committees. Of those 16, 12 individuals were placed on a committee that was either their first or second choice. The other four vacancies (for which no one volunteered) were filled by those people who had indicated a willingness to serve on any committee.

Academic Calendar Committee (2 year term)
Barb Elam (StA)

Chancellor's Advisory Review Board (2 year term)
Yvonne Spencer (G) [Primary]
Gena Stack (StA) [Alternate]

Chancellor's Planning and Budget Advisory Committee (2 year term)
Patty Cosgrove (G)

Computing Advisory Committee (2 year term)
Tom Harbert (AcA)

Intercollegiate Athletics Advisory Committee (2 year term)
Carrie Rice (AcA)

Judicial Review Board (3 year term)
Steve Buhman (G)
Karen Carlson (SoM)
Cindy Jenkins (StA)
Valerie Brooks (AcA)

Ombudsman Advisory Panel (2 year term)
Carl Ervin (StA)

Traffic and Parking Committee (3 year term)
Joel Fritzler (G)

Peer Review Committee (5 year term)
Sharon Walters (AcA)

University Joint Benefits Committee (3 year term)
Willie Ehling (StA)

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

Kimberly Disney (SoM)

Tarnisha Green (AcA)

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

August 18, 2010

Excellence Through Commitment Award Selection Committee

Loraine Hunziker, College of Engineering

October 20, 2010

Search Committee for the College of Engineering

Tarnisha Green, Minority Engineering **[selected]**

Terri Harfst, Enrollment Management

Sarah Olson, Engineering Advisement

Cindy Jenkins, Career Services

Search Committee for the College of Liberal Arts

Terry Huffman, Student Judicial Affairs

Anita Hutton, Liberal Arts **[selected]**

Willie Ehling, Recreational Sports & Services

February 16, 2011

Strategic Planning Committee

Don Castle, Student Center

Charlotte Sarao, Agricultural Sciences

Kathy Jones, Intercollegiate Athletics

Joel Fritzler, Research Development and Administration

Provost and Vice Chancellor Screening Committee

JP Dunn, Library Instructional Support Services

Mike Ruiz, University Communications **[selected]**

Alfred Jackson, University Housing

May 18, 2011

Search Committee for Chief Information Officer (CIO)

Janet Douglas, University Communications

Jessica Mann, University Communications

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

Submitted by: Steve Buhman

Committee Members: Layla Murphy [SOM], Meredith Rhoads [AcA], Lori Stettler [StA]

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 Tuesday, October 19th in the Student Center Ballroom B. The guest speaker was newly appointed Assistant Provost for Enrollment and Retention, John Nicklow, who talked about changes in the department and how they hope to turn around the falling enrollment at SIU.

The committee once again gave away door prizes that were solicited from local businesses. Names were drawn from a hat and door prizes were awarded the guests who were present. 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 90 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 met on January 27th and Don Castle was selected for the Outstanding A/P Award and Alicia Ruiz was selected for the Outstanding A/P Teaching Support Award.

Spring Constituency Meeting

The Spring Constituency Reception to honor the Excellence in Commitment Award winners was held on April 26th in the Old Main Lounge. Despite invitations sent to all A/P members through a listserv message, attendance was very low. No RSVP was required. The menu consisted of: fruit tray, cheese tray, cookies, lemonade, and water. A/P Staff Council Vice Chair Tuesday Ashner provided the opening and closing remarks. The recipients of the A/P Excellence Through Commitment awards were recognized during the reception.

Due to the falling attendance for the Spring Reception, discussions were started in the Executive Committee meeting to look at changes in format or time of the reception to facilitate a larger turnout of staff members.

Operating Paper Committee Report for FY 11

Rod Sievers, chair

Pat Eckert

Alfred Jackson

Sue Tin

1. The Committee will review the Operating Paper in order to ensure its guidelines are being followed and consider possible recommendations for changes.
2. The Committee will review the duties of the officers and the committees to determine if they are current and appropriate.
3. The Committee will review the proxy rules.
4. The Committee will ask the full Council for potential revisions to the Operating Paper.
5. 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.

Committee Activity

There was very little committee activity during this term. However, toward the end of the term, it became apparent that in the 2011-12 term, a number issues need to be addressed:

Recommendations

- 1.) With the reorganization of the University's administrative structure and the elimination of the Student Affairs sector, the Council's rules regarding member representation needs to be changed. Any change should include some flexibility in the event that a reorganization may occur again in the future.
- 2.) When elections are held, it seems that members who are up for election should not be on the election committee.

**A/P Staff Council
Staff Benefits Committee
2010-2011 Final Report
May 2011**

Sarah Olson, Mike Reiman, Charlotte Sarao (Chair), Gloria Yuncker

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.

The Staff Benefits Committee will:

- 1) 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) Given the ever-changing and dire fiscal situation facing the campus, close attention will be given to proposed changes and/or reductions of A/P positions, as well as proposed changes to A/P benefits. Issues of concern will be brought to the Council for discussion and action if deemed appropriate.
- 3) Represent the best interest of our constituents in all proposed changes, additions and subtractions to the benefits and services to A/P Staff.
- 4) Monitor the process and actions associated with the mandated A/P Staff Time Recording Process.
- 5) 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) 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) 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.

2011 Actions

No issues were brought before this committee during the past year. Current climate on campus might be affecting what AP Staff members feel is relevant or important. Given the current state of SIU and Illinois budgets, it appears that most employees are focused on the larger picture of retaining their jobs rather than the smaller issues of benefits. Proposed changes upcoming to benefits may well cause much deserved concern in upcoming months.

Staff Welfare Committee

A/P Staff Council

Submitted August 18, 2010 by: Alfred Jackson, Chairperson

Committee members: Tuesday Ashner, J .P. Dunn, Natalie Branca

FY 11 Goals

- Appoint a member of the Staff Welfare Committee to the Judicial Review Board (N. Branca has accepted assignment) and oversee any training issues for the Judicial Review Board;
- Initiate and/or review amendments or revisions to the Grievance Procedure;
- Stay current on staff welfare issues by monitoring list-serves, articles, etc. containing legislative issues related to employment and retirement; and
- Increase awareness to the A/P staff at Carbondale and Springfield School of Medicine of the A/P Staff Council's existence and mission, as well as the benefits for staff involvement with Council.

The following steps are but a few of the strategies to increase awareness of the A/P Staff Council:

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

Staff Welfare Committee

A/P Staff Council

Submitted August 18, 2010 by: Alfred Jackson, Chairperson

Committee members: Tuesday Ashner, J .P. Dunn, Natalie Branca

FY11 Reflections on committee goals

The year was filled with constant changes which impacted the AP membership tremendously; yet, it leaves room for FY12 committee to continue monitoring activities that impact the general membership.

- A. The AP council was represented on the Judicial Review Board (JRB) by Ms. N. Branca. JP conducted training for the JRB on its duties for the year. Due to the dismantling of the Student Affairs Division and its subsequent reorganization, as well as changes in the involvement of the Springfield Medical School, the Judicial Review Board's composition needs to be realigned. However, before that could be addressed, the AP operating papers needs to be reviewed and aligned with the all the changes in staff alignments and assignments.
- B. No action was taken on amending the Grievance Procedures.
- C. The committee, via various means, kept the council aware of various issues that had the possibility of impacting the general membership. The fiscal challenges brought on by low enrollment and retention numbers, along with the failure of the state to pay its bills on time, has been a constant concern to the membership. A couple of the immediate impacts of these fiscal challenges are:
 - The hiring freeze is causing the general membership to absorb more responsibilities due to unfilled positions.
 - The subsequent imposition of administrative closure days and the possibility of more days for the 2011-12 school year has the membership concerned for their daily financial survival and the impact on their retirement benefits.
 - The issue of overload compensation was addressed by the faculty senate, yet it has the possibility of impacting AP staff who either voluntarily or by the fact that it was written into their job description, teach various courses. This will be quite evident with the creation of University College and the requirements for teaching Univ 100/101, freshmen orientation courses.

Another issue that the committee needs to follow-up on is the possibility of the concealed carry legislation that is working its way through the state legislation. If passed, it could be legal to carry concealed weapons on college campuses.

- D. The staff welfare committee failed to actively follow-up on its goal of embarking upon a publicity campaign to promote the Staff Welfare Committee, as well as the entire Council, throughout both campuses. Although it was never the intent of the committee to tackle this endeavor alone, it failed to spear-head this enormous endeavor. Hopefully, more attention will be paid in the upcoming year.