

A/P Staff Council
Committee on Committees
FY07 Goals and Objectives

Carla Coppi, Brad Dillard, Sandy Rhoads (Chair), Mary Stammer

1. Before the end of spring semester, the committee shall invite all A/P staff via email, campus mailings, and personally to assist their constituency by volunteering for appointment on University standing committees, search committees, and task forces.
2. The Committee will communicate with all volunteers for committee appointment by:
 - a. sending formal recognition of their willingness to serve the A/P constituency by way of a letter
 - b. providing new appointees with information about their committees, their duties and responsibilities, including sample committee reports from previous representatives
 - c. inviting new committee appointees a September Council meeting to introduce them to the Council
3. The Committee shall be sensitive to sector representation and diversity as defined by the University's Affirmative Action Policy Statement when making committee assignments.
4. The Committee shall contact those volunteers nominated, but not selected for service or search committees by way of letter, email, or telephone.

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**A/P Staff Council
Constituency Relations Committee
2007 - 2008 Goals**

Tuesday Ashner, Mike Cubley, Paulette Curkin (Chair), Barbara Nowack

Goal: The Constituency Relations Committee shall maintain communications with the A/P constituency.

- Objective: The Committee shall coordinate two general constituency meetings during 2007-2008, a fall luncheon and a spring reception.
- Objective: The Committee will encourage all A/P Staff to subscribe to the DISCUSSION listserv. The Committee will distribute listserv instructions at the fall constituency meeting/luncheon.
- Objective: The Committee will use the AP-ANNOUCE listserv for distributing meeting agendas, minutes, and reminders of A/P events.
- Objective: The Committee shall ensure that new A/P staff members are welcomed to the University and added to the AP-ANNOUNCE listserv.

Goal: The Constituency Relations Committee shall represent the interests of the Council on the Administrative/Professional Excellence Awards committee for the selection of the 2008 Outstanding A/P Staff Member.

- Objective: The members of the constituency Relations Committee shall sit on the University AP Excellence Awards committee.
- Objective: The Committee will diligently review all submissions and assist in the selection of the award recipient.
- Objective: The Committee shall host a constituency reception in Spring '08 to recognize the Outstanding Service Award recipient and all of the nominees.

Operating Paper Committee
FY 08 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.

A/P Staff Council
Staff Benefits Committee
FY08 Goals

1. Upon approval of the new Compensation Plan for Administrative / Professional Staff, the committee will monitor 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 any 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 the established A/P Staff policies and procedures.

**AP Staff Council
Staff Welfare Committee
Goals for 2007-2008**

1. Continue to perform a governmental relations role, i.e., updates through the listserv regarding pertinent legislative information.
2. Continue to appoint a member of the Staff Welfare Committee to the Judicial Review Board who will act as a regular Judicial Review Board member and will oversee any training issues for the board.
3. Draft a mission statement for the Staff Welfare Committee to "advertise" our availability to the campus constituents.
4. Develop a survey to determine what information is needed in an orientation packet by AP staff:
 - a. Time reporting
 - b. Harassment
 - c. Vacation / Sick Time
 - d. etc.
5. Develop orientation packet for AP staff.
6. Create "Ask Kathy" column to appear in Spotlight on a monthly basis. The column will address questions from AP constituents.