

A/P Staff Council
Committee on Committees
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Goals and Objectives – 2008/2009

1. The Committee on Committee will invite A/P Staff to assist the constituency by volunteering for appointments on University standing committees, search committees, and task forces via email, campus mailing or in person.
2. The Committee on 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 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 to the September A/P Council meeting for introduction to the Council
3. The Committee on Committee will be aware of sector representation and diversity as defined by the University's Affirmative Action Policy Statement when making committee assignments.
4. The Committee on Committee will contact those volunteers nominated, but not selected for committee appointment by way of letter, email or telephone.

Prepared: August 7, 2008

**A/P Staff Council
Constituency Relations Committee
2008 - 2009 Goals**

Gabriele Hoffmann, Rod Sievers, Amy Rose, Sharon Walters (Chair)

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

- Objective: The Committee shall coordinate two general constituency meetings during 2008-2009, 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 2009 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 use the AP-ANNOUCE listserv to encourage nominations for the University AP Excellent Awards.
- 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 '09 to recognize the Outstanding Service Award recipient and all of the nominees.

Operating Paper Committee FY 09 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 review section II.C Election of membership for possible changes to term limits.
- The Committee shall review intent of proxy rules.
- 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
FY09 Goals**

- 1) The committee will 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) The committee will explore possible solutions to the division of A/P Staff within sectors and changes associated with term vs. continuing contracts.**
- 3) The committee will represent the best interest of our constituents in all proposed changes, additions and subtractions to the benefits and services to A/P Staff.**
- 4) The committee will further monitor the process and actions associated with the mandated A/P Staff Time Recording Process.**
- 5) The committee will 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) The committee will 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) The committee will 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.**

**AP Staff Council
Staff Welfare Committee
Goals for 2008-2009**

Members: Carla Coppi (chair), Heidi Jung, Phil Bankester, Barbara Cray Lokaitis

1. Continue to stay current on staff welfare issues by monitoring listservs, articles, etc. containing legislative issues related to employment and retirement.
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. Review survey results from the surveys distributed in FY 07-08 and identify solutions to better serve A/P and increase A/P Staff Council and Staff Welfare Committee awareness.
4. Develop orientation materials for A/P staff and identify distribution strategies.