

**A/P Staff Council
Committee on Committees
FY10 Goals and Objectives**

Tuesday Ashner, Jake Baggott, JD Dunn, Barbara Lokaitis, Dana McKenzie

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 sensitive to 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.

A/P Staff Council
Constituency Relations Committee
FY10 Goals and Objectives

Steve Buhman, Jon Geiger, Amy Rose, Allison Sutphin

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

- The Committee shall coordinate two general constituency meetings during 2009-2010, a Fall luncheon and a Spring reception.
- The Committee shall ensure that new A/P staff members are welcomed to the University and added to the AP-ANNOUNCE listserv.
- The Committee will use the listserv for distributing meeting agendas, minutes, and reminders of the A/P events.

Goal: The Constituency Relations Committee shall represent the interests of the Council on the Administrative/Professional Excellence Awards Committee for the selection of the 2010 Outstanding A/P Staff Member.

- The members of the Constituency Relations Committee shall sit on the Awards Committee.
- The Committee will encourage nominations for the Award.
- The Committee will diligently review all submissions and assist in the selection of the award recipient.
- The Committee shall recognize the award recipient and all of the nominees at the Spring 2010 reception.

Operating Paper Committee

FY 2010 goals

1. The Committee shall review the Operating Paper in order to ensure its guidelines are being followed and consider possible recommendations for changes.
2. The Committee will study Section II.C.3 – election of membership for possible changes to term limits and make a recommendation to the full Council.
3. Review the duties of the Officers and the committees to determine if they are current and appropriate.
4. The Committee will review the proxy rules.
5. The Committee will ask the full Council for potential revisions to the Operating Paper.
6. 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.

**A/P Staff Council
Staff Benefits Committee
FY2010 Goals**

Vern Goode, Pat Eckert, Barbara Nowack, Mike Reiman, and Sharon Walters

- 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 continue to 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.

FY 10 Goals

Staff Welfare Committee

A/P Staff Council

Submitted August 3, 2009 by: Carla Coppi, Chairperson

Committee members: Natalie Branca, Janet Douglas, Sue Tin and Gloria Yunker

- Continue to appoint a member of the Staff Welfare Committee to the Judicial Review Board. Ms. Branca has agreed to serve in this role.
- Develop 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.
- Develop 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 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.