

2023-2024 Administrative & Professional Staff Council
Wednesday, August 28, 2024
1:30 P.M.
Teams meeting

I. Call to Order

The August meeting was called to order by Chair Todd Bryson.

II. Roll Call and Announcement of Proxies

Members Present: Lilia Angel-Post, Tena Bennett, Todd Bryson, Amy Eaton, Jeff Franklin, Rachel Frazier, Caleb Hale, Peter Lucas, Rita Medina, Laura Morgan, Layla Murphy, Josi Rawls, Elyse Weller, Jasmine Winters

Members Absent with Proxy: Carly Holtkamp (Proxy Layla Murphy)

Guest: Melissa Laake

III. Adoption of Meeting Minutes

Motion: L. Murphy

Second: E. Weller

The minutes from 7/24/24 were approved as presented.

IV. Adoption of Meeting Agenda

Motion: L. Morgan

Second: J. Rawls

The agenda for today's meeting was approved as presented.

V. Guest Speaker: (no guest speaker)

VI. Reports

A. Chair- Discussion on Salary Study

T. Bryson stated people couldn't get the survey done due to timing/concerns/not enough time to complete, etc. An email from AVC Nick Wortman was read by T. Bryson which stated he understood everyone's concerns but would still like for people to complete the survey. As of last Thursday, 61% of the staff responded with 75% of the job titles represented in the responses. After talking with CBIZ, they were confident that this was a sufficient percentage of completion to proceed. The JAQ's will be utilized along with the current position descriptions and state class specifications to create new positions, descriptions and slot jobs in the new framework. It's critical to get supervisor input in how the employees describe the work they are doing. T. Bryson stated people who wanted to complete the survey were concerned about their salary being reduced, etc. L. Murphy stated if you are a supervisor, it was not clear that they wanted you to do more. After reviewing it, all it said was if you want to make comments, click here. If you didn't click, there was no way to know that there was another whole survey there for you to do as a supervisor. L. Murphy stated if I was the only R&R who responded and they thought my job was representative of all R&R's, it's not. My job is wildly different from any other R&R. R. Medina stated there is still a lot of misunderstanding on the structure even at our level. People were extremely busy when the survey came out. L. Morgan thought the survey would provide a space to list tasks that you typically do but are not part of your job description. There was no opportunity to leave a comment at the end of the survey. So much information was left out. L. Angel-Post stated she also did not get to include everything on the survey. C. Hale stated the data from the survey doesn't really reflect what the position really is. R. Frazier stated the timing to complete the survey was absolutely the worst. J. Winters wished the survey was simplified

by just writing the additional duties one does. R. Medina stated this goes back to what the Chancellor said – we don't need more staff, we need better processes. R. Medina stated that we can't help you improve your processes at the top because we don't have time to give you all of the feedback that we really want to be giving you. L. Morgan stated a R&R and advisor role can look very different across campus. Someone who has the same job description could be compensated differently, because they are assigned additional duties by that college. J. Franklin said he is under Springfield HR and questioned how to complete the survey. His dean did not know about the survey. J. Franklin stated if we are going to be looking at this, then we need to be looking across the system at all the campuses. T. Bryson stated that the committee will meet in September and will follow up from there.

R. Medina stated she resigned from her position with the Hispanic, Latino Staff and Faculty Council. She wanted to make sure more bilingual staff are in necessary service offices because she noticed there is no Hispanic, Latino representation on the committee. Having compensation for people who are bilingual was discussed.

B. Representatives to University Committees – Elyse Weller/Todd Bryson

Chancellor's Planning and Budget Committee

T. Bryson stated they are going to ask for a 1% raise for us at the September Board of Trustees' meeting. E. Weller stated that in the meeting they went through a lot of numbers (tuition we build, tuition we collected, and how much tuition is waived). To help with getting raises, what is being said is to make sure students are enrolled in at least 15 hours, if not more. If someone is financial aid-full time, that's 12 hours, because you only need 12 hours for a Pell Grant.

C. Committee Appointments

1. Executive Committee – (did not meet)

2. Committee on Committees

E. Weller stated that she was asked to join the Graduate School Council. They have not had a meeting yet.

When we start getting notices for committees that need to place representatives, we will send an email to everyone to see if they are interested in the committee before we submit names.

3. Constituency Relations – R. Medina stated she spoke with Bethany Peppers this morning. We are probably going to try to do another fundraiser with working concessions. I will get more details on that soon.

4. Operating Paper – (no report)

5. Staff Benefits & Welfare – L. Morgan stated they talked about the JAQ surveys. They put a hold on the compensation policies they were working on after AVC Nick Wortman gave his updates, because a lot of that is going to go into this study. They're trying to still follow up with term to continuing. Nick mentioned in the last meeting here that he hadn't heard back from the Chancellor, but overall, it seems supported. It's just that no actions have been taken yet. There was some discussion about needing a better understanding of why some positions were converted to civil service, because it could be by title versus what that role is. They discussed having a newsletter, having possible brown bag lunch & learns, onboarding, boost morale with parking stickers, and discussion about the lack of information. L. Morgan stated there are some colleges or departments that pay for their employees' parking stickers. J. Rawls stated Deb Hutson is leaving at the end of August. There was discussion about students complaining about the lack of parking, not hiring student employees, students not supporting the new foundation building, and faculty being upset about their budgets.

VII. Old Business – 2024-2025 Election

T. Bryson sent everyone the list of A/P employees (since July 3, 2024) based on sector and asked everyone to review it since that is what is used for the elections. Administration and Finance is

down to five people. Based on the operating paper, they get two representatives. We need to look at maybe absorbing them, because human resources is now under the Chancellor. Nick Wortman's title changed to Associate Vice Chancellor and reports to the Chancellor.

VIII. New Business – L. Morgan stated Shelly Gehrke (Associate Provost for Student Success) starts September 9, 2024. We could invite her to our next meeting to hear what her role is going to be on campus.

E. Weller asked if elections are in September. T. Bryson said it's supposed to be soon in the next couple of weeks. We are off the timeline. Members should be seated in September.

J. Franklin asked about the possible 1% salary increase. T. Bryson said that it was for the Carbondale campus for non-represented employees. Chancellor Lane did not mention the School of Medicine when he spoke with T. Bryson.

IX. Adjournment

Motion: - C. Hale

Second: - L. Murphy