

2025-2026 Administrative & Professional Staff Council

Wednesday, October 3, 2025

1:30 P.M.

Teams meeting

I. Call to Order

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

II. Roll Call and Announcement of Proxies

Note: T. Bryson stated we don't have a secretary, so I will call roll.

Members Present: Tena Bennett, Todd Bryson, Amy Eaton, Jeff Franklin, Rachel Frazier, Laura Morgan, Layla Murphy, Josi Rawls, Elyse Weller, Jasmine Winters

Members Absent: Caleb Hale

Guest: Melissa Laake

III. Adoption of Meeting Minutes (April 23, 2025)

Motion: J. Franklin

Second: R. Frazier

The minutes from 4/23/25 were approved as presented.

IV. Adoption of Meeting Agenda

Motion: (n/a)

Second: (n/a)

*See first sentence of Chair Report (VI., A.)

V. Guest Speakers - (none)

VI. Reports

A. Chair – T. Bryson stated the agenda I sent is not the agenda we're going to go with today.

We're not going through all those committee member meetings. I just wanted to talk to you all; I sent you all some data - the sector numbers. It looks like we had to add one to Sector 1 and keep the same in Sector 2, Sector 3, Sector 4 and Sector 5. Looking at what we have in Sector 1, we need to have an election for two people. Sector 2 for three* people. Sector 3 one - Jeff needs to let us know what we're going to do there. Sector 4 two people and Sector 5 we don't need an election. Does everybody see that? L. Morgan stated, "Yes." T. Bryson stated everybody's elected to two or three years? J. Franklin stated three years. T. Bryson stated if we do that, we're still going to have a problem with our off years, the off-year representatives leaving so we don't have to elect everybody like we're doing right now. So, what I put on the agenda that I sent you all today was 2028 and then the new people 2029 - that would have to be a minute in our operating papers or do we have any suggestions from anybody on here? How would we like to do it moving forward? This was just a suggestion. E. Weller stated why don't you have some people be one year, some people be two years, and then the new people that you elect be three years? T. Bryson stated we can do that. We have to have a percentage vote on that. And so that's what I wanted to do here today. J. Franklin stated whatever we decide it just needs to be 2/3 of us to agree. M. Laake and T. Bennett stated you need 7 people to vote in favor (that are in attendance). T. Bryson stated do I have a motion to vote on the election terms 1, 2, and 3 years? T. Bennett stated do we need to clarify that? J. Franklin stated who would stay one year, who would stay two? T. Bryson asked each council member how many years they want to participate on the council.

Number of additional years each Council member *volunteered to serve (term years)*:

Amy Eaton: 1	Josi Rawls: 2	Layla Murphy: 1	Todd Bryson: 2
Rachel Frazier: 1	Elyse Weller: 1	Jasmine Winters: 2	Tena Bennett: 1
Caleb Hale: (absent) *	Laura Morgan: 2	Jeff Franklin: 1	

E. Weller stated even if you say one year, when your year is up, you can run again if you choose to.

Motion: J. Winters

Second: J. Rawls

A vote commenced: 10 yeas, 0 nays, 0 abstentions. The above list of *current AP Staff Council members and their new council terms (to serve) was approved as presented.*

*T. Bryson made a recommendation that Caleb have a 2-year term, unless he wants to change it.

T. Bryson asked for a motion for anyone new who is elected will have a 3-year term. T. Bennett stated that would go back to the bylaws, right Jeff? J. Franklin stated they will be elected for 3 years. T. Bennett stated the election would be for three, so that would just go back to following the bylaws. T. Bryson stated I just want to make sure. M. Laake stated the operating paper that I'm going by states that it was last revised August 19, 2016. That is on the website; it needs to be updated. T. Bennett stated those papers have been updated since then, because we did that. J. Franklin stated yes, we put them forward in February 2022 and approved I think in April 2022. M. Laake asked T. Bryson to email the approved/updated operating paper showing the revised date at the top of the document. J. Franklin stated I think it's in the Teams, in the files. It's something that Wil Clark would have put there because he did it. T. Bryson stated I don't think she was on our Team at that time, she wasn't on our channel, that's probably why. E. Weller stated does someone have a copy they can just send to Melissa? J. Franklin stated I do; I'm doing it.

T. Bryson stated the other thing is that we need to do a two week or there's a four-week process and Jeff, you want to go over that for me – for elections? T. Bryson stated two weeks for submissions and then two weeks for the election process. J. Franklin stated official nominations must be delivered not less than two weeks prior to the date of the election. T. Bryson stated in Sector 1 we need two people, Sector 2 three* - we need to send out for recommendations for that. I have the letters I will send to you all on what we need to do to send to those people. Elyse found those, and I'll make sure we get those out to you today or tomorrow at the latest well, by Monday at the latest. And we'll send those out to everybody that's in those different sectors. We can only recruit people within our own sectors where we need people. So, we'll have that to you by Monday. I think Jasmine, I know you participated before, what program did we use that on? Was it SurveyMonkey? M. Laake stated I have not been a part of any election; the last two have been skipped. T. Bryson stated, right. J. Winters stated I think that's how Josh set it up. T. Bryson stated it was Survey Monkey for recommendations, correct? J. Winters stated, oh, for recommendations? T. Bryson stated submissions. I think it was Survey Monkey and then we did the elections the same way. M. Laake held up the agenda and stated on the left-hand panel of this document it shows nine "vacant" words. T. Bryson stated oh, because we had to add one to Sector 1. Sector 1 went up because Human Resources fell under the Chancellor instead of Administration and Finance. So that added more people to that term if you look at that list I sent you all - for every 30 people they need at least one. So that's where that came from. Under 30 we still need representation for two. M. Laake stated so Sector 2 truly needs four seats filled instead of three (based on the agenda)? T. Bryson stated yeah 4. I'm sorry, four* under Sector 2. T. Bryson stated I believe that the Provost is going to be the hardest, but that will include more academic advisors and recruitment and retention specialists. The other reason why the Chancellor had more is because the Vice Chancellor of Research fell under them as well. We do this differently than just using Vice Chancellors as their reporting line is and how it's reported to us. So, things have changed in the last year on how many representatives we have. There are very, very few. I will tell you the School of Medicine and the Vice Chancellor of Administration & Finance are even less than 60, but they still keep their two representatives, because that's a requirement in the operating papers that you at least have two representatives from each

Sector. E. Weller stated Todd, I sent the documents and stuff to Melissa. I just emailed them to Melissa, what we used for the last election, like the e-mail that we sent. And I have the documents at Sector 3, Sector 4, which will have to be updated to the different sector with the right person that they're supposed to contact.

T. Bryson stated the other thing I want to talk about I know that this has been an interesting week/ week and a half for a lot of people on campus (AP and some other people, non-represented people as far as this CBIZ). From the people I've spoken to, there's some upset people, there's some neutral people, and there's some people who are very, very happy. Some people got a lot of raise, some people got nothing, and some people thought they were supposed to get something and they didn't. But I mean, if you didn't get one, the upgrade, you got 1%. So, I don't know all the people that you may have spoken to or have made any comments to you all, but I know those are the three categories I have been hearing. Has anybody had any other interactions with people that fall out of those categories or want to state about any interactions they've had with staff?

L. Morgan stated I know of a few who've already filled out the survey or questionnaire to appeal. R. Frazier stated I have staff who have already filled out the appeal. E. Weller stated I had staff that did that too. T. Bryson stated did they know which category to fill out the appeal for? Because what I've been told is that they were trying to figure out which category that they felt was wrong in their statement. T. Bennett stated the categories were really confusing to people. That's what it comes down to. I think they were confusing for everybody. I don't think those were explained well either, because I as a supervisor was like, I don't know what to tell you. R. Frazier stated yeah, as a supervisor we received an Excel spreadsheet with those that were impacted; it just showed that new category. It didn't show families or any of the details of that. I was just able to see who was getting increases and what they were going to, but it didn't tell me anything more than that. So then when I heard staff that were upset about it, I had to then ask and inquire, because I didn't get the individual emails.

T. Bennett stated the biggest thing that I've heard a lot of people were upset with is that there were a lot of random title changes that people felt they were - nothing changed but their title. Some things changed and their titles changed. So, they're very pissed that their title is changing. Anybody else have that? T. Bryson stated yes, very much so. T. Bennett stated okay, maybe just ours because we had some title changes, and people are just like I'm feeling demoted just because their title changed. T. Bryson stated I also believed that a lot of people didn't look at the title changes; they didn't know the title changed. T. Bennett stated I don't think people realized titles were going to change, yeah. T. Bryson stated right, I don't think they really understood what that meant. And I also think a lot of people don't realize that some of the ranges for their classification, some went up and some went down; some people are not happy about that as well. I know a lot of people are going to do an appeal on that. I would suggest that you ask your people to look at their letter again and look at the whole document, so they can understand exactly what it meant, because I think their eyes went straight to the salary. They didn't go to the title change or the range. I think the deadline is October 10th. One thing that is supposed to be available now - I don't know if they if they got the glitch out - is that they're now going back to desk audits. So, if you don't do it through the appeal, you can do your appeal through the desk audit. T. Bryson stated desk audits are back open. A. Eaton stated Todd, are they officially back open or are they about to be back open? T. Bryson stated they were supposed to be back open, however, Monday I heard there was a glitch with the system. I didn't know if it's fixed or not, but I know it was supposed to be back open. I only heard that from Civil Service. I know there are a lot of people in Civil Service who are not happy as well. T. Bennett asked if there is an actual process or form for the desk audits. T. Bryson stated there is supposed to be, yes. It's not the same format as it was. A. Eaton stated we made an app for this. I don't think it's released. I think they're testing it this week. That's why I was asking. I know it's very close, but I don't think it's ready. L. Morgan stated those desk audits are for any Civil Service or AP? T. Bryson stated what I was told, yes. J. Winter stated but a desk audit isn't necessarily going to change where you fall within your range, correct - in terms of your longevity and stuff, they're just looking at job duties? T. Bennett stated usually yeah, it's more about job duties. Usually, a desk audit is when you've taken on new responsibilities that weren't in your current job

description. T. Bryson stated the one thing that I was told was that yes, they knew people were going to be upset, some people weren't happy, all those three categories I talked about. However, they wanted me to remind everybody this is the first round - this is the first part of CBIZ. This is Project 2030, so there is still more coming, but this was the first round. These things are going to continue moving forward. J. Winters stated how long do you think an individual should be in a position to be able to gain the midpoint range? T. Bryson stated I struggle with that myself, but I also struggle with this how we operate - that is a departmental issue, not a system issue, I mean SIU as a whole issue. It's a department issue based on their budgets and everything else. So, I can't really say that, but I think that's more departmental. I do know there were glitches in this situation, so that's why the appeal process came out and the desk audits. I do believe that if people are honest and they get the supervisor's support, I believe some more things are going to be changed. So, make sure if you're going to do an appeal, speak to your supervisor; let them know that you're doing that. Your supervisors will not be left out of this, but make sure that you understand what you're appealing when you appeal and be as specific as possible. L. Murphy stated on a desk audit, do you still have to have approval from your supervisor on that? T. Bryson stated I haven't seen the new form. A. Eaton stated honestly, I don't know. But in the past, you could request a desk audit without your supervisor's approval. Now down the road, the supervisor is going to have to approve this anyway. So, I don't see the benefit, because it probably doesn't get anywhere. L. Murphy stated I'm aware of someone quite literally doing two separate jobs who can't get past the supervisor for approval on that. Yet, they were adjudged to be in the right pay range for their category, but it was only for one job. A. Eaton stated yeah, ultimately that audit has to go to that supervisor anyways, and if that supervisor wasn't for it to begin with, I just don't see them changing their minds mid process either. T. Bryson stated I will say this (Tina, Elyse, & Rachel – you all are fiscal officers & can confirm this) I do know that the first e-mail went out to the employee first, and then a day or two later, it went to the fiscal officers of the department. So, they didn't know until they got their spreadsheet. So, it wasn't their decision; they had nothing to do with it. I would suggest having a conversation with your supervisor, but I think you can do a desk audit without your supervisor's approval, but they will have to approve it later. That's my understanding of it. I've never done a desk audit ever, so I don't really know. R. Frazier stated I received the compensation spreadsheet on Monday the 29th at noon. T. Bennett stated they were slowly sent out to fiscal officers. I think starting Monday and Tuesday, it took them like two or three days to get those out. At least I think it took two days for them to get out to all the fiscal officers. R. Frazier stated historically when they were approving desk audits, we have processed some desk audits and got them through the entire process, but it was for *permanent increase* in duties. It was for a staff member who was not being signed a temporary job; it was permanent. We now need to assign you this and it's over and beyond what you're being compensated for, and then we did get the desk audit approved. I've since sent forward two for temporary increases that were eventually going to become permanent. And I was able to do the temporary increase where the person is on and off, right? They get paid for their old job for so long and then they get the temporary increase. I have one person doing that now, because we were told that the desk audits were not getting approved. A. Eaton stated yeah, 30 days on the new upgrade, 5 days with your original position - 30 days up, five days down. R. Frazier stated I have one person in that situation right now, because they're taking on new roles as part of the Course Dog implementation, and they wouldn't approve a desk audit. I don't know what's going to happen when we continue to have to implement the software if we can't get the desk audit through.

T. Bryson stated I haven't met with Chancellor since July 1st, so I will let you know. The one thing I haven't heard is if the hiring freeze is still in effect or is it a hiring chill? I haven't heard either one, but I do know prior to that it was a hiring freeze. I can't confirm what it is right now, but I know before July 1st it was a hiring freeze. L. Murphy stated it's still a freeze. T. Bennett stated freeze on state accounts and local accounts have flexibility. Local accounts are not frozen. They have flexibility, but you have to have a good reason to be able to do it. R. Frazier stated you have to have justification. T. Bennett stated we are still hiring dining staff, because they're a necessity. T. Bryson asked J. Franklin what going on in the School of Medicine – I know you deal with two different HR departments. J. Franklin stated I'm still hiring, so I have not had the same freeze to deal with and been able to hire on my state account. Lori Williams is back over HR for a little bit – a search for a new director has started. We've not had the same

kind of budget impact, and I've hired some institute staff. I've hired some people on the system side, hired three people actually, and I didn't get any push back.

E. Weller asked Todd if the regular meetings are going back to when they are supposed to be (third Wed. of the month). T. Bryson stated yes, starting in November. R. Frazier stated can we go ahead and send those out, the cadence of those out please? T. Bryson stated he will do that today.

B. Representatives to University Committees – n/a

C. Committee Appointments

- 1. Committee on Committees – n/a**
- 2. Constituency Relations – n/a**
- 3. Operating Paper – n/a**
- 4. Staff Benefits & Welfare – n/a**

VII. Old Business – (none)

VIII. New Business

T. Bryson stated the FAFSA is open; make sure your students know that. It is different from last year where the FAFSA was not open October 1st.

E. Weller stated the scholarship Chancellor application is open too, so students that have a 3.8 and are awarded University Excellence will have a chance to fill out the Chancellor Scholarship Application and it's open from October 1st to November 1st. Provost Scholarship will follow, which is for transfer students. That actual application hasn't opened yet, but it will open in the next week or so, but that won't close until February. T. Bryson asked if they are doing interviews again this year? E. Weller stated no, the schools pick who they want. The reason why every student should do it that meets the qualifications is because other students are chosen by the Chancellor or the Vice Chancellor that are recommended by people.

J. Rawls stated we're in a free app drive/free app period until the end of this month, so all the way through Halloween. If you know of anyone who wants to start summer/fall, I mean it applies to spring too, but hopefully they've already applied, but summer/fall 2026, the app fee is waived through the end of October. We are hiring 4 new Admissions Coordinators, one of which will be our Events Coordinator. We've gone through applications, but it's open until filled. We do advertise as a Field Representative, which I know is going to throw some people off if they're looking for an Admissions Coordinator or an Events Planner.

R. Frazier stated Associate Director of Registrar position is posted. That closes I think at the end of next week. So, if you know anybody that has experience in the registrar's office and has a master's degree, please have them apply. Second eight weeks starts on the 13th. We are busy with the Course Dog implementation (software for catalog & curriculum processing, course analytics, scheduling, etc.). We're going to be making a lot of changes with that as well as the UCC redesign. So, a lot of changes are up and coming for curriculum and scheduling. (Course Dog implementation is expected to take approximately 18 months.)

T. Bennett stated Saluki Cares Day is next Wednesday at the pavilion; encourage students to go to that. You can sign up now for the homecoming door decorating competition. I believe live animals have been kicked out of the competition. We are seeing an uptick in mental health as we are near midterms and week eight. Fall Break is next Friday (Oct. 10, 2025) for students and faculty; it's not an administrative closure day.

J. Franklin stated I am retiring on December 31, 2025. I've hired a Director for the Center and the System Institute Director position should be posted next week.

L. Morgan stated I'm in the middle of advising season - appointments and check-ins with at-risk students and so forth. Chiefs are working with Taylor to get a withdrawal deadline reminder sent out to all the students as well as a holds reminder for students who have holds that would prevent registration. We're waiting for that registration date to open. J. Winters stated the withdrawal deadline is October 26th. R. Frazier stated registration opens on the 28th (J. Winters stated – 27th for priority.) L. Morgan stated we're trying to get the withdrawal deadline e-mail

out next week so that we can let them also know about mid semester classes, most of which start on the 13th, even though most of those are closed. We're trying to work on getting more classes open.

L. Murphy stated we wound up with a 25% increase in enrollment over last year. Applications are already up by 70% compared to our last year. So, it should be another really, really good year.

R. Frazier asked Todd if he has heard of changes for Extended Sick Leave. T. Bryson stated yes, I did hear that from Civil Service. I heard they're going to be removing that possibly for Civil Service employees. E. Weller stated I heard that too; they're going to give their days up front like we get. J. Winters asked if they are going to get 43 or 12. J. Rawls stated 20 extra days; 20 up front plus what they accrue. T. Bennett stated it was part of the ACsE's Union negotiations; they asked for all of that, so that's where it's coming from. We stalled out as far as negotiations, because they were waiting for CBIZ to go through.

T. Bryson stated I did hear there is a portion of AP members that are thinking about being unionized. I know at one time we had some academic advisors that were represented, but that is defunct now.

I don't know if you all got the email - it doesn't really affect us yet under the current shutdown - the Equifax and the government, the I9 is being verified but not being verified so we can still hire students because we went to that, but it's still a problem for us. So, we might get a bunch of emails when it comes to doing I9s. So, we went online and if this continues there might be some other delays in our processes. Just remember, there's a lot of grants and stuff that we, the state of Illinois, have gotten that's going to be suspended. So, there's going to be something going on over the next six months or however long it may take for this to stop.

IX. Adjournment

Motion: J. Rawls

Second: T. Bennett