

A&P Council
February 10th, 2004
8:30 am – Cafeteria

Present were:

Paul Heydenburg, Bob Filipp, Jean Pottillo, Walt Sommers, Mark Kipp
Guests included Gary Hamburg and Pat Michel

Approval of minutes from previous meeting:

Mark Kipp moved to accept the minutes. Bob Filipp seconded. All ayes. Motion carried.

Human Resources Discussion:

Gary Hamburg and Pat Michel joined the meeting today to bring the Council up to date with two issues which the Council has been interested in: A&P Orientation and Grievance Procedure Progress

A&P Orientation: Human Resources plans to launch an Orientation Program for Civil Service and A&P combined in April of 2004. Eventually, the program would be held once a month for all new employees. The program would cover topics for all facets of the university except for Insurances. The Health Orientation Program held once a pay period will remain in place.

New Training Sessions are also going to be introduced for Hiring an A&P, Process of Paperwork, Search & Screen, etc.

If feasible, the Buddy Project will also be incorporated around the same period of time.

Grievance Procedure Progress: The draft procedure submitted by A&P Council to Human Resources is currently under consideration by the administration.

HB-2955

Mark Wilcockson provided Jean Pottillo with some additional information on the Sick Leave Compensatory Retirement Option. The original and revised emails sent to the A&P Listserv were incorrect as a result. The Council will issue a new statement with additional references to the A&P Listserv and forward it to other listservs and A&P Councils.

Web Site Review

Looks good – couple of changes have been recommended.
Add FAQ section.
Add A&P Council Mission Statement for front page
Create a Hot Topics of the Day List

This web site will require approval by Marketing and Communications. The Council wants to have this site connected to the NEIU Home page.

Need to setup and start monitoring the A&P Council email account.

A&P Handbook

On hold until web site is completed.

Items posted since last meeting

Notice of a missing item – have not heard if person found his items.

Next item to pursue

A&P Years of Service Awards: The Council has identified the following issues and items:
Suggested award items: 5 year – pin, 10 year – pin, 15 year – pen & pencil, 20 year -
?, 25 year - clock
Identify costs for award items
Identify approximate number of candidates in each category
Create cost scenario
Present to Vice President for Finance and Administration

When are next A&P elections? Need to investigate. Who is up for re-election?

The committee adjourned at 9:28am.