

A&P Council
November 11, 2003
10:30am – 3rd Floor Library

Present were

Mark Kipp, Bob Filipp, Paul Heydenburg and Jean Potillo. Guests included Pat Michel and Gary Hamburg from Human Resources

Approval of Minutes from previous meeting

Mark Kipp moved to accept the 'stream of conscious' minutes written and submitted by Paul Heydenburg. Seconded by Bob Filipp. All ayes. Motion accepted.

Human Resources guests, Gary Hamburg and Pat Michel, then discussed the following topics

Human Resources provided the council with civil service employee award flyers asking that we distribute them amongst the A&P employees for nomination of civil service employees for employee of the month awards.

A&P Orientation – Tricia Colon is working on the civil service orientation process at this time. Her focus will broaden shortly. The Human Resources department now has an HR intern, (senior of HRD program) who is providing support for Tricia. The current orientation focus is primarily benefits. The plan is to incorporate the 'buddy system' concept, (probably get renamed). The Human Resources Office is working with Edmund Hansen on this concept. The goal is to have a preliminary draft program in place for Spring 2004.

Previously Tricia has done a workshop for the Dean of Arts & Sciences on filling out time sheets. Part of the workshop covered a section on vacation and sick leave. This section will be broken out and expanded for A&P employees. In the past, Human Resources has discovered that some supervisors have inadvertently misinformed prospective employees of their sick and vacation leave benefits during the hiring process. It is Human Resources plan to create a document that will be given to the department upon receipt of a Position Authorization Request (PAR) when a new position is created. The document will outline the appropriate sick and vacation benefits for the new position being created.

Grievance Procedure Progress – A&P Council handed out the draft of the A&P Grievance procedure to Human Resources. Jean will email an electronic version to Gary Hamburg. Human Resources will review it and prepare it for the approval process.

A&P Service Year Awards Progress – Gary Hamburg recommends that the A&P Council present a recommendation to the Vice President of Finance & Administration to get this process setup (& carbon Gary Hamburg). To assist in this request, Gary H will provide the A&P Council with a cost estimate for the civil service awards.

Development of Salary Determination Procedure – the Human Resources department recognizes that there are inequities within the system. Human Resources recently took over the A&P hiring process and have begun to review and analyze certain components of the

hiring process. While this issue may not be on the Human Resources agenda this year, it is recognized as an important issue and will begin to be addressed once some other issues are resolved.

Sick Leave Payout Retirement Benefits Question – Gary Hamburg suggests that we have a couple of options. Ask the administration of the university to lobby the state legislature on behalf of the non-negotiated employees of the university. Also, we can provide the non-negotiated with a list of the state representatives and senators and recommend that they write letters informing them of this oversight and ask them to lobby for a change on the non-negotiated employees behalf.

Web Site Review

Create sections – minutes, action items, helpful links, documents

A&P Handbook

Paul provided hardcopy of the electronic documents provided by the civil service group to new employees. These documents will be copied and distributed to the other A&P council members. The A&P council will review and select a couple of sections to tackle for the web site.

Items issued since last meeting

Posted to the listserv since the last meeting – an announcement from 98.7 WFMT looking for volunteers for the on-air membership drive.

Items requested to be posted

A university employee requested that we post an announcement to the listserv warning employees of a poison tree which was found near campus. The council decided not to post this item and recommended instead that this be handled by Facilities Management.

Items to consider

A request to sponsor a charitable organization asking to bring the ‘Toys for Tots’ program to campus was received. Concern was raised that bringing this to campus might distract from other charitable programs already active on campus. There is the Angel Tree program and the Secret Santa/Coat Drive for a local low-income school which are already active on campus. The Council decided to help advertise and support the existing programs and have decided to deny the request to sponsor the ‘Toys for Tots’ organization.

Another request was received to coordinate a cellular phone donation program. Since one was just held this past month and the student charity donation program is looking for cellular phone donations, this request has also been denied.

The meeting was adjourned at 11:50am.