A&P Council Meeting Agenda

December 10, 2019

Member Attendance: Rae Joyce Baguilat Amie Jatta Christopher Maxwell
                  Shreya Patel Rae Joyce Baguilat Lynette Correa-Velez

I. Call to Order / Approval of Minutes
   a. Called at 12:05 p.m.

II. Chair’s Report
   a. Administrative Team Meeting
      I. Amie attended the President’s Open House. Dr. Lopez’s last day is Jan. 21st. An
         interim VP will be appointed by Pres. Gibson. Inquiry about who A&P Council
         will report to will be done.

III. Committee Reports
   a. Board of Trustees
      I. Further following of the $2,000,000 approval for strategic initiatives to be done
         by A&P based on a decision from 11/14. The fund is used to foster growth,
         address University improvements and projects as established as priorities by the
         University Planning and Budget Council (UPBC), consistent with the Legislative
         Audit Commission guidelines.

   b. UPBC Updates
      I. No updates. Next meeting is 12/13

   c. UAC Updates
      I. No updates

   d. Black student Success
      I. Sub-committees are being created in order to effectively address the
         categories listed as of high importance (Policy, Programming, Collaboration
         and Funding/Budget).

   e. Climate Study
      I. Focus groups were conducted in October and information gathered was used to
         design a final survey for the university. Members in the working group that are
         in A&P council had the ability to give input on question designs to account for
         the circumstances that A&P employees face. Recommendations from the
consulting team, Rankin & Associates, will be given and used by various areas in the university to make operations better, efficient, and legally compliant.

IV. Old Business
   a. Onboarding of A&P
      I. A draft will be shared with A&P constituents in March which will be shared in an email sent to all A&P constituents
   b. Professional Development/Mentoring
      I. Next meeting for organizing the program is 12/11 to develop the presentation for the February Learn & Lead. Timeline of the program’s efforts will be shared with A&P Council via communications from Rae Joyce. Applications for being mentors are being accepted until January 31st, 2020. Timeline for the program has been shifted based on objectives still needing to be met.
   c. Grievance Process for A&P Employees & Pay Equity
      I. NEIU does not have an employee code of conduct. Suggestion has been made for the creation of a code of conduct. Motion to create an employee code of conduct. 2nd by Amie. Research will be done to construct a general outline and presented during the January meeting. Outreach to the Ombuds will be made to access historical information on the amount of grievances A&P employees have made in past years.
   d. BYO Lunch Series
      I. Suggestion to have Wednesdays be the day for doing the series. In addition, have the series to be conducted at CCICS and El Centro. First BYO will be Jan. 15th and will be on the 3rd Wednesday of every month. The series will tentatively run until June 2020. May BYO will be at CCICS. April BYO will be at El Centro.
   e. Website Update
      I. Updates are going to be shared with Public Relations to be reviewed for approval before the end of the calendar year.

V. New Business
   a. Spring 2020 meetings
      I. Current meeting schedule will remain as the 2nd Tuesday of each month. Meetings will run for 1.5 hours instead of the 1 hour time frame.
   b. Open Meeting Spring 2020
c. Email constituents
   
   I. Suggestion made about contacting A&P employees about A&P Council operations, things to look forward to, information about the staff mentoring program, and the onboarding program. Communications would potentially go out 12/10.

VI. Announcements
   a. Next Board meetings
      
      I. Thursday, January 16 Main Campus Academic/Student Affairs and Enrollment Management, Committee Meeting

VII. Adjourn - 1:24 p.m.
   a. Next meeting