

## **AOP Meeting Minutes May 15, 2007**

Present: Ann Warren, Kathie Scott, Margaret Beegle, Ann Esson, Jeanne Arntzen, Gloria Ahlers-Uecker, Laura Kigin, Barb Jeffers, Mary Lou Byrne, Patty Pfalz, Roxy Fisher, Jeanette Hughes, Katie Scott, Jayne Kollasch, Mary Claire Schultz, Kay Crawford, Theresa Klauer

We started the meeting by presenting flowers to Barb Jeffers and Mary Lou Byrne, who are both leaving their department coordinator positions. We will miss them, though they are always welcome to our future meetings as “emeriti” coordinators. We also presented flowers to Mary Lorenz, who has left her position in accounting, in appreciation of the tremendous assistance she has provided to us with such good humor.

Though, Mary’s presence at the meeting was to celebrate her, we did have a brief discussion of changes in accounting. Concern was voiced about the staffing shortages there and ongoing concerns about the transition to Banner. Mary mentioned that when/if we eventually begin using “ARGOS” –a report writing function of Banner (I believe) - we will find it more user-friendly. There was also a conversation about the “budget allocating” document we received from Doug Rosenberg, requesting target amounts for our frequently used budget categories. The questions were about the timing and usefulness of this process.

We then had a report from Patty and Roxy about their meeting with Nels Erickson. Many of the issues raised were about requests of us from other offices and the “bad timing” of some of these requests. Some felt that pushing some of the deadlines to summer hours would be helpful, but not all coordinators are using the summer hours and also many of the faculty are gone in summer. It was suggested that an academic department coordinator calendar be created to help with understanding and easing of deadline pressures. We agreed to create a small group to work on creating this calendar. Herta, Kathie, Gloria and Jeanne have agreed to work on this.

At some point in this discussion the group was having many side conversations and it was proposed and agreed upon that we would listen to the speaker who would then call on the next speaker,. People who wish to speak will raise their hands.

One member shared that she has created a student database in Excel that she finds extremely helpful when working on projects like the Update. Two members offered to share their templates for budget-tracking that they have created in Excel. Those templates have already been distributed to the group by e-mail, as of this writing. Another suggestion made to Nels was that there be a centralized location to receive and initially process search files. Patty, Roxy and Theresa will plan to meet with Diane Michelfelder and Lynn Hertz to present the concerns and ideas raised with Nels and by our group.

There was further discussion of a sort of “pay ceiling” for staff in the academic line and this limits any progress our efforts might make to make changes. There was further

discussion of the administrative versus academic opportunities. One idea floated was to have SAC raise this issue.

Another member wondered when we would be receiving letters with information about our compensation for next fiscal year. I have since called Lynn Hertz, who referred me to H.R. I have a message in to Nels. But have not heard back yet. I'll let you all know when I hear something. (From a subsequent email: Herta, The President currently is signing the letters and HR is in the process of generating the total compensation statements which needed to be created anew in Banner/Argos. We hope to have them out as soon as possible - end of the month (May) at latest. – Nels)

Another member suggested that we remember that attending the Office Professional's conference is a form of compensation that those who are interested should take advantage of.

I had to leave, but Mary Claire provided this information from the rest of the meeting.

Respectfully,  
Herta

Planning for AOP for 07-08

Consensus was to have one meeting a month and if other departments want to talk to us they can either schedule a meeting and invite our group or if the topic to be covered is brief, they can be included in the regular meeting.

Here's the schedule:

October	Fine Arts
November	Humanities
December	??
January	Retreat – Olin Rice
February	Carnegie
March	Humanities
April	??
May	Olin Rice

No one was present from Old Main but we are hopeful that they will take one of the above open months. [Old Main definitely will, but let me talk to the others first -HP]

Suggested Agenda Items:

Banner – early in the year

New phones – Kelly Borke

On line requisitioning – Kathy Johnson

On line time sheets

Student employment

Patty, Roxy & Theresa are going to meet with Diane Michelfelder and Lynn Hertz and review the positions they presented to Nels in HR. They will also request funding for programming for AOP for next year.