ACADEMIC PROFESSIONAL ADVISORY COMMITTEE
Minutes
July 8, 2010
9:00 a.m. Brookens 204D

To Be Approved

1) Call to Order
   a. Barbara Cass called the meeting order at 9:01 a.m.
   b. Members present include Shawn Shures, Rose Schweikhart, Clay Bellot,
      Natalie Taylor, Tyler Tanaka, Tammy Craig, Barbara Cass, Jerry Burkhart, and
      Dick Schuldt. Absent was Lori Giordano
   c. Guests present Ed Wojcicki; Patti Sims; Jeanie Capranica; and Toni Langdon,
      CSAC Representative to APAC.

2) Approval of Agenda
   a. Natalie motioned to approve the agenda
   b. Tammy 2nd
   c. Barbara added the following items
      1. Old Business item “c” Administrative Review and Restricting
         Work Group
      2. Add new item “6” New Business and renumber subsequent items
         i. Add item “a” under New Business University-Wide Supplemental
            Benefits Plan Committee
         ii. Add item “b” under New Business UPAAC July 27 Face-to-face
             with President Hogan in Urbana
   d. Motion passed

3) Approval of Minutes June 10, 2010
   a. Jerry motioned to approve the minutes
   b. Clay 2nd
   c. Motion passed

4) Announcements
   a. Natalie volunteered to take minutes at August 12, 2010 meeting.

5) Old Business
   a. APAC Elections
      1. The following APs have been elected to APAC
         i. Jerry Burkhart, At-Large
         ii. John Snyder, At-Large
         iii. Amanda Winters, At-Large
         iv. Jeanie Capranica, District 4
         v. Barbara thanked Jeanie for coming to the meeting today.
      2. Opening for officer nominations and interest
i. Barbara opened up the floor for nominations and self nominations and all nominations at this time will be brought forward to the August meeting
   1. Natalie Taylor was nominated for Treasurer
ii. Barbara reminded that the next UIS APAC Chair will also be UPAAC Chair

b. Chancellor Search – Report on Search Firm Meeting
   i. Tammy reported that she received and collated detailed responses from 14 people. She said that themes that came out included enrollment, retention, fiscal stability, salary equity, UIS having a place in the U of I system, and a lot of discrepancy between items with one person recommending something and another not recommending the same thing. She further stated that someone said that UIS needs a lot of strategic planning and marketing. Other comments were about athletics and a suggestion to add a global perspective to all courses. Another comment was on campus governance.
   ii. Tammy also reported that she and Jamie McGill met with the search firm (Higgins, a Chicago firm) to discuss the results of the survey. She said that CSAC had a report with similar themes. Tammy said she was impressed with the search firm’s grasp of UIS issues and felt like they could finish her sentences. The representatives seem proactive and want to go out there and encourage qualified people to apply for the job.
   iii. Barbara thanked Tammy for the report.

c. Administrative Review and Restructuring Work Group
   2. The emailed discussed how the report from Dr. Ikenberry impacts Academic Professionals at U of I.
   3. Dick mentioned there are some positives which include career progression and professional development.
   4. Ed said that there is an agreement between Alumni, Development and Marketing that somehow they should be working together.

6) New Business
   a. University-Wide Supplemental Benefits Plan Committee
      1. Barbara received an email from Harry Berman about how, in the spring, the Governor approved plans to curtail benefits for future employees under the traditional and defined benefits program, and that U of I is trying to figure out a supplemental plan to remain competitive to offer to future employees. Harry is asking for an AP at UIS to be on a committee that will review this situation. A good person should be someone that is good with numbers, and Barbara said she will send out an email to APs campus wide to see who is interested.
2. Barbara also said she would forward the email to APAC members. Barbara said she would also get more information from Harry about the timeline and time commitments.

b. UPAAC July 27 face-to-face with President Hogan
   1. Barbara received a call from Cory Holt regarding the July UPPAC meeting: the meeting will be a face-to-face in Urbana at the Illini Union from 11 AM to 3 PM and President Hogan will be in attendance from 1:30 to 2:30 PM
   2. Current executive members are invited, and we are being allowed to invite 3 additional APAC members. Barbara would like to select three people that might be officers during the next APAC year.
   3. At that time Natalie nominated Jerry Burkhart for Chair.
   4. Barbara said she was taking names for anyone that would like to go to the July UPAAC meeting.
      i. Jerry said that he would be willing to go.
      ii. Dick also volunteered as interested in going.
      iii. Rose also volunteered to go.
      iv. No one else mentioned they were interested in going.
   5. Natalie said that she would reserve a van for the day.

7) Committee Updates
   a. APAC Website – Clay Bellot
      1. Clay said he has made some changes including where and when the meetings were taking place and some other minor things.
      2. Clay said he also had some suggestions about the ‘Contact Us’ page. He suggested that we could modify the way we have our email address displayed to prevent spam.
      3. Barbara asked about how we can get minutes and agendas online easily. She mentioned that eDocs does not allow the ability to make these items searchable.
      4. Barbara mentioned that she would be willing to help out on the Website Committee. After a brief discussion, everyone present agreed Barbara would be a great asset to the committee.
   b. CRC – Dick Schuldt
      1. Dick passed out the official copy of the voluntary UIS Exit Interview that he obtained from UIS Human Resources.
      2. He mentioned that CRC did meet and to discuss exit interviews.
         i. He reported that Melanie is in the process of creating a database of the results of the Exit Interview. She is also willing to share the closed ended questions with APAC. However, she is reluctant to share the open ended questions due to the sensitive information often shared there.
         ii. Suggestions by CRC to the Exit Interview at UIS
            1. Dick reported that it would be useful to get the division where the employee was employed and keep the name voluntary.
2. Other suggestions included to allow for multiple primary reasons for leaving. Additionally, for the ‘other’ choice, to allow a write in section for the employee to give a definition of what other was.

3. Question 15 the scale is in reverse and could be confusing.

4. Question 18 – CRC wanted to know if equity on salary was internal or external equity as far as salary.

5. Another suggestion was to add a check box to allow the employee to sign off to share information with APAC.

6. CRC wanted APs that are exiting to be given a letter that is from APAC with information on a link to a website to be able to tell anything specifically to APAC to give more feedback or information.

7. CRC recommended that this Exit Interview survey be completed by all existing APs during the next academic year. The information might be interesting and be an overall nice comparison.

8. CRC needs to meet with Bob Lael and perhaps touch base about these exit interview discussions

9. Dick is agreeable to move forward with these suggestions. Barbara suggested a meeting with HR. She later commented that she will setup the meeting.

iii. Dick also wants to ensure diversity of the next selection of members to CRC. He wants new members to be from various units at UIS.

iv. Dick stated that if anyone else has feedback on the Exit Interview form to please send him an email.

v. Ed brought up a point about the Exit Interview survey feedback. He wanted to know if the information would be made public because information shared at APAC meetings are open. There was then a discussion on who would receive the information (CRC or APAC). It was decided CRC has more confidentiality and would thus receive this information. The CRC would report aggregate data to APAC.

c. CSAC – Rose Schweikhart
   1. No meeting
   2. Toni Langdon reported that the Civil Service appreciation day is September 15 at UIS.

d. Campus Senate –Lori Giordano
   1. No report.

8) Public Comments

a. Barbara said that she will contact Mary Ellen McElligott to get a report in August for APAC Committee Memberships.

b. Natalie wanted to thank Barbara, Tammy, and Tyler for their service to APAC.
c. Tammy wanted to point out the considerable amount of work that Barbara did as APAC Chair.

d. Ed said it may be a good idea to give historical APAC artifacts from Deb Koua and past chairs to Archives.

e. Ed wanted to let APs know about continuing education opportunities that are "bubbling up" and about which Harry Berman is very supportive. Ed continued that the continuing ed will roll out in a very decentralized manner, with units being responsible for offering the opportunities. He said that Ray and COLRS will offer some continuing education for those in the community. APs can offer continuing education courses, but will need to speak to their Dean and Division Head about this. It would be a separate appointment and additional forms for excess of 100% appointment would have to be completed.

f. Barbara wanted to thank Tammy, Tyler, and Natalie for their work as part of the executive team. She also wanted to thank Jerry for being a resource.

9) Adjournment

a. Natalie motioned to adjourn.

b. Clay 2nd

c. Meeting adjourned at 10:34 a.m.

Next regular meeting: Thursday, August 12, 2010, 9:00 a.m. Brookens 204D