

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 July 8, 2010

4 9:00 a.m. Brookens 204D

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6 To Be Approved

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8 1) Call to Order

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

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16 2) Approval of Agenda

- 17 a. Natalie motioned to approve the agenda
- 18 b. Tammy 2nd
- 19 c. Barbara added the following items
- 20 1. Old Business item "c" Administrative Review and Restricting
21 Work Group
- 22 2. Add new item "6" New Business and renumber subsequent items
- 23 i. Add item "a" under New Business University-Wide Supplemental
24 Benefits Plan Committee
- 25 ii. Add item "b" under New Business UPAAC July 27 Face-to-face
26 with President Hogan in Urbana
- 27 d. Motion passed

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29 3) Approval of Minutes June 10, 2010

- 30 a. Jerry motioned to approve the minutes
- 31 b. Clay 2nd
- 32 c. Motion passed

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34 4) Announcements

- 35 a. Natalie volunteered to take minutes at August 12, 2010 meeting.

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37 5) Old Business

- 38 a. APAC Elections
- 39 1. The following APs have been elected to APAC
- 40 i. Jerry Burkhart, At-Large
- 41 ii. John Snyder, At-Large
- 42 iii. Amanda Winters, At-Large
- 43 iv. Jeanie Capranica, District 4
- 44 v. Barbara thanked Jeanie for coming to the meeting today.
- 45 2. Opening for officer nominations and interest

- 46 i. Barbara opened up the floor for nominations and self nominations
47 and all nominations at this time will be brought forward to the
48 August meeting
49 1. Natalie Taylor was nominated for Treasurer
50 ii. Barbara reminded that the next UIS APAC Chair will also be
51 UPAAC Chair
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53 b. Chancellor Search – Report on Search Firm Meeting

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

72 c. Administrative Review and Restructuring Work Group

- 73 1. Barbara passed out an email from Holly Burt dated July 8, 2010.
74 2. The emailed discussed how the report from Dr. Ikenberry impacts
75 Academic Professionals at U of I.
76 3. Dick mentioned there are some positives which include career progression
77 and professional development.
78 4. Ed said that there is an agreement between Alumni, Development and
79 Marketing that somehow they should be working together.
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81 6) New Business

82 a. University-Wide Supplemental Benefits Plan Committee

- 83 1. Barbara received an email from Harry Berman about how, in the spring,
84 the Governor approved plans to curtail benefits for future employees under
85 the traditional and defined benefits program, and that U of I is trying to
86 figure out a supplemental plan to remain competitive to offer to future
87 employees. Harry is asking for an AP at UIS to be on a committee that
88 will review this situation. A good person should be someone that is good
89 with numbers, and Barbara said she will send out an email to APs campus
90 wide to see who is interested.

- 91 2. Barbara also said she would forward the email to APAC members.
92 Barbara said she would also get more information from Harry about the
93 timeline and time commitments.
94 b. UPAAC July 27 face-to-face with President Hogan
95 1. Barbara received a call from Cory Holt regarding the July UPPAC
96 meeting: the meeting will be a face-to-face in Urbana at the Illini Union
97 from 11 AM to 3 PM and President Hogan will be in attendance from 1:30
98 to 2:30 PM
99 2. Current executive members are invited, and we are being allowed to invite
100 3 additional APAC members. Barbara would like to select three people
101 that might be officers during the next APAC year.
102 3. At that time Natalie nominated Jerry Burkhart for Chair.
103 4. Barbara said she was taking names for anyone that would like to go to the
104 July UPAAC meeting.
105 i. Jerry said that he would be willing to go.
106 ii. Dick also volunteered as interested in going.
107 iii. Rose also volunteered to go.
108 iv. No one else mentioned they were interested in going.
109 5. Natalie said that she would reserve a van for the day.
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111 7) Committee Updates

- 112 a. APAC Website – Clay Bellot
113 1. Clay said he has made some changes including where and when the
114 meetings were taking place and some other minor things.
115 2. Clay said he also had some suggestions about the ‘Contact Us’ page. He
116 suggested that we could modify the way we have our email address
117 displayed to prevent spam.
118 3. Barbara asked about how we can get minutes and agendas online easily.
119 She mentioned that eDocs does not allow the ability to make these items
120 searchable.
121 4. Barbara mentioned that she would be willing to help out on the Website
122 Committee. After a brief discussion, everyone present agreed Barbara
123 would be a great asset to the committee.
124 b. CRC – Dick Schuldt
125 1. Dick passed out the official copy of the voluntary UIS Exit Interview that
126 he obtained from UIS Human Resources.
127 2. He mentioned that CRC did meet and to discuss exit interviews.
128 i. He reported that Melanie is in the process of creating a database of
129 the results of the Exit Interview. She is also willing to share the
130 closed ended questions with APAC. However, she is reluctant to
131 share the open ended questions due to the sensitive information
132 often shared there.
133 ii. Suggestions by CRC to the Exit Interview at UIS
134 1. Dick reported that it would be useful to get the division
135 where the employee was employed and keep the name
136 voluntary.

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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.

- 182 c. Tammy wanted to point out the considerable amount of work that Barbara did
183 as APAC Chair.
184 d. Ed said it may be a good idea to give historical APAC artifacts from Deb Koua
185 and past chairs to Archives.
186 e. Ed wanted to let APs know about continuing education opportunities that are
187 “bubbling up” and about which Harry Berman is very supportive. Ed continued
188 that the continuing ed will roll out in a very decentralized manner, with units
189 being responsible for offering the opportunities. He said that Ray and COLRS
190 will offer some continuing education for those in the community. APs can offer
191 continuing education courses, but will need to speak to their Dean and Division
192 Head about this. It would be a separate appointment and additional forms for
193 excess of 100% appointment would have to be completed.
194 f. Barbara wanted to thank Tammy, Tyler, and Natalie for their work as part of the
195 executive team. She also wanted to thank Jerry for being a resource.

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197 9) Adjournment

- 198 a. Natalie motioned to adjourn.
199 b. Clay 2nd
200 c. Meeting adjourned at 10:34 a.m.

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