

ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

Minutes

December 3, 2007

5:15 p.m. Brookens 204D

Members present: Bryan Leonard, Jerry Burkhart, Tammy Craig, Barb Cass, Tyler Taneka, Dick Schuldt, Lori Giordano, Becky Grosboll, Clay Bellot and Kathy Roegge

Others present: Carmalita Kemayo, Patty Sims, Dave Antoine, Marya Leatherwood, Aaron Shures, Tom Ambrose, Wes Weisenburn, Carole Rahn, Judy Shipp and Karla Carwhile.

- 1) Call to Order – the meeting was called to order at 5:20pm
- 2) Approval of Agenda – Barb moved and Clay seconded approving the Agenda. Motion carried.
- 3) Approval of Minutes – minutes from the November 8, 2007 meeting will be approved at the Dec. 13 meeting.
- 4) Meeting with Academic Professional – Karla Carwhile had asked to attend an APAC meeting to discuss concerns she has about APs status on campus. She began by talking about the resistance she met when she asked about attending APAC meetings. This resistance concerned her because of APAC's role in providing support to AP's on campus. Because of UIS policies it is difficult for an AP to grieve poor evaluations or non-appointments which is different from policies on other UI campuses. Many UIS APs assume that they do not have the same rights as Academic Professionals on other U of I campus an assumption that she agrees with and offered examples to support this discrepancy but wonders why this is the case. Karla, for the first time she received (she feels) a horrible evaluation when prior she had received good evaluations from her supervisor. The first she knew of any problem was on May 24, when she met with her supervisor to talk about her future on campus then later received a notification of non-reappointment. She feels there was no opportunity to address the evaluation and the issues written there. She also feels there is a conflict in policies regarding evaluations and grievance as they relate to APs. Example – when she sought advice from an outside representative such as a lawyer, she was told she could not do so. Karla went on to discuss different incidents where she felt she received conflicting answers. She would like future APs to have other recourse, more than writing a rebuttal, when they receive a bad evaluation or notice of non-reappointment.

Karla went on to talk about what policies concerning evaluations and grievance policy are on the other campuses UIU and UIC. She felt here there was no other recourse but to go to AEO since she was told it inappropriate to take issues to her supervisor's supervisors. Karla felt that there was not a consistent response from her supervisor about what was happening to her position. She also feels that she has no rights presently on campus, cannot walk freely to conduct accessibility issues without accompanied by Dave Barrows or sit on campus committees, and presently has not received a job description for her position. If this is a pattern on campus what is being done to protect APs on campus.

Jerry opened the meeting up to question first from APAC members then to others in attendance. He also talked about APACs role; we are not concern with the non-reappointment but with the seeming unfair treatment after the notice was sent.

Questions were asked to clarify exactly what she was told about her moving freely on campus. Karla reported she was told that if she needed to do accessibility checks that Dave Barrows was to accompanied her. She did ask about the possibility of doing the checks without Dave but was told that he was happy to escort you. But she has not been directly told that she cannot go to the

cafeteria . But other requests were never responded to, such as visiting the library to research. J. Shipp stated that Karla had been out ill for 5 weeks .

Jerry talked about what response APAC is presently considering including looking at what the other campuses do and the possibility of creating grievance procedures at UIS for APs. He stated APs are the most vulnerable positions on campus.

Another question was asked about her request to teach a class. In the past she had taught more than one class on campus but there is a policy that APs can only teach one course a semester. Marya Leatherwood added that the policy had been implemented over two years ago and was put into place so AP's could not teach three classes at UIS.

Wes did speak to some of the issues that Karla had raise such as her performance evaluation (specifically that she had been apprised of her rights to talk to the next higher supervisor or HR and she did not do this) and the issue of responses to her e-mails and HR meeting with her to talk about these issues. He stated that her e-mails had been answered as timely as possible or that no confidential e-mails were shared with her supervisor except when one regarded the issue of leaves. He did admit that he knew the email was confidential and had not contacted Karla before sharing the e-mail. Wes was also asked a question about the issue of being evaluated on incidents that happened outside of the evaluation's timeframe. He replied that is the policy but HR does not have the right to require the supervisor to change the evaluations.

Jerry pointed out the last paragraph of the statue that created this committee includes a statement that APAC exists to “afford additional recourse for APs for the consideration of grievance”. APAC has no issue with the notification of non-reappointment as we realize that is outside of our purview but are concern about the treatment of Karla after the notification.

5) Old Business

- a. Topics and Questions for December 13 Chancellor's meeting with APAC
 - i. Recruitment and retention
 - ii. Non monetary benefits - Jerry would like to see a committee created to address the campus – example; serving on committees
 - iii. Guest parking

6) New Business

- a. Academic Integrity Committee -
 - i. committee needs to come up with a process to report incidents – who do you report it to? How is the information disclosed? Confidentiality
 - ii. An AP should also serve on the committee.
 - iii. Should be some training on what Academic integrity is or not.

7) Committee Updates

- a. Holiday Party (December 13) – Kathy will send more announcements and the district reps will also push for donations.

8) Public Comments

9) Adjournment – Tyler moved and Barb seconded to adjourn them meeting. Motion carried.

Next meeting –December 13, 9:00 a.m. Brookens 204D