ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

Minutes
December 13, 2007
9:00 a.m. Brookens 204D


Others present: Dave Antoine, Janet Fuiten, Wendy Johnson, Carmalita Kemayo, Carrie Levin, Patty Sims, Aaron Shures, Wes Weisenburn, Ed Wjociki,

Call to Order – The meeting was called to order at 9:05 a.m.

Approval of Agenda – Barbara moved and Tyler seconded approving the Agenda. Motion carried.

Approval of Minutes – postponed until after Chancellor Ringeisen’s remarks.

Chancellor Ringeisen – Chancellor Ringeisen expressed his pleasure to be meeting with APAC, and began his comments with discussion of the budget outlook, which can be viewed two ways: current and future. As regards the current, he is a little concerned now because state budget collections are running behind with a governor hell bent on spending. Concerned there might be an end-year rescission. Last year at this time, UIS started using some reserve funds, but this year we’re holding back. So the good news is, if a rescission is necessary, we shouldn’t notice lack of funds.

Future budget – UIS is proceeding as if we’re never going to see an increase from the state. There likely will be a tuition increase again. The reason we have a reserve is because of tuition increases and reallocations. Raises have been from reallocations, and the Chancellor doesn’t see why that won’t occur next year.

Chancellor feels UIS has never before progressed as far towards our goal of excellence as we have in the last year. He mentioned HLC full reaccreditation, College of Business and Management AACSB accreditation, and the Sloan award for excellence in online teaching. Doesn’t think budget next year will limit that continued progress. Thinks overall, budget will be good again. Administration is being cautious.

As regards the private fundraising campaign: UIS has received pledges, promises, or contributions of $16.2 million towards $28 million goal. Fundraising is important for accessibility and quality.

On some other topics, the Chancellor reported that UIS is still slightly below state average in tuition; a great bargain because of the way UIS teaches: all tenured faculty, small classes, etc. Grants are also doing well. B – B+ on budget

Chancellor Ringeisen turned his attention to a list of questions provided him by APAC. As regards non-monetary compensation issues, he inquired what those might be. Jerry answered that non-monetary compensation includes some other ways of rewarding and making the workplace more hospitable, such as flex-time, parking, equipment, development funds, and so on. The Chancellor said he didn’t see any problem with flex-time. There needs to be rules, but guidelines could be hammered out. The Chancellor also brought up possibility of telecommuting, but this could be
complicated because of being a state organization. Jerry asked if a university-wide committee or
task force could be convened to put together a list/proposal; the Chancellor is open to that.

Chancellor Ringeisen commented on the idea of workshops and seminars in the workplace, but
thought finding workshops that would appeal or help all APs is difficult because we all have such
different duties and responsibilities. He remarked that some of the highest level administrators on
campus are APs, and there are so many differences, that Chancellor can’t know what topics might be
common for all.

Jerry brought up issue of recognition for committee service. The Chancellor thought it reasonable to
consider some sort of inclusion of committee service in evaluation

Chancellor Ringeisen really likes the idea of a brainstorming meeting that would produce a short
report. Jerry said will put together a meeting and formulate a proposal to send to the Chancellor.

On the question about recruiting and retention, Jerry explained the thought is resources are generally
put towards recruiting and retaining the best faculty, and our hope is same it tore for APs & Civil
Service staff. The Chancellor observed that the general pool for raises is the same for faculty and
APs. When AP positions are open, position notices are posted on campus before going out to the
general public. He noted that while the AEO will be a full national search, some positions are more
suitable for regional search. He encouraged us to reach out to good people we know who might be a
good fit for search positions. The Chancellor recognizes that other two campuses pay comparable
positions a higher salary, so UIS compares our salary offerings with peer institutions. We want our
average to be at least average in that group. He welcomes ideas about recruitment and retention.

Jerry moved to the question of using APAC more as an advisory board. Chancellor Ringeisen is
willing to meet with us whenever we want. He noted that frequently, Ed Wojcicki brings ideas and
policies to APAC directly from Chancellor. The Chancellor is very interested in using APAC as a
sounding board and said he will work on making communication a two-way street.

Jerry segued to President White’s resource summit, observing that the initial steps laid out an
interesting road map. The Chancellor thinks the thought behind meeting was to see if some higher
administrative resources could be reallocated to allow for more resources at lower levels. It might
not work as well at UIS, since UIS is already at bare-bones staffing. He thinks finding money will
be harder for UIS, but asking if we are doing the right things and allocating money is the right thing to
do. Jerry suggested looking at where there are duplicate services on all three campuses and where it
might be better to centralize some things. Chancellor Ringeisen said that in last few years, we have
been using the language and processes of a system. We need to look at what might better be pooled
and what might be better decentralized. Where centralization doesn’t work so well is in areas of
capital budgeting.

The next question posed to the Chancellor was in regards to visitors to campus and the issue of
perceived inhospitality: what can UIS do to make it easier for visitors to get here, get around, park,
etc? Chancellor Ringeisen said it has come to his attention how difficult it is for visitors to find the
buildings they are looking for because of lack of signage; he is working on getting signage. As
regards parking, Chancellor Ringeisen has come to think that what we do might be the most
efficient process. He thinks our system is good one (tickets being issued, but visitors writing
“visitor” on the ticket and sending it back). He suggested that UIS should perhaps have a sign in
each parking lot headed “if you are a visitor” with information about the parking ticket process and
also provide the information in large print on parking tickets about what to do. Also, provide a drop box on each parking lot for the tickets.

The Chancellor also discussed his hopes for a Visitors Center and the possibility of issuing hang tags, but that’s not an option now. He offered that parking meter areas are in place not to make money but to provide parking places for visitors. In general, the only complaint he gets from visitors is parking. However, he has a different concern: for most events, we bring visitors in back door, they leave by the back door, and never see our campus. There have been suggestions to have some of the meetings in other buildings so that visitors coming to meetings can see our campus.

Chancellor Ringeisen commended Ed Wojcicki, saying he (the Chancellor) is fortunate to have Ed working with him: “the Chancellor runs the campus and Ed runs the Chancellor.”

Chancellor Ringeisen spoke to us about the recent reported rapes on campus. He said that Channel 20 made an issue about the memo he sent to the campus community. Essentially, UIS is a little city and can’t have police at every door and can’t prohibit parties and alcoholic beverages in apartments. Channel 20 said UIS refused to give description of suspect; there is no reason to give a description because alleged perpetrator is known. The incident is being thoroughly investigated. The UIS Police chief did all the right things: got a female officer in; got evidence to Springfield police for forensics; Student Life and Counseling Center have stepped forward; athletic director and coaches have stepped forward. The Chancellor said, based on the evidence, “there will be no sensational story.” It is unfortunate that it takes a month or longer for forensic evidence to be analyzed, he said, but we should feel confident that things are being done in the right way. If there are guilty parties, they will be treated accordingly.

Chancellor Ringeisen left at 10:00 a.m.

Approval of Minutes
Minutes of November 8, 2007: Change minutes to reflect that Marque Haupert and Ryan Prosser were not part of the LGBTQ presentation. Change Campus Senate report language to reflect the report concerning problems with accommodations for students with disabilities are “alleged” problems and that report was presented by the ROAD Committee. Further, the report was refuted by Judy Shipp, et al.

Minutes of December 3, 2007:
Add Ed Wojcicki and Janet Fuiten to “others present” at meeting.
Change language to reflect that is “not possible,” rather than “difficult” for APs to grieve evaluations.
Change language to reflect the restriction that limits how many classes an AP can teach is not campus-wide, but a Student Affairs policy.
In discussion of minutes, Wes suggested that our minutes might be subpoenaed and some of us may also be subpoenaed. He asked that changes be made to reflect he erred in passing on the confidential email. After discussion and both Lori and Barbara providing their notes, it was decided to put a statement in these meeting notes that his passing on the confidential email was an error and it has been corrected.

Lori moved and Tammy seconded to approve the minutes. Motion carried.
Old Business

Bursar’s Hours statement: Mike Bohl contacted Jerry about the whys and wherefores of the statement and would like to meet or have a representative meet with us. Tyler noticed the sign has changed to read postal service at Bursar’s Office and wondered if packages wore now being sent. Bryan reported CSAC talked about Bursar issue. He asked if we should have statement before or after we meet with Mike Bohl. Group decided we will have statement ready before we meet with him. Barbara will get statement done by mid-January so APAC can meet with CSAC for joint approval of statement, which we will then submit to Mike.

New Business (addressed out of agenda order)

Regarding Evaluations and Grievances
Jerry would like suggestions for evaluations at January meeting. He thinks the evaluation issue will take some time. In terms of moving forward with the grievance process, we need to exercise due diligence: talk to people from this campus and from UIUC. If we proceed, overseeing a grievance process is a very serious and hard step that will take lots of time and effort from many people. APAC needs to make an informed decision. We ill perhaps find we want to try to modify the existing process. Jerry’s timeline is that perhaps by summer we can make a recommendation.

Old Business

Campus Closure
Dave Antoine reported that CSAC discussed the issue quite a while. CSAC’s issue is about how supervisors communicate. It’s not so much about CS staff not having to come to work, but that the guidelines are clear. There is lots of confusion and problems with supervisors about whether or not to come in, take time off, etc. CSAC wants to meet with Chancellor’s office to make things more black and white and clearer. Jerry remarked that one thing in original response - one area of agreement - was that radio and webpage announcements were not enough sites to get closing information out, but these are still the only informational outlets. Jerry noted confusion about the liberal leave policy. There is a list of all kinds of contingencies in which sometimes liberal leave policy is in effect and sometimes it isn’t. Ultimately, the Chancellor makes the decision if the liberal leave policy is in effect. If liberal leave is to allow the individual to decide if it’s too dangerous to come to work, then it really should be up to individual. Jerry encouraged Ed to keep pushing to get everything in writing. Dave indicated how the supervisors communicate with civil service needs to be clear-cut. He reiterated that CSAC really wants to talk face-to-face with Chancellor Ringeisen. Decisions aren’t always made early enough to impact all, so there needs to be a firm policy.

Bekky asked if there is a system to notify everyone. Clay said there’s something in the works; policy hasn’t been completely established. Ed indicated there will be a message on switchboard outgoing message. Dave said it will help to know who is on essential list.

Jerry expressed to Ed that one of the things APAC and CSAC wanted when we sent initial document is to have a conversation, and would welcome a conversation with Ed. Ed thinks the kinds of questions being asked now should be answered at unit level. Units in which essential services are provided need to work out policy in their units. A policy can’t really be developed that applies to all units. Jerry clarified that Dave’s concern is that units may not be following through and creating written or defined policies.
Dick has a somewhat different concern about the sentence that says when classes are cancelled, the normal expectation is that campus will be open. If it is not safe for faculty & students, why is it safe for APs and Civil Service staff? He maintains the language used might be the problem, and a change in wording might resolve the problem. Lori has similar concerns: the “most extreme circumstances” should apply to all staff. However, she disagrees that changing the language will change the way it affects people.

Clay referred to a concept in IT about business continuity. Each department should have a structure that clearly spells out what will occur and how the process will be facilitated.

Jerry maintains the liberal leave policy should be in effect all the time. The visceral objection is the inequality of treatment. Make the liberal leave policy work and train supervisors to make it work.

Jerry wants to continue the conversation. Ed wants to hear specific examples; he is not hearing anything he hasn’t heard in last 6 months. The spirit of the liberal leave policy is that it is always in effect, but that can’t be written down for various reasons. He will talk to vice-chancellors about getting policies in writing.

Lori’s understanding is that developed policies are for essential services; Jerry said policies are needed for all units.

Jerry stated that if another situation occurs and some employees are affected, he hopes they will come forward with their complaints. APAC members were directed to record specific ideas, questions, etc., and he will provide these to Ed as concrete suggestions and ideas. We will work with CSAC to gather these.

**Resource Page** – Clay Bellot

The Web Committee met about 2 weeks ago and discussed converting the website to Contribute so that they could share responsibilities. Committee would like suggestions for what should go on the resource section, and they are considering providing other links to AEO, Ombuds, etc. Jerry suggested providing documents we get that we can distribute. One of the things that came to light is we don’t receive updated minutes; will need those when we post minutes online. A suggestion was made to line number minutes. A template will be developed as website is transferred to Contribute.

Clay will send email asking for resource page suggestions

**Announcements** (addressed out of agenda order)

Wes announced HR is sponsoring a meeting on December 18 for folks interested in smoking cessation. There will be a 6 week program starting in January. Wes encouraged us to let people know; it will be a free program. Regarding supervisors who could be doing things better: HR is consistently training to help supervisors, and there is lots of healthy discussion at those sessions. Wes asked for suggestions for any other training that might be helpful.

**Old Business**

**Covey Training** – Barbara Cass

Wayne Stahl (Associate VP Human Resources -- University Administration) can provide the training and proposes that training only 10 people would be most efficient. APAC members feel we need to be prepared to meet demand, and it’s not fair to limit to such a small number of APs. Barbara will prepare an email with information about the training to be sent out to all APs, and feedback will be requested to determint interest in training.
New Business

Resource Summit – Jerry Burkhart
The Summit was really a brainstorming session to get people to talk about how we use our resources. The expectation is that U of I will be able to maintain current budget levels. It’s important to determine where the best places are to put resources in order to get the best use. If reductions are necessary, areas of duplication are most appropriate places to cut. Also, it was stressed that if reduction are necessary, they won’t be immediate, but over a 5 year period and many will happen through attrition. President White emphasized “relentless pursuit and radical positive change”

Committee Updates

CRC Update – Dick Schuldt
CRC cancelled meeting because of conflict with supervisor training

CSAC – Dave Antoine
Jamie McGill will represent CSAC at January meeting. CSAC endorsed the NCAA initiative. Will be soliciting more help for the annual Staff Auction.

Campus Senate – Lori Giordano
No report; meeting cancelled.

Holiday Party
The APAC Holiday Party is this afternoon at 4:00 p.m. in the PAC Restaurant. Members were encouraged to attend and donate money and/or food.

Comments
Comment from Jerry about December meeting with Karla: APAC will continue to work on some of the issues of evaluation /grievance that arose in that meeting and will keep monitoring Karla’s particular situation.

Public Comments
Carmalita asked if APAC will meet at same time (9:00 a.m., second Thursday of each month) in the next semester; yes. She reported that a draft about Academic Integrity should be available in late January and representatives from that committee will visit with various groups.

Adjournment: Lori moved and Bekky seconded to adjourn the meeting. Motion carried. Meeting adjourned at 11:20 a.m.

Next meeting: January 10, 9:00 a.m., Brookens 204D.