

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 December 13, 2007

4 9:00 a.m. Brookens 204D

5
6 Members presents: Clay Bellot, Jerry Burkhart, Barbara Cass, Tammy Craig, Lori Giordano, Bekky
7 Grosboll, Bryan Leonard, Dick Schuldt, and Tyler Tanaka.

8
9 Others present: Dave Antoine, Janet Fuiten, Wendy Johnson, Carmalita Kemayo, Carrie Levin, Patty
10 Sims, Aaron Shures, Wes Weisenburn, Ed Wjociki,

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

13
14 **Approval of Agenda** – Barbara moved and Tyler seconded approving the Agenda. Motion carried.

15
16 **Approval of Minutes** – postponed until after Chancellor Ringeisen’s remarks.

17
18 **Chancellor Ringeisen** – Chancellor Ringeisen expressed his pleasure to be meeting with APAC,
19 and began his comments with discussion of the budget outlook, which can be viewed two ways:
20 current and future. As regards the current, he is a little concerned now because state budget
21 collections are running behind with a governor hell bent on spending. Concerned there might be an
22 end-year rescission. Last year at this time, UIS started using some reserve funds, but this year we’re
23 holding back. So the good news is, if a rescission is necessary, we shouldn’t notice lack of funds.

24
25 Future budget – UIS is proceeding as if we’re never going to see an increase from the state. There
26 likely will be a tuition increase again. The reason we have a reserve is because of tuition increases
27 and reallocations. Raises have been from reallocations, and the Chancellor doesn’t see why that
28 won’t occur next year.

29
30 Chancellor feels UIS has never before progressed as far towards our goal of excellence as we have in
31 the last year. He mentioned HLC full reaccreditation, College of Business and Management
32 AACSB accreditation, and the Sloan award for excellence in online teaching. Doesn’t think budget
33 next year will limit that continued progress. Thinks overall, budget will be good again.
34 Administration is being cautious.

35
36 As regards the private fundraising campaign: UIS has received pledges, promises, or contributions of
37 \$16.2 million towards \$28 million goal. Fundraising is important for accessibility and quality.

38
39 On some other topics, the Chancellor reported that UIS is still slightly below state average in tuition;
40 a great bargain because of the way UIS teaches: all tenured faculty, small classes, etc. Grants are
41 also doing well. B – B+ on budget

42
43 Chancellor Ringeisen turned his attention to a list of questions provided him by APAC. As regards
44 non-monetary compensation issues, he inquired what those might be. Jerry answered that non-
45 monetary compensation includes some other ways of rewarding and making the workplace more
46 hospitable, such as flex-time, parking, equipment, development funds, and so on. The Chancellor
47 said he didn’t see any problem with flex-time. There needs to be rules, but guidelines could be
48 hammered out. The Chancellor also brought up possibility of telecommuting, but this could be

49 complicated because of being a state organization. Jerry asked if a university-wide committee or
50 task force could be convened to put together a list/proposal; the Chancellor is open to that.

51
52 Chancellor Ringeisen commented on the idea of workshops and seminars in the workplace, but
53 thought finding workshops that would appeal or help all APs is difficult because we all have such
54 different duties and responsibilities. He remarked that some of the highest level administrators on
55 campus are APs, and there are so many differences, that Chancellor can't know what topics might be
56 common for all.

57
58 Jerry brought up issue of recognition for committee service. The Chancellor thought it reasonable to
59 consider some sort of inclusion of committee service in evaluation

60
61 Chancellor Ringeisen really likes the idea of a brainstorming meeting that would produce a short
62 report. Jerry said will put together a meeting and formulate a proposal to send to the Chancellor.

63
64 On the question about recruiting and retention, Jerry explained the thought is resources are generally
65 put towards recruiting and retaining the best faculty, and our hope is same it tore for APs & Civil
66 Service staff. The Chancellor observed that the general pool for raises is the same for faculty and
67 APs. When AP positions are open, position notices are posted on campus before going out to the
68 general public. He noted that while the AEO will be a full national search, some positions are more
69 suitable for regional search. He encouraged us to reach out to good people we know who might be a
70 good fit for search positions. The Chancellor recognizes that other two campuses pay comparable
71 positions a higher salary, so UIS compares our salary offerings with peer institutions. We want our
72 average to be at least average in that group. He welcomes ideas about recruitment and retention.

73
74 Jerry moved to the question of using APAC more as an advisory board. Chancellor Ringeisen is
75 willing to meet with us whenever we want. He noted that frequently, Ed Wojcicki brings ideas and
76 policies to APAC directly from Chancellor. The Chancellor is very interested in using APAC as a
77 sounding board and said he will work on making communication a two-way street.

78
79 Jerry segued to President White's resource summit, observing that the initial steps laid out an
80 interesting road map. The Chancellor thinks the thought behind meeting was to see if some higher
81 administrative resources could be reallocated to allow for more resources at lower levels. It might
82 not work as well at UIS, since UIS is already at bare-bones staffing. He thinks finding money will
83 be harder for UIS, but asking if we are doing the right things and allocating money is the right thing to
84 do. Jerry suggested looking at where there are duplicate services on all three campuses and where it
85 might be better to centralize some things. Chancellor Ringeisen said that in last few years, we have
86 been using the language and processes of a system. We need to look at what might better be pooled
87 and what might be better decentralized. Where centralization doesn't work so well is in areas of
88 capital budgeting.

89
90 The next question posed to the Chancellor was in regards to visitors to campus and the issue of
91 perceived inhospitality: what can UIS do to make it easier for visitors to get here, get around, park,
92 etc? Chancellor Ringeisen said it has come to his attention how difficult it is for visitors to find the
93 buildings they are looking for because of lack of signage; he is working on getting signage. As
94 regards parking, Chancellor Ringeisen has come to think that what we do might be the most
95 efficient process. He thinks our system is good one (tickets being issued, but visitors writing
96 "visitor" on the ticket and sending it back). He suggested that UIS should perhaps have a sign in
97 each parking lot headed "if you are a visitor" with information about the parking ticket process and

98 also provide the information in large print on parking tickets about what to do. Also, provide a drop
99 box on each parking lot for the tickets.

100
101 The Chancellor also discussed his hopes for a Visitors Center and the possibility of issuing hang
102 tags, but that's not an option now. He offered that parking meter areas are in place not to make
103 money but to provide parking places for visitors. In general, the only complaint he gets from visitors
104 is parking. However, he has a different concern: for most events, we bring visitors in back door,
105 they leave by the back door, and never see our campus. There have been suggestions to have some
106 of the meetings in other buildings so that visitors coming to meetings can see our campus.

107
108 Chancellor Ringeisen commended Ed Wojcicki, saying he (the Chancellor) is fortunate to have Ed
109 working with him: "the Chancellor runs the campus and Ed runs the Chancellor."

110
111 Chancellor Ringeisen spoke to us about the recent reported rapes on campus. He said that Channel
112 20 made an issue about the memo he sent to the campus community. Essentially, UIS is a little city
113 and can't have police at every door and can't prohibit parties and alcoholic beverages in apartments.
114 Channel 20 said UIS refused to give description of suspect; there is no reason to give a description
115 because alleged perpetrator is known. The incident is being thoroughly investigated. The UIS
116 Police chief did all the right things: got a female officer in; got evidence to Springfield police for
117 forensics; Student Life and Counseling Center have stepped forward; athletic director and coaches
118 have stepped forward. The Chancellor said, based on the evidence, "there will be no sensational
119 story." It is unfortunate that it takes a month or longer for forensic evidence to be analyzed, he said,
120 but we should feel confident that things are being done in the right way. If there are guilty parties,
121 they will be treated accordingly.

122
123 Chancellor Ringeisen left at 10:00 a.m.

124 125 **Approval of Minutes**

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

131
132 Minutes of December 3, 2007:

133 Add Ed Wojcicki and Janet Fuiten to "others present" at meeting.

134 Change language to reflect that is "not possible," rather than "difficult" for APs to grieve
135 evaluations.

136 Change language to reflect the restriction that limits how many classes an AP can teach is not
137 campus-wide, but a Student Affairs policy.

138 In discussion of minutes, Wes suggested that our minutes might be subpoenaed and some of us may
139 also be subpoenaed. He asked that changes be made to reflect he erred in passing on the confidential
140 email. After discussion and both Lori and Barbara providing their notes, it was decided to put a
141 statement in these meeting notes that his passing on the confidential email was an error and it has
142 been corrected.

143
144 Lori moved and Tammy seconded to approve the minutes. Motion carried.

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146

147 **Old Business**

148

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

156

157 **New Business** (addressed out of agenda order)

158

159 **Regarding Evaluations and Grievances**

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

166

167 **Old Business**

168

169 **Campus Closure**

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

184

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

188

189 Jerry expressed to Ed that one of the things APAC and CSAC wanted when we sent initial document
190 is to have a conversation, and would welcome a conversation with Ed.

191 Ed thinks the kinds of questions being asked now should be answered at unit level. Units in which
192 essential services are provided need to work out policy in their units. A policy can't really be
193 developed that applies to all units. Jerry clarified that Dave's concern is that units may not be
194 following through and creating written or defined policies.

195 Dick has a somewhat different concern about the sentence that says when classes are cancelled, the
196 normal expectation is that campus will be open. If it is not safe for faculty & students, why is it safe
197 for APs and Civil Service staff? He maintains the language used might be the problem, and a
198 change in wording might resolve the problem. Lori has similar concerns: the “most extreme
199 circumstances” should apply to all staff. However, she disagrees that changing the language will
200 change the way it affects people.

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

203
204 Jerry maintains the liberal leave policy should be in effect all the time. The visceral objection is the
205 inequality of treatment. Make the liberal leave policy work and train supervisors to make it work.
206 Jerry wants to continue the conversation. Ed wants to hear specific examples; he is not hearing
207 anything he hasn't heard in last 6 months. The spirit of the liberal leave policy is that it is always in
208 effect, but that can't be written down for various reasons. He will talk to vice-chancellors about
209 getting policies in writing.

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

212
213 Jerry stated that if another situation occurs and some employees are affected, he hopes they will
214 come forward with their complaints. APAC members were directed to record specific ideas,
215 questions, etc., and he will provide these to Ed as concrete suggestions and ideas. We will work
216 with CSAC to gather these.

217 218 **Resource Page** – Clay Bellot

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

226 227 **Announcements** (addressed out of agenda order)

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

233 234 **Old Business**

235 236 **Covey Training** – Barbara Cass

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

242
243

244 **New Business**

245
246 **Resource Summit** – Jerry Burkhart
247 The Summit was really a brainstorming session to get people to talk about how we use our resources.
248 The expectation is that U of I will be able to maintain current budget levels. It’s important to
249 determine where the best places are to put resources in order to get the best use. If reductions are
250 necessary, areas of duplication are most appropriate places to cut. Also, it was stressed that if
251 reduction are necessary, they won’t be immediate, but over a 5 year period and many will happen
252 through attrition. President White emphasized “relentless pursuit and radical positive change”
253

254 **Committee Updates**

255
256 **CRC Update** – Dick Schuldt
257 CRC cancelled meeting because of conflict with supervisor training
258

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

262 **Campus Senate** – Lori Giordano
263 No report; meeting cancelled.
264

265 **Holiday Party**

266 The APAC Holiday Party is this afternoon at 4:00 p.m. in the PAC Restaurant. Members were
267 encouraged to attend and donate money and/or food.
268

269 **Comments**

270
271 Comment from Jerry about December meeting with Karla: APAC will continue to work on some of
272 the issues of evaluation /grievance that arose in that meeting and will keep monitoring Karla’s
273 particular situation.
274

275 **Public Comments**

276 Carmalita asked if APAC will meet at same time (9:00 a.m., second Thursday of each month) in the
277 next semester; yes. She reported that a draft about Academic Integrity should be available in late
278 January and representatives from that committee will visit with various groups.
279

280 **Adjournment:** Lori moved and Bekky seconded to adjourn the meeting. Motion carried. Meeting
281 adjourned at 11:20 a.m.
282

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