ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

MINUTES
March 13, 2008
9:00 a.m. Brookens 204D

Members present: Clay Bellot, Jerry Burkhart, Barbara Cass, Tammy Craig, Bryan Leonard, Lori Giordano, Bekky Grosboll, Dick Schult, and Tyler Tanaka

Others present: James Burgdorf, Barbara Ferrara, Deb Koua, Aaron Shures, Kelly Thompson, Ed Wojciski and (unknown-to-me guest).

Call to Order – The meeting was called to order at 9:04 a.m.

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

Approval of Minutes – Barbara and Lori each had substantive changes, which they will forward later to members for approval. Tammy moved and Clay seconded approving the Minutes with changes to be approved later. Motion Carried.

Grievance Procedure Examination
Barbara Ferrara provided background on due diligence by original APAC in determining role APAC should serve regarding grievances and distributed a “History of Development of UIS AP Grievance Process” document. She related that a great deal of effort was spent in first years examining grievance processes on other campuses. An administrative grievance process was developed at UIS and a grievance process subcommittee was created.

APAC explored the idea of forming with the other two campuses a means of hearing and mediating grievance; determined to be to not feasible due to time and expense. Attended UIUC PAC “Workshop on Academic Professional Grievances” to glean information from that group’s process.

Ultimately concluded that APAC should not serve as a grievance committee because of:
1) Time commitment;
2) Conflict of Interest – because of UIS’s small size, difficult to be impartial and confidential; and
3) Avoidance of adversarial role – APAC seeks to be a positive force – Barbara F. still thinks this is the primary reason for APAC to avoid being a grievance committee.

UIC Legal counsel advised APAC against taking on legal liability of grievances.

Agreement made in 1999 that APs would be covered with the faculty grievance policy, but asked APs to wait a year because that policy was new: wanted to get bugs worked out.

Upon reflection, Barbara believes:
APAC should do everything it can to encourage resolution to resolve conflicts before they become conflicts and thinks we should still avoid being cast in an adversarial role.

Deb Koua remembered that in the current grievance process, there is a long list of things that can’t be grieved, mostly that involved employment. She recalls that APAC was looking at things that were not connected to termination, evaluations, etc.
Disadvantage for APs is that we all have just a one year contract. Jerry thinks another concern is that Marcellus is retiring and we don’t know administration’s plans for Ombuds Office. Barbara F. suggested that we should argue to the Chancellor that the Ombuds Office continues and is afforded resources.

Jerry offered that APAC has three options to consider as we discuss whether or not to handle grievances: We can do nothing; We can make recommendations to improve process; or APAC can take over grievance process.

Deb recommends legal council input; is surprised that Urbana is still doing the process because of potential legal ramifications.

When asked, Barbara F. agreed we could post the “History of Development of UIS AP Grievance Process” document on website.

Old Business

Bursar’s Hours Statement
Bursar’s statement was sent to Chancellor, who forwarded it to Mike Bohl. The statement will be reviewed at next Cabinet meeting.

Covey Training
Deb Koua reported a group of 15 APs participated in the afternoon and morning two-day workshop. Feedback, overall, was positive. APAC provided ½ the cost through Professional Development funding. Group comprised a cross-section of participants from all units across campus. Deb feels another development opportunity would be well-received next year, but perhaps a different topic. Barbara C. and Tammy reported on the effectiveness of the training. Jerry suggested sending out potential topics – Deb suggested in the fall. Group agreed we will hold money out of Professional Development funding for next year’s training.

Professional Development/ CAPE Award
Barbara C. reported that 59 requests for a total of $45,626 were received during the first and second rounds of Professional Development funding. Of these, 41 awards totaling $22,589 were granted with another 15 APs benefiting from the Covey Training.

As regards CAPE: there have been 14 nominations thus far. Nominations will be taken until Monday, March 17.

March 20 General Meeting
Jerry reminded APAC members to bring a food item; coffee & tea service will be provided.

Clay suggested that we ask the Chancellor to speak at one of our General Meetings, as we are an advisory board to him, which will be considered.

HR Evaluation Form
Tyler reported that Wes was going to talk to the Chancellor’s Cabinet to see if they would support changes to evaluation form (some small changes w/ instructions). About upward evaluation – support needed from the Chancellor’s office; suggestion made to pursue after evaluations are done for this year.

Lori asked what questions of those proposed were used. All suggestions provided were used in one form or fashion. Dick suggested that all questions/statements be short, concise and specific and that there should be no more than 20 questions and take only about 5 minutes to complete. Bryan said 11
questions were presented at CSAC. Tyler said he will bring questions for us to see. Bryan asked if there will be a notes/comments section. Tyler said no, the idea is just to gauge campus. Bryan reported that according to Wes & Dave Antoine’s comments at CSAC, a note/comments section may be added. Dick reported that the only identifying info. asked will be division. Aaron reported that the committee purposely did not want comments, as it could be an identifying factor and also difficult to evaluate. Reported that Wes suggested that information about supervisory climate could be gleaned that could assist in providing targeted supervisory training.

In response to Ed’s question about who sees results and what happens to aggregate results, Tyler replied that it is undetermined at this point; that’s something Wes will talk about with Cabinet. The question of who will see results must be answered. Ed thinks list of questions is terrific. He plans to give those questions to his direct reports, which he then wants shared with his boss (the Chancellor).

**UPPAC**

Jerry reminded us that we are to develop a list of University-wide AP concerns/topics/ suggestions, which we will share with UPPAC to be reduced to a list of 2-3 issues to present to Pres. White. Jerry will mention this at the general meeting. Send ideas to Jerry.

**Student Volunteer Services & Civic Engagement**

Kelly Thompson reported an overview of the Office and her job. She serves as a liaison between community service areas and students who want to be involved. Kelly wants to continue to build UIS image in the community. She is serving on an advisory committee with District 186 Springfield schools to build mentoring program for students and is formalizing the process so UIS student volunteers will be able to know the expectations and process. The office serves and administer Americorps grant; 9 students are working through office this year. UIS TIVO provides weekly volunteer opportunities.

Kelly asked if we are actively involved in community groups, please let her know so she can network with them as well.

Becky asked if students can still tutor for 185 – yes. Also, tutors/mentors can serve as role models and help expose students to life beyond high school.

In response to Tyler’s question, Kelly relayed that students can do service learning through the SVSCE office. Over 90 students are involved in service activities.

**Campus Senate Sustainability Committee**

Lori reported the composition of committee originally did not include an AP. She suggested an AP should be included on committee and was told Dave Barrows and others would be brought in. Lori pointed out these were not voting members, but pretty much got shot down. Following a discussion between Pat Langley and Jerry, it was determined APAC will now have a voting representative on the committee. At the second reading of the resolution, Michelle Gillen suggested a CSAC should also be represented; motion passed including APAC & CSAC members.

**Committee Updates**

**Compensation Review Committee**

Salary Equity Resolution

Dick reported changes were made to emphasize the encouragement of a full Hay Study, to recommend publicizing the internal study to supervisors and all APs, and emphasize APAC’s willingness to work with Administration in dissemination of information/materials.
Dick presented an updated draft of “Observations/Findings/Recommendations Concerning UIS Evaluation Process” that includes adjustment of time frames and reordering the listing of concerns for emphasis. Dick reported this is just the beginning, but impact/results are already being seen. A suggestion was made to add a sentence indicating a call to action. The document will be sent to the Chancellor, the Provost and to HR.

Bekky asked if there should there be a means to add performance evaluation to merit raises. Is CRC looking into how merit raises are determined? Jerry asked Ed if how merit raises are awarded is codified. CRC was charged to look into these questions.

Campus Senate

Lori reported on the last two Campus Senate meetings.

Meeting of February 22

A committee from the Great Lakes conference will do site visit.

Academic Integrity Town meetings were announced.

Provost Berman discussed the effort to communicate quickly with the campus community resulting from the NIU tragedy.

Budget issues – funds are available to cover this year’s shortfalls, but future years could be problematic. COPLAC visit did occur.

Michelle Gillen reported that CSAC is considering workshop to address emergency preparedness.

Discussion about the Counseling Center: Is there an advisory board for counseling center? A report was requested detailing what counseling center is doing to address student concerns.

Passed review of non-tenure track faculty.

First reading of Sustainability Committee – Lori asked for APAC member

Want to create a committee to address student learning assessments.

Change to make-up of Academic Technology Committee to change membership to reflect important constituents.

Meeting of March 7

Harry reported there are budget reserves for this year.

Last time state funded salary equity was 2001; successive years funding has been through tuition.

Capital fund-raising efforts are above projections.

A committee was created to look at student learning assessments.

First reading of resolution to change INO to Liberal & Integrative Studies.

Committee on Admissions, Recruitment, and Retention

Resolution was not written in the way it was presented originally to Office of Enrollment Management. Senate felt committee went beyond scope by addressing issues of processes and even scheduling. Huge attendance at meeting as many are concerned about changes to admissions policies. Faculty had concerns about make-up of some of their classes (very prepared/under prepared students). More services needed to tend to students less prepared to be successful. Concerns about recruitment process: what are students being told, because once they got here, they were unprepared and did not come to classes. Recommendation that OEM would write suggested changes to be discussed at next Campus Senate meeting.

Tammy asked about budget – no clarification about where money is coming from.

APAC Website

Clay reported the committee had not met, but will meet to determine what will be submitted to web services for Contribute upgrade. Jerry suggested committee meet and bring recommendations to APAC.
CSAC
Bryan reported not enough members present at meeting to make quorum. CSAC would still like additional AP representation on CSAC Staff Scholarship Auction. Essentially, they would like an AP as co-chair. Jerry suggested if we know anyone who might be interested, let him know, and he will also solicit through emails. The next auction is October 28.

AEO Search Update
Tyler reported interviewees will be selected next week. Presentations will be made candidates on how to structure and carry out a search committee. Presentations will be open to public. The hope is to hire soon, before end of semester

Adjournment – Lori moved and Bryan seconded. Motion carried. Meeting adjourned at 11:00 a.m.
Next meeting: General Meeting on Thursday, March 20, at 9:00 a.m. in Brookens Auditorium.
Next regular APAC meeting: Thursday, April 10, at 9:00 a.m. in Brookens 204D.