

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE
2 MINUTES
3 March 13, 2008
4 9:00 a.m. Brookens 204D
5

6 Members present: Clay Bellot, Jerry Burkhart, Barbara Cass, Tammy Craig, Bryan Leonard, Lori
7 Giordano, Bekky Grosboll, Dick Schult, and Tyler Tanaka
8

9 Others present: James Burgdorf, Barbara Ferrara, Deb Koua, Aaron Shures, Kelly Thompson, Ed
10 Wojciski and (unknown-to-me guest).
11

12 **Call to Order** – The meeting was called to order at 9:04 a.m.
13

14 **Approval of Agenda** – Tyler moved and Clay seconded approving the Agenda. Motion carried.
15

16 **Approval of Minutes** – Barbara and Lori each had substantive changes, which they will forward later to
17 members for approval. Tammy moved and Clay seconded approving the Minutes with changes to be
18 approved later. Motion Carried.
19

20 **Grievance Procedure Examination**

21 Barbara Ferrara provided background on due diligence by original APAC in determining role APAC
22 should serve regarding grievances and distributed a “History of Development of UIS AP Grievance
23 Process” document. She related that a great deal of effort was spent in first years examining grievance
24 processes on other campuses. An administrative grievance process was developed at UIS and a
25 grievance process subcommittee was created.
26

27 APAC explored the idea of forming with the other two campuses a means of hearing and mediating
28 grievance; determined to be to not feasible due to time and expense. Attended UIUC PAC “Workshop
29 on Academic Professional Grievances” to glean information from that group’s process.
30

31 Ultimately concluded that APAC should not serve as a grievance committee because of:

- 32 1) Time commitment;
33 2) Conflict of Interest – because of UIS’s small size, difficult to be impartial and confidential; and
34 3) Avoidance of adversarial role – APAC seeks to be a positive force – Barbara F. still thinks this is the
35 primary reason for APAC to avoid being a grievance committee.
36

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

38 Agreement made in 1999 that APs would be covered with the faculty grievance policy, but asked APs to
39 wait a year because that policy was new: wanted to get bugs worked out.
40

41 Upon reflection, Barbara believes:

42 APAC should do everything it can to encourage resolution to resolve conflicts before they become
43 conflicts and thinks we should still avoid being cast in an adversarial role.
44

45 Deb Koua remembered that in the current grievance process, there is a long list of things that can’t be
46 grieved, mostly that involved employment. She recalls that APAC was looking at things that were not
47 connected to termination, evaluations, etc.
48

49 Disadvantage for APs is that we all have just a one year contract. Jerry thinks another concern is that
50 Marcellus is retiring and we don't know administration's plans for Ombuds Office. Barbara F. suggested
51 that we should argue to the Chancellor that the Ombuds Office continues and is afforded resources
52

53 Jerry offered that APAC has three options to consider as we discuss whether or not to handle grievances:
54 We can do nothing;
55 We can make recommendations to improve process; or
56 APAC can take over grievance process.
57

58 Deb recommends legal council input; is surprised that Urbana is still doing the process because of
59 potential legal ramifications.
60

61 When asked, Barbara F. agreed we could post the "History of Development of UIS AP Grievance
62 Process" document on website.
63

64 **Old Business**

65 **Bursar's Hours Statement**

66 Bursar's statement was sent to Chancellor, who forwarded it to Mike Bohl. The statement will be
67 reviewed at next Cabinet meeting.
68
69

70 **Covey Training**

71 Deb Koua reported a group of 15 APs participated in the afternoon and morning two-day workshop.
72 Feedback, overall, was positive. APAC provided ½ the cost through Professional Development funding.
73 Group comprised a cross-section of participants from all units across campus. Deb feels another
74 development opportunity would be well-received next year, but perhaps a different topic. Barbara C.
75 and Tammy reported on the effectiveness of the training. Jerry suggested sending out potential topics –
76 Deb suggested in the fall. Group agreed we will hold money out of Professional Development funding
77 for next year's training.
78

79 **Professional Development/ CAPE Award**

80 Barbara C. reported that 59 requests for a total of \$45,626 were received during the first and second
81 rounds of Professional Development funding. Of these, 41 awards totaling \$22,589 were granted with
82 another 15 APs benefiting from the Covey Training.
83 As regards CAPE: there have been 14 nominations thus far. Nominations will be taken until Monday,
84 March 17.
85

86 **March 20 General Meeting**

87 Jerry reminded APAC members to bring a food item; coffee & tea service will be provided.
88 Clay suggested that we ask the Chancellor to speak at one of our General Meetings, as we are an
89 advisory board to him, which will be considered.
90

91 **HR Evaluation Form**

92 Tyler reported that Wes was going to talk to the Chancellor's Cabinet to see if they would support
93 changes to evaluation form (some small changes w/ instructions). About upward evaluation – support
94 needed from the Chancellor's office; suggestion made to pursue after evaluations are done for this year.
95

96 Lori asked what questions of those proposed were used. All suggestions provided were used in one
97 form or fashion. Dick suggested that all questions/statements be short, concise and specific and that
98 there should be no more than 20 questions and take only about 5 minutes to complete. Bryan said 11

99 questions were presented at CSAC. Tyler said he will bring questions for us to see. Bryan asked if there
100 will be a notes/comments section. Tyler said no, the idea is just to gauge campus. Bryan reported that
101 according to Wes & Dave Antoine's comments at CSAC, a note/comments section may be added. Dick
102 reported that the only identifying info. asked will be division. Aaron reported that the committee
103 purposely did not want comments, as it could be an identifying factor and also difficult to evaluate.
104 Reported that Wes suggested that information about supervisory climate could be gleaned that could
105 assist in providing targeted supervisory training.
106

107 In response to Ed's question about who sees results and what happens to aggregate results, Tyler replied
108 that it is undetermined at this point; that's something Wes will talk about with Cabinet. The question of
109 who will see results must be answered. Ed thinks list of questions is terrific. He plans to give those
110 questions to his direct reports, which he then wants shared with his boss (the Chancellor).
111

112 **UPPAC**

113 Jerry reminded us that we are to develop a list of University-wide AP concerns/topics/ suggestions,
114 which we will share with UPPAC to be reduced to a list of 2-3 issues to present to Pres. White. Jerry
115 will mention this at the general meeting. Send ideas to Jerry.
116

117 **Student Volunteer Services & Civic Engagement**

118 Kelly Thompson reported an overview of the Office and her job. She serves as a liaison between
119 community service areas and students who want to be involved. Kelly wants to continue to build UIS
120 image in the community. She is serving on an advisory committee with District 186 Springfield schools
121 to build mentoring program for students and is formalizing the process so UIS student volunteers will be
122 able to know the expectations and process.

123 The office serves and administer Americoprs grant; 9 students are working through office this year.

124 UIS TIVO provides weekly volunteer opportunities.

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

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

129 In response to Tyler's question, Kelly relayed that students can do service learning through the SVSCE
130 office. Over 90 students are involved in service activities.
131

132 **Campus Senate Sustainability Committee**

133 Lori reported the composition of committee originally did not include an AP. She suggested an AP
134 should be included on committee and was told Dave Barrows and others would be brought in. Lori
135 pointed out these were not voting members, but pretty much got shot down. Following a discussion
136 between Pat Langley and Jerry, it was determined APAC will now have a voting representative on the
137 committee. At the second reading of the resolution, Michelle Gillen suggested a CSAC should also be
138 represented; motion passed including APAC & CSAC members.
139

140 **Committee Updates**

142 **Compensation Review Committee**

143 Salary Equity Resolution

144 Dick reported changes were made to emphasize the encouragement of a full Hay Study, to recommend
145 publicizing the internal study to supervisors and all APs, and emphasize APAC's willingness to work
146 with Administration in dissemination of information/materials.
147

148 Dick presented an updated draft of “Observations/Findings/Recommendations Concerning UIS
149 Evaluation Process” that includes adjustment of time frames and reordering the listing of concerns for
150 emphasis. Dick reported this is just the beginning, but impact/results are already being seen. A
151 suggestion was made to add a sentence indicating a call to action. The document will be sent to the
152 Chancellor, the Provost and to HR.

153

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

157

158 **Campus Senate**

159 Lori reported on the last two Campus Senate meetings.

160 Meeting of February 22

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

162 Academic Integrity Town meetings were announced.

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

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

166 COPLAC visit did occur.

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

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

170 Passed review of non-tenure track faculty.

171 First reading of Sustainability Committee – Lori asked for APAC member

172 Want to create a committee to address student learning assessments.

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

175

176 Meeting of March 7

177 Harry reported there are budget reserves for this year.

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

179 Capital fund-raising efforts are above projections.

180 A committee was created to look at student learning assessments.

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

182

183 Committee on Admissions, Recruitment, and Retention

184 Resolution was not written in the way it was presented originally to Office of Enrollment Management.

185 Senate felt committee went beyond scope by addressing issues of processes and even scheduling. Huge

186 attendance at meeting as many are concerned about changes to admissions policies. Faculty had

187 concerns about make-up of some of their classes (very prepared/under prepared students). More

188 services needed to tend to students less prepared to be successful. Concerns about recruitment process:

189 what are students being told, because once they got here, they were unprepared and did not come to

190 classes. Recommendation that OEM would write suggested changes to be discussed at next Campus

191 Senate meeting.

192

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

194

195 **APAC Website**

196 Clay reported the committee had not met, but will meet to determine what will be submitted to web

197 services for Contribute upgrade. Jerry suggested committee meet and bring recommendations to APAC.

198

199 **CSAC**

200 Bryan reported not enough members present at meeting to make quorum. CSAC would still like
201 additional AP representation on CSAC Staff Scholarship Auction. Essentially, they would like an AP as
202 co-chair. Jerry suggested if we know anyone who might be interested, let him know, and he will also
203 solicit through emails. The next auction is October 28.

204

205 **AEO Search Update**

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

209

210

211 Adjournment – Lori moved and Bryan seconded. Motion carried. Meeting adjourned at 11:00 a.m.

212

213 Next meeting: General Meeting on Thursday, March 20, at 9:00 a.m. in Brookens Auditorium.

214

215 Next regular APAC meeting: Thursday, April 10, at 9:00 a.m. in Brookens 204D.