

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 April 10, 2008

4 9:00 a.m. Brookens 204D

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6 Members present: Bryan Leonard, Jerry Burkhart, Tammy Craig, Dick Schuldt, Bekky
7 Grosboll, Clay Bellott. Members not present: Lori Giordano, Kathy Roegge, Barbara
8 Cass.

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10 Others present: Carmalita Kemayo, Patty Sims, Ed Wojcicki, Donna Haynes, Wes
11 Weisenburn

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13 **Call to Order** – the meeting was called to order at 9:06 a.m.

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15 **Approval of Agenda** – Jerry noted Vera from the UIUC campus needed to reschedule to
16 discuss Grievance Policies and Procedures. She may be available for the May or June
17 meeting. Clay moved and Bekky seconded approving the agenda. Motion carried.

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19 **Approval of Minutes** – Dick moved and Brian seconded to approve the agenda for the
20 meeting. Motion passed.

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22 **Old Business**

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24 **Cape Award**

25 Bekky reported on Barb's behalf that three nominees were selected by the Cape
26 committee and forwarded to Chancellor Ringeisen for final selection. The award
27 ceremony will be held on April 15, 2008 in the PAC Restaurant at 4:00 p.m. Chancellor
28 Ringeisen will present the award at 4:30 p.m. An email notification will be sent out to
29 the campus publicizing the event and all 15 nominees. The 2008 CAPE Award
30 Nominees are: Tom Ambrose, Michael Bloechle, Linda Cox, Tammy Craig, Andy Egizi,
31 Lori Giordano, Dana Goodrum, Kim Hayden, Janette Kirkham, Jim Korte, Holly
32 McCracken, Lynn Otterson, Rogelio Salvador, Barbara Selvaggio, and Lisa Whelpley.
33 The Chancellor's office contributed an extra \$50.00 due to the increase in the cost of
34 food, so the menu could remain the same as last year. Monetary concerns were expressed
35 about the cash bar, since a minimum drink purchase would be necessary to offset the cost
36 for servers.

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38 **March 20, 2008 General Meeting**

39 Jerry reported virtually no concerns were presented this year by the approximate sixty
40 attendees in comparison to previous years. There are probably still concerns but could
41 possibly be reflective of a downward trend in issues.

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43 Patty Sims expressed the time recording issue was brought about due to an ethics
44 question which states "Do we document our time? The answer is no we don't." Patty
45 indicated civil service does report and faculty/AP's are exempt and report time in
46 half/full days. The state doesn't go along with, if we're off, we're working. Therefore,

47 each campus tested reporting time in minutes. Examples of UIS departments testing were
48 Human Resources and the Provost office. The pre-test was completed last month and
49 there has not been a projected time established to date for the project to be implemented.
50 Patty noted the system separates leave reporting from pay reporting and can be done daily
51 or weekly making it easy to catch up. Also, there is no routing system. Once the time is
52 submitted, it doesn't require a supervisor's approval. It just simply goes into the system
53 for auditing purpose. To clarify how time is reported, the employee indicates total time
54 (in 15 minute increments) which includes if an employee works beyond the regular
55 scheduled time, travel time, work from home etc. However, don't report lunch time.
56 Benefits of the system could help employees illustrate total time worked to make case for
57 review of job description, workload etc.

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59 Jerry reported several good comments were made by those attending the general meeting.
60 The plans are to do a general meeting in fall 2008 with the Chancellor and a meeting
61 focusing on grievance, when information has been collected and APAC feels ready to
62 present findings to all AP's for feedback.

63 64 **UPPAC – AP University Wide Issues**

65 Jerry reported UPPAC will be meeting April 29, 2008. He is encouraging APAC to
66 solicit information for ideas to be presented at UPPAC's next meeting. An example Jerry
67 provided was non-monetary issues and reminded everyone the issues should be for all
68 three U of I campuses.

69 70 **Grievance Process**

71 Jerry reported since Vera from the UIUC campus was unavailable for today's meeting,
72 that he tentatively hopes to have her attend the May, 2008 meeting and to invite UIS
73 Legal Council to the June, 2008 meeting to discuss the grievance process. Jerry
74 expressed he hopes to have an extra session of APAC to compile thoughts and determine
75 direction. A follow up meeting campus wide would be scheduled to gather additional
76 input.

77 78 **NEW BUSINESS**

79 80 **Committee Appointments**

81 Jerry indicated Mary Ellen McElligott has agreed to remain the Chair for Committee on
82 Committees and will compile a list for APAC to review terms ending and upcoming
83 vacancies. Timeline for last year included first of August notification sent to AP's with
84 new terms taking effect in September. Three appointments were made last year. Status
85 of Sustainability Committee includes one applicant to date.

86 87 **APAC Elections**

88 In reference to APAC elections, the notice last year was sent out the first part of May and
89 elections were held during late June and early July. New members took seat in August to
90 align with the academic year. Last year was the second year in a row without any seats
91 being contested.

92

93 **Campus Planning and Budget** – Donna Haynes reported the Campus Senate asked for
94 clarification on the top 5 priorities stipulated by the Campus Planning and Budget
95 Committee. The following are the top 5 priorities:

- 96
- 97 1) Achieve greater academic excellence in teaching and learning by allocating 33 % of
98 available resources, in particular to bring into reality the long over due Faculty Institute for
99 teaching excellence (Goal 1, Strategic Thrust 1);
- 100 2) Achieve greater excellence in scholarship by allocating 16 % of additional resources
101 (Goal 1, Strategic Thrust 2);
- 102 3) Address the long standing needs of the campus, in particular, to continue to provide the
103 faculty, academic professionals and civil service staff an appropriate adjustment for salary
104 compression, equity and competitiveness by allocating 15 % of available resources (Goal 6,
105 Strategic Thrust 2);
- 106 4) Enroll a larger and more diverse student body by allocating 10 % of available resources
107 (Goal 5, Strategic Thrust 2), and
- 108 5) Retain and graduate a larger and more diverse student body by allocating 7 % of available
109 resources (Goal 5, Strategic Thrust 3).

110
111 Donna indicated the Faculty Institute would encompass hiring a staff person for the support
112 office which could be an AP. She also reported a discussion occurred at Campus Senate to
113 provide department chairs with an increase in pay. In regard to recruitment and retention, the
114 need for more local marketing was discussed. Other topics discussed included the need to
115 add additional undergraduate degree programs, salary equity, and infrastructure such as the
116 library renovation to take over the rest of Brookens.

117 118 **Supervisor Feedback Survey**

119 Wes Weisenburn asked to report on the supervisor feedback survey prior to public
120 comments, because he had another meeting to attend. Jerry agreed. Wes provided a draft
121 of the supervisor survey which would be presented to employees at the end of the
122 performance evaluations. He indicated he would be forwarding the survey to the
123 Chancellor for approval. However, he indicated he was still taking feedback and has also
124 presented the survey to CSAC. He is hopeful the survey will provide good data on
125 supervisor performance. The surveys will be mailed out with a return envelope with
126 follow up reminders. The completed surveys can be sent anonymously to the Survey
127 Research Office either by campus mail or the U.S. Postal Service. Wes indicated the
128 information will be used to identify trends in divisions in order to structure trainings and
129 its purpose is to be viewed as a constructive tool. Wes also expressed the questions were
130 primarily from suggestions by Civil Service employees and AP's and is a positive way to
131 gain feedback to prevent retaliation. Jerry reported this was a good first step and
132 hopefully will continue to provide an upward evaluation process.

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134 Bursar Hours – Jerry reported that Mike Bohls or a representative will be invited to an
135 APAC meeting to discuss the Bursar hours of service and the status of mailing packages
136 from campus should be announced in about a week.

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138 Ed Wojcicki reported the Chancellor's office decided to replace the Ombuds position and
139 the intent is to continue to make it work.

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Carmelita Kemayo reported the first reading of the Academic Integrity Policy was met with unexpected resistance. The second reading will take place during the April 18th meeting. Objections were related to the automatic reporting requirement to report directly to the Provost instead of first going to the Dean. Carmelita indicated the rewrite will be provided to Jerry tomorrow.

Committee Updates

CRC – Dick Schuldt reported the CRC didn't meet. The next meeting will focus on the information sheet, process of merit raises and the evaluation process as a learning process. Also Dick requested that a reminder be sent out to AP's regarding the CRC's role in the opportunity to meet confidentially. Dick will draft language for the email.

Campus Senate – See attached minutes from the March 21st meeting. Ed reported a review is ongoing to determine unspent and unobligated funding. Requests are being made to slow spending.

APAC Website – Clay reported the committee was unable to meet. The new website will use Contribute and will be more interactive and include minutes from APAC meetings.

CSAC – Becky reported CSAC will be putting together a vague statement for Dr. Miller's review. APAC also needs to nominate a representative to serve on the Staff Auction committee. Angy Egizi volunteered to serve, and it was agreed upon by APAC with no objections that Andy would be the representative. CSAC made comments about the supervisor survey.

Public Comments

Covey Training – Donna Haynes reported Covey trainees got together for a follow up session with five trainees attending. They shared and updated each other about how they were using the information gained from the training.

Adjournment: Clay moved and Dick seconded to adjourn the meeting. Motion carried. Meeting adjourned at 10:35 a.m.

Next meeting: May 8, 2008, 9:00 a.m., Brookens 204D.