

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 May 8, 2008

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5 Call to Order – Jerry called the meeting to order

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7 Approval of Agenda – Barb moved and Lori seconded to approve the agenda. Motion carried.

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9 Approval of Minutes – Barb moved and Becky seconded to approve the minutes. Motion carried.

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11 Guest - Vera Mainz, UIUC - Grievance Process

12 Jerry introduced the guest speaker and explained why we asked her to speak about the grievance
13 process at UIUC. Vera started with setting the AP scene at Urbana, prior to their present policy the
14 grievance process took a lot of the committee's time, sometime 30%. All grievances start with the
15 grievance officer, the year before when Vera was the officer, she dealt with eight grievances but this
16 year there has been fewer. She gave it up because of the burnout and suggested we need to consider
17 the time needed to deal with the process. The process was in place when Vera, one issue she
18 suggested we look at is confidentiality. When a grievance is filed a letter is sent to the supervisor
19 informing them about the complaint, s/he will want to see the documents but the committee does not
20 make it available. The committee tells the supervisor they only want to ask questions about the
21 situation. For the first time this year they had a grievance about salary. At UIUC they can only
22 grieve salary if it is about discrimination for race, gender, etc. To investigate they ask the HR dept
23 to give them a list of similar positions in the dept and what raises they received. In this instance it
24 found that there was other staff with a poorer review than he who received a higher raise.

25
26 Vera walked the committee through the flowchart explaining the process. A grievance needs to be
27 filed in a timely manner, within 6 months. When CAP receives a grievance they get a copy of the
28 complaint usually on paper but are starting to do some, with permission, by e-mail. CAP reads the
29 whole document, any member that has knowledge of the person or problem will leave the room or
30 excuse themselves from the process. Those left read the document and decide if it is a complaint
31 they can handle or if it is handled by a campus policy. If it is accepted the grievant, chancellor, etc.
32 are all notified. Two things can happen; the grievance officer can do a preliminary investigation,
33 asking for personnel file to see if proper procedures were followed. If the proper procedures were
34 followed then the grievance is dismissed. But if they see something that doesn't look right the
35 committee will do a formal investigation. The committee does not advocate for the grievant but
36 will only conduct an investigation to see if there is cause for filing a complaint. Jerry asked if this
37 does sometime put them in conflict with their other missions, Vera responded yes but they will not
38 participate in writing the grievance or filing the complaint. Dick if the majority of the complaints
39 from APs against a supervisor, again she responded yes this is the case.

40
41 Barb asked about mediation and if the committee does the mediation. Vera responded they only do
42 simple mediation but not a formal one. Their HR people are trained in mediation, but the committee
43 has been trying to get some training for mediators on campus or use someone outside of campus.
44 The CAP grievance process is only for APs. Someone asked if their chancellor had ever not agreed
45 with the decision. Vera respond yes and he is the last word but they are allowed to ask questions
46 about the negative decision. Once the chancellor has made his decision the only beyond that is the
47 grievant can write a letter appealing the decision to the chancellor, but again he is the last word. If
48 the committee feels that it is nongrievable the grievant will then sometimes be sent to HR to talk to
49 them about the problem. UIUC HR office does deal with APs and other academics not just civil
50 service. They also have created a HR website where the information that APs need can be found.

51

52 Because we are such a small campus Jerry brought up the issue of conflict of interest. Vera
53 suggested we consider was having someone from UIUC, with no conflict of interest, to act as a
54 mediator. On UIUC the committee is usually made up of CAP members.
55

56 An investigation can be the grievance officer only just looking at the personnel file. If it goes to a
57 full investigation the full committee meets and request any needed documents such as personnel file.
58 They meet with the people they need to talk to hear all sides. CAP has the authority to require
59 anyone directly involved to come to talk to the committee. Sometimes follow up investigation can
60 be conducted by the chair. When they interview they pick a neutral site and never schedule anyone
61 for more than an hour or less, the committee prepare a list of questions to ask to help them see where
62 the complaint was going. The chair always explains the process and timeline but divides rest of the
63 process between the committee. The supervisor is never gave a copy of the full grievance. Once
64 the interviewing process is over the chair will ask the committee what is their recommendation.
65 Recommendations range from reinstatement to more training/oversight of the supervisor or they will
66 find that the grievant has no cause for the complaint. After the committee agrees on the
67 recommendation they list their findings and why they arrived at their recommendation. No report is
68 written until all the 3 committee members agrees. The draft of the report goes to anyone mentioned
69 in the report. Dependent on the recommendation they will sometime send the draft to parties
70 involved. They get 14 working days to respond but with only new information not reinterpretation
71 of the findings. Everything comes back to the grievance officer and the committee looks at the draft
72 and any other responses. If there are any changes made the committee needs to give their reasons
73 for the change. The final report goes to full CAP and they vote on the final approval and it is sent to
74 the chancellor plus anyone who is directly involved. Within a month they usually have the
75 chancellor response and at that point the Council is finished with the process. The process usually
76 takes between 3 – 6 months. They have never had the chancellor involved in the draft stage but the
77 President has been involved.
78

79 At times the committee has recommended that someone file a grievance. Vera feels the grievance
80 process has had a positive impact on their campus highlighting the need for changes in policy,
81 practices and procedures both on the unit and campus levels. She also feels that the benefits
82 outweigh any costs or time involved with the process. Their grievance policy resulted from
83 recommendations of the Rothbaum report, a study that looked at professional personnel. The
84 training is handled by the HR person who handles AP, legal officer and a person from equal
85 opportunity. They are trained on how to do an investigation, ask questions, write a report, etc. based
86 on documents from the committee. At the end of the process the report and personnel
87 documentation goes to HR but any notes are destroyed. The committee goes to HR periodically for
88 updates on different units or personnel.
89

90 Old Business

91 AEO Search update – Tyler Tanaka - ???
92

93 New Business

94 UPPAC April 29 Videoconference/University wide issues.???
95

96 ***APAC minutes taken by Barbara Cass, May 8, 2008 after K. Roegge left the meeting.***
97

98 CRC – Dick Schuldt - CRC did not meet, so nothing to report.
99

100 Campus Senate – Barbara Cass reported briefly on April 18 meeting. The UIS Academic
101 Integrity Policy was approved; it will go into effect in Fall '08. An Academic Integrity Council was
102 approved with an AP as a non-voting member. Barbara requested the AP member have voting
103 rights; response was that traditionally only faculty have had voting rights on academic committees.

04 Barbara suggested to APAC that we address the issue of APs being more full considered on such
05 committees as many APs work with and/or intersect regularly with academic issues.

06
07 APAC Website – Clay was not present, but it was reported that he is working on updating the
08 site.

09
10 CSAC – No Report

11
12 Campus Budget and Planning – Donna Haynes - The Budget and Planning will be on hiatus for a
13 year because of Pres. White’s Resource Summit and because the Senate had difficulty finding
14 faculty to serve on the committee.

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16 Jerry will send out informational emails about APAC elections.

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18 Adjournment: Barbara moved and Tammy seconded to adjourn the meeting. Motion carried. Meeting
19 adjourned at 11:30 a.m.

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22 Next meeting –June 12, 9:00 a.m. Brookens 204D