ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

Minutes
July 10, 2008
9:00 a.m. Brookens 204D

The meeting was called to order at 9:06am

It was moved by Barb and seconded by Bryan to approve the agenda. Motion passed.

It was moved by Lori and seconded by Tyler to approve the minutes. Motion passed

1) Old Business
   a. Grievance Committee – Deb Koua, Barbara Cass – Barb reported on the progress made by the group looking at the grievance committee. They will be seeking input from AP’s and hope to complete a draft in the fall. The role that APAC will play and what issues are out there is being discussed. A list of issues and where they are will be developed. Jerry would like something by the end of the academic year 08-09. The CRC will be asked to send a message to AP’s asking for input, who will be able to do it anonymously. There will also be a general APAC committee meeting focusing on the grievance policy. A form on the website will be available for people to post their input plus a space for open discussion. At some point we will be consulting the university lawyer and will keep the administration aware of what is being crafted.
   b. UPPAC – July 29 is the next videoconference. The group had asked each campus to submit a paragraph listing concerns that go across the U of I system. Barb will be crafting the paragraph from UIS, the three will then be combined into one “manifesto”. It will be also a roadmap of what UPPAC wants to accomplish in the next year. This will be presented to the President at the fall meeting. If you have any ideas or issues please submit to Jerry or Barb in the next week.
   c. Auditorium Committee – We need to submit names of APs to the serve on the committee. Lori put forth Katherine Kleeman as a possible candidate but we others are needed. Bryan asked questions and offered comment about what groups on campus the committee works with suggesting different APs who might be interested. Michelle Gillen from CSAC also suggested a name.
   d. VCSA Search Committee – Jerry met with Ed to discuss the search committee member nomination process. They both felt that each side could have had better communication about the issue of how AP reps are nominated to search committees and the differing interpretation of the resolution (36) regarding that process. Ed did thank APAC for submitting names for the committee. It is their hope to have a person in place by January.

2) New Business
   a. APAC Officers Election August Meeting – We will be electing officers for the year after the new members are seated. At that meeting nominations will be accepted and the vote held.
   b. Committee Appointments – Jerry talked with Mary Ellen and she will be generating a list of committee appointments for the August meeting. After the
list is made an AP wide e-mail will be sent asking for people who are interested in serving on a committee. Appointments will be made in September.

c. TRAC Facilities Use – Bike riders on campus have expressed an interest in being able to use the TRAC facilities showers and as a place to store their bike. There has been discussion also about a reduced rate for staff membership at TRAC. Various suggestions were made about options for staff concerning the TRAC. This also concerns the use of the old campus rec facilities. Wes commented on the idea of a Wellness program on campus and has convened a group to look at this area. Jerry suggested passing a resolution stating that bicycle storage, locker and shower facilities be provided for staff on campus who engage in activities that promote wellness. Lori made such a motion and Dick seconded, motion carried. Ed addressed the TRAC membership cost and how it relates to student fees and the maintenance for the facility. He suggested working with Wes on the Wellness program and that reduced membership cost might be a benefit that could be negotiated.

d. Exit interview – Tyler passed out a sheet of questions which came from HR that will comprise an informal exit interview on the website that APs could voluntarily fill out when they leave. Tyler suggested just using the questionnaire as is; adding other questions later, but others felt there was need to make to changes. One concern was that it does not include questions about why they are leaving. Jerry asked for two volunteers to rework the questions to better fit AP’s. Once created and available district reps would need to send it to APs in their area who are leaving. We will need to work with HR to insure that exiting APs are informed about the form and are encouraged to fill out the survey. Jerry asked Dick, Clay and Tyler to look at the form, rework it and create a process for the exit interview. Please send any input to them.

3) Committee Updates

a. CRC – Dick discussed the performance evaluation document, they feel it is important that it be presented to chancellor’s cabinet, explaining the rationale behind it. Members concurred. Dick then went on to talk about the last CRC meeting – the members spent time getting up to speed on the salary equity process, evaluation and grievance process. They tried to summarize some of the issues that have been brought to the group for the grievance committee and for the full AP population. A sheet that talks about basic information that all APs should know was also discussed. CRC group hopes to clear up confusion about various benefits, status, evaluation, etc. on campus. Performance Evaluation document – it addresses the relationship between salary and evaluation, supervisor evaluation and employee recourse when they disagree. Dick discussed a couple of changes to the document concerning grieving the process and broadening the recourse section. Dick will make these changes and bring the document back to CRC and APAC.

b. APPAC Website – It is in the process of being updated, Clay talked about the different changes distributing a chart showing the structure of the website as it is now. Jerry suggested adding a column that included items such as a discussion board, web forms, etc. Another suggestion was to include those things under the heading contact us or call the column “Feedback”. Other suggestions
included adding the “Quality of Life” survey results, our subcommittees, AP reps to campus committees, etc.

c. CSAC – Elections were held and Dave Antoine was elected president. They sent four names to the VSCA search committee.

d. Staff Scholarship Auction – Andy Egizi is the AP Co-chair and Jeri Frederick is the other AP rep on the committee.

Public Comments – Jerry thanked both Kathy Roegge and Becky Grosboll for the service on APAC.

The meeting adjourned at 10:56am

Next meeting – August 14, 9:00 a.m. Brookens 204D