

1 Academic Professional Advisory Committee
2 Minutes
3 August 14, 2008
4 9:00 A.M. Brookens 204D
5

6 Members present: Clay Bellot, Jerry Burkhart, Barbara Cass, Lori Giordano, Bryan Leonard,
7 Dick Schuldt, Tyler Tanaka, and Natalie Taylor. Absent: Tammy Craig and Shawn Shures.
8

9 Also present: Dave Antoine, Amanda Jillson Mary Ellen McElligot, Patti Sims, Shari McCurdy
10 Smith, Wes Weisenburn, and Ed Wojicki.
11

12 The meeting was Called to Order at 9:06 A.M.
13

14 Barbara moved to approve the Agenda; Clay seconded. Motion carried
15

16 Tyler moved to approve the Minutes; Lori seconded. Minutes will be amended to add those
17 present at the July 10, 2008 meeting, and some small changes were suggested. Motion carried.
18

19 We welcomed members Natalie Taylor and Shaun Shures (absent).
20

21 **OLD BUSINESS**
22

23 **UPPAC Video Conference – July 20, 2008**

24 Barbara Cass (UIS), Marietta Giovannelli (UIC) and Sandra Moore (UIUC) were asked to form a
25 subcommittee whose charge is developing a document from all three campuses that will include
26 a basic list of questions/topics to discuss at UPPAC's next face-to face meeting with President
27 White. A goal/position paper will also be developed. Subsequent to the meeting, Jerry and
28 Barbara discussed that, since Chicago is beginning a survey and UIUC has completed a survey of
29 their constituents' suggestions of AP issues, UIS should survey our members as well so that we
30 will have recommendations from a more representative group. With Dick Schuldt's help, we
31 want to do develop and carry out the survey, then compare all three campus' results.
32 Lori asked for results of UIC's survey; Jerry said would share the results, but they are to be kept
33 confidential.

34 Holly Ann Burt (UIC) attended the May 22, 2008 Board of Trustees meeting in Chicago. She
35 reported the main topic of discussion was the disappointing performance of the Global Campus.
36 The comments of the BOT were that GC is new and suggestions were made about how to better
37 grow the GC. Some topics relevant to other campuses: job advancement; unionization at UIUC
38 (visiting APs at UIUC are union); and licensing fees (an issue at UIUC). UIC is adamant that
39 they can't pay license fees because of their large group of nurses.

40 UIUC reported it is working to add voting members to their Senate.

41 UIC reported they have a new chancellor, Dr. Paula Allen-Mears. Also, an AP networking event
42 June 14 attracted about 30 APs.
43

44 **Wellness Program**

45 A recent email indicated the Wellness Program is almost underway; approval came quickly. Wes
46 said the committee is looking towards a holistic way of wellness and is researching what other
47 campuses are implementing. He indicated that Amanda Jillson will direct the wellness efforts.
48 Amanda is pulling together in one area all wellness-related efforts that are already being done on

49 campus, and she will then go to various groups on campus to get everyone familiar with all that
50 the campus has to offer. Amanda said the Wellness Program as a whole is in its infancy and
51 reiterated that the committee is gathering current efforts on campus under one umbrella. The
52 committee is also looking at such things as financial and emotional areas that tie into wellness.
53 Wes mentioned the “Bike to Work” Program; encouraged folks to participate; and thanked Dave
54 Barrows, J.T. Timmons & Steve Chrans for their efforts in getting the program in place.

55

56 **AP Exit Interview**

57 Tyler met with Dick and Clay. The survey will be left much the same with just a few additions,
58 including asking, “What is primary reason for leaving your position at UIS?” Suggestions for
59 reasons include:

60 Salary/ benefits

61 Retirement

62 Personal/Family

63 Supervisor /management

64 Better opportunity

65 Other – would allow for input

66 Suggestions were made to allow for multiple boxes to be checked and to allow comments. Also,
67 an additional question was suggested: how long have you been employed at UIS?

68 Clay will put up survey live on website for APAC review.

69

70 The question of authenticating survey-takers was raised. Response was that we will begin with
71 trusting that folks will be honest. Dick recommends that we push the link out to APs who are
72 leaving. The question is, though, how can we be notified that APs are leaving? Patti indicated
73 that often she doesn’t get notification until folks are gone. Jerry suggested we leave the survey
74 in the public sector so that if we aren’t made aware that APs are leaving until after they leave, we
75 can still notify and ask them to complete the survey. Jerry will talk to Kim Hayden to see how
76 we can best get the list of APs who are leaving. The suggestion was made to add the survey to
77 the HR checklist

78

79 **NEW BUSINESS**

80

81 **APAC Officers Election**

82 APAC must select a Chair, Vice-Chair, Secretary, Treasurer, and Campus Senate Representative
83 for AY 2008-09. Jerry directed that members could nominate themselves or other APAC
84 committee members for positions.

85 Lori moved and Barbara seconded the nomination of Jerry Burkhart for APAC Chair. All
86 approved the nomination and unanimously voted to elect.

87 Lori moved and Dick seconded the nomination of Barbara Cass for Vice-Chair. All approved
88 the nomination and unanimously voted to elect.

89

90 Tammy (in absentia via email) nominated Tyler Tanaka for Campus Senate Representative.

91 Barbara and Jerry nominated Lori Giordano for Campus Senate Representative.

92 Tyler and Lori were asked to express why they would welcome the position. Tyler indicated he
93 thought it sounded interesting. Lori said she enjoyed her time on senate last year, even though
94 she was hesitant, and would like to serve again.

95 A secret ballot was taken. The results: Lori, 5 votes; Tyler, 3 votes.

96 Lori will serve as Campus Senate Representative; it was suggested that Tyler could serve as
97 alternate when Lori can't attend.

98
99 Secretary

100 Tammy (in absentia via email) nominated Tyler Tanaka for Secretary. Natalie and Lori
101 Natalie & Lori seconded the nomination.

102 All approved the nomination and unanimously voted to elect.

103
104 Treasurer

105 Jerry nominated and Barbara seconded the nomination of Tammy Craig for Treasurer. All
106 approved the nomination and unanimously voted to elect.

107
108 The following slate of officers was adopted:

109 Chair – Jerry Burkhart

110 Vice-Chair – Barbara Cass

111 Secretary – Tyler Tanaka

112 Treasurer – Tammy Craig

113 Campus Senate Representative – Lori Giordano

114

115 **Committee Appointments**

116 Mary Ellen McElligot distributed descriptions of newly created committees requiring 2008 AP
117 representative appointments: the Committee on Admissions, Recruitment, and Retention and the
118 Committee on Sustainability. Also, the Student Discipline Committee is closing and the
119 Academic Integrity Council (AIC) is being created. It was suggested to contact Aleta Carlberg,
120 currently serving on the Student Discipline Committee, to see if she would like to serve on the
121 AIC. There is concern that given the parameters indicated, AIC will not permit Aleta to serve as
122 her job duties do not include student instruction or activities directly related to student teaching
123 and learning. Because the language is open to interpretation, we will seek volunteers for that
124 committee.

125

126 As regards other committees:

127 Academic Technology Committee – Shari McCurdy Smith is willing to serve again. Clay Bellot
128 would like to be considered as well.

129 Research board – Lenore Killam is willing to continue. Tyler moved and Lori seconded to
130 reappoint Lenore; all approved.

131

132 There will openings for 6 committee representatives. Jerry will email APs for volunteers and
133 appointments will be made at the September meeting. Jerry thinks we should make it a point to
134 have the APs that serve on these committees report either in person or in writing to APAC once a
135 year; he will include that in appointment language to committee members

136

137 **AP Campus-wide Meeting on Grievance Policy**

138 Jerry asked for suggestions on when to have the campus-wide meeting: late October? early
139 November? He will work with Mary Ellen to see when Brookens Auditorium is available and
140 when there are no competing events. An email to all APs from CRC should go out before the
141 campus-wide meeting informing APs that those who don't want to publicly ask questions may
142 request private consultations. Ed said we will be on the list of groups Deanie Brown, our new

143 AEO officer, wishes to meet with. Ed indicated she has a huge interest in joining the
144 conversation about the grievance policy.

145
146 **APAC Meeting with Provost**

147 Jerry will check with Harry to see if he can meet with APs at the large fall meeting.
148 Jerry reported on salary equity: over 31 requests were submitted. Of these, 25 adjustments were
149 made with ½ money of last year. Average around \$1000 adjustments made, with lowest around
150 \$200 and highest around \$3000. It was suggested that, depending on the money available, an
151 email be sent in early summer next year to APs to make them aware of salary equity program.
152 Ed reported that only about 1/3 of what was requested was able to be allocated because of the
153 budget. Dick said over the 3 years, there have been approximately 60 adjustments, which is
154 quite an accomplishment.

155
156 **Additional New Business (or maybe Old Business)**

157 Wes said the Chancellor's Cabinet approved the evaluation of supervisors. Wes will meet with
158 Dick to discuss further. The document APAC has reviewed is essentially what will be
159 distributed. The results of the evaluations will help drive and modify supervisor training. Wes
160 commended Natalie, Tyler and Dick for their contributions. Ed reported he developed a Web
161 Tools supervisor survey and sent it to 16 supervisees; he got 14 responses. Ed provided the
162 aggregate results to the Chancellor. Ed is happy to share Web Tools survey with others.

163
164 **COMMITTEE UPDATES**

165
166 **CRC – Dick Schuldt**

167 The committee has not yet, but is continuing to work on an informational sheet for APs.

168
169 **Grievance Committee- Barbara Cass**

170 Deb Koua and Barbara have been communicating, but have nothing to report.

171
172 **APAC Website - Clay Bellot**

173 Clay provided a handout that incorporated suggestions from past meeting. Clay will make the
174 changes to the website.

175
176 **CSAC – Bryan Leonard**

177 CARE Award nominations: CSAC welcomes nominations, but the deadline is either today or
178 tomorrow. Dave Antoine reported that there are about a dozen nominations thus far. The
179 nominations will be narrowed to 3 and forwarded to the Chancellor for his selection.
180 CSAC thanks APAC for sending Rose Schweikhart to talk to them about the Bike Program.
181 Mike Bohl reported to CSAC about the Bursars Office changes. Mike said any changes made
182 can be modified at later date. However, research gathered thus far makes him feel confident in
183 changes that have been made, but he is open to suggestions.
184 Kathy Dehan will represent CSAC at later meetings.

185
186 We discussed consideration of 4 day work week. We have many who commute from long
187 distances. Looking at it from wellness and financial viewpoints, the issue could certainly fall in
188 the area of non-monetary benefits. The Chancellor's Cabinet is exploring non-monetary options.
189 Ed reported that President White is opposed to a 4 day work week, so we will have to be
190 creative. Retention of faculty and staff is very important, and the Chancellor will address that at

191 Convocation. Formal conversations about non-monetary compensation need to occur. It will be
192 complex to initiate something, but there is hope to advance the conversation. Jerry suggested a
193 campus-wide group representing all campus factions to explore non-monetary compensation and
194 to formulate suggestions.

195
196 **Professional Development** – Barbara Cass

197 Because a couple of committee members will no longer be able to serve, the committee is
198 reconstituting. The announcement for the first round of AY 2009 funding will most likely go out
199 in the next week to 10 days. Clay is aware and ready to post to website.

200
201 **Holiday Party**

202 Tuesday, December 9 and Wednesday, December 10 are suggested dates. Wednesday is
203 preferred. Tyler agreed to chair the event, and Mary Ellen McElligot, Cathy Roegge and Clay
204 Belot will serve on the committee.

205
206 **Academic Technology Committee** – Shari McCurdy Smith

207 Shari reported that Blackboard 8 is on the server. She suggested using PRONTO, which allows
208 for instant chats for those working in BB.

209 There is an issue with Second Life, as users must be 18. However, some of our students are not
210 18. ATC is looking to see how to or even whether to use the island that OTEL purchased or to
211 purchase another island.

212 There are ongoing discussions about whether or not to keep using BB.

213 Clay reported that tomorrow (August 10) is the official launch date of eDocs, and he extolled the
214 benefits of eDocs. Clay reported that Kara McElrath has been providing and will continue to
215 provide eDoc training.

216 Shari suggested updating to Office 2007.

217
218 **PUBLIC COMMENTS**

219
220 Ed reported that the search committee for the new Vice Chancellor of Student Affairs Search had
221 their first committee meeting. He expects ads to go out in next few days and the hope is to have
222 someone hired by the Wednesday before Thanksgiving. Community forums and other
223 opportunities for the campus to meet the finalists will be held.

224
225 Founders Hall will open Wednesday, August 20. 130 students are scheduled to move in. All
226 safety and security issues will be taken care of before students can move in. Rooms are just
227 about ready for students: plumbing works, electric mostly works, and internet connections are in
228 place. Hotels rooms are lined up, just in case, but that will cost about \$20000 a week. That
229 would be a disaster, but must have an alternate plan in place. With the addition of Founders
230 Hall, UIS will have 1000 residential students on campus. The UIS Bookstore will move
231 sometime in fall, and the café will open in fall as well.

232
233 Barbara moved to adjourn; Tyler seconded. Motion carried. Meeting adjourned at 10:57 a.m.

234
235 Next meeting – September 11, 2008, 9:00 a.m., Brookens 204D