Academic Professional Advisory Committee
Minutes
August 14, 2008
9:00 A.M. Brookens 204D


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

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

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

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

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

OLD BUSINESS

UPPAC Video Conference – July 20, 2008
Barbara Cass (UIS), Marietta Giovannelli (UIC) and Sandra Moore (UIUC) were asked to form a subcommittee whose charge is developing a document from all three campuses that will include a basic list of questions/topics to discuss at UPPAC’s next face-to-face meeting with President White. A goal/position paper will also be developed. Subsequent to the meeting, Jerry and Barbara discussed that, since Chicago is beginning a survey and UIUC has completed a survey of their constituents’ suggestions of AP issues, UIS should survey our members as well so that we will have recommendations from a more representative group. With Dick Schuldt’s help, we want to do develop and carry out the survey, then compare all three campus’ results.

Lori asked for results of UIC’s survey; Jerry said would share the results, but they are to be kept confidential.

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

UIUC reported it is working to adding voting members to their Senate.

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

Wellness Program
A recent email indicated the Wellness Program is almost underway; approval came quickly. Wes said the committee is looking towards a holistic way of wellness and is researching what other campuses are implementing. He indicated that Amanda Jillson will direct the wellness efforts. Amanda is pulling together in one area all wellness-related efforts that are already being done on
campus, and she will then go to various groups on campus to get everyone familiar with all that
the campus has to offer. Amanda said the Wellness Program as a whole is in its infancy and
reiterated that the committee is gathering current efforts on campus under one umbrella. The
committee is also looking at such things as financial and emotional areas that tie into wellness.
Wes mentioned the “Bike to Work” Program; encouraged folks to participate; and thanked Dave
Barrows, J.T. Timmons & Steve Chrans for their efforts in getting the program in place.

AP Exit Interview
Tyler met with Dick and Clay. The survey will be left much the same with just a few additions,
including asking, “What is primary reason for leaving your position at UIS?” Suggestions for
reasons include:
- Salary/ benefits
- Retirement
- Personal/Family
- Supervisor /management
- Better opportunity
- Other – would allow for input
Suggestions were made to allow for multiple boxes to be checked and to allow comments. Also,
an additional question was suggested: how long have you been employed at UIS?
Clay will put up survey live on website for APAC review.

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

NEW BUSINESS

APAC Officers Election
APAC must select a Chair, Vice-Chair, Secretary, Treasurer, and Campus Senate Representative
for AY 2008-09. Jerry directed that members could nominate themselves or other APAC
committee members for positions.
Lori moved and Barbara seconded the nomination of Jerry Burkhart for APAC Chair. All
approved the nomination and unanimously voted to elect.
Lori moved and Dick seconded the nomination of Barbara Cass for Vice-Chair. All approved
the nomination and unanimously voted to elect.

Tammy (in absentia via email) nominated Tyler Tanaka for Campus Senate Representative.
Barbara and Jerry nominated Lori Giordano for Campus Senate Representative.
Tyler and Lori were asked to express why they would welcome the position. Tyler indicated he
thought it sounded interesting. Lori said she enjoyed her time on senate last year, even though
she was hesitant, and would like to serve again.
A secret ballot was taken. The results: Lori, 5 votes; Tyler, 3 votes.
Lori will serve as Campus Senate Representative; it was suggested that Tyler could serve as alternate when Lori can’t attend.

Secretary
Tammy (in absentia via email) nominated Tyler Tanaka for Secretary. Natalie and Lori Natalie & Lori seconded the nomination. All approved the nomination and unanimously voted to elect.

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

The following slate of officers was adopted:
Chair – Jerry Burkhart
Vice-Chair – Barbara Cass
Secretary – Tyler Tanaka
Treasurer – Tammy Craig
Campus Senate Representative – Lori Giordano

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

As regards other committees:
Academic Technology Committee – Shari McCurdy Smith is willing to serve again. Clay Bellot would like to be considered as well.
Research board – Lenore Killam is willing to continue. Tyler moved and Lori seconded to reappoint Lenore; all approved.

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

AP Campus-wide Meeting on Grievance Policy
Jerry asked for suggestions on when to have the campus-wide meeting: late October? early November? He will work with Mary Ellen to see when Brookens Auditorium is available and when there are no competing events. An email to all APs from CRC should go out before the campus-wide meeting informing APs that those who don’t want to publicly ask questions may request private consultations. Ed said we will be on the list of groups Deanie Brown, our new
AEO officer, wishes to meet with. Ed indicated she has a huge interest in joining the conversation about the grievance policy.

**APAC Meeting with Provost**

Jerry will check with Harry to see if he can meet with APs at the large fall meeting. Jerry reported on salary equity: over 31 requests were submitted. Of these, 25 adjustments were made with ½ money of last year. Average around $1000 adjustments made, with lowest around $200 and highest around $3000. It was suggested that, depending on the money available, an email be sent in early summer next year to APs to make them aware of salary equity program.

Ed reported that only about 1/3 of what was requested was able to be allocated because of the budget. Dick said over the 3 years, there have been approximately 60 adjustments, which is quite an accomplishment.

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

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

**COMMITTEE UPDATES**

**CRC – Dick Schuldt**

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

**Grievance Committee- Barbara Cass**

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

**APAC Website - Clay Bellot**

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

**CSAC – Bryan Leonard**

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

We discussed consideration of 4 day work week. We have many who commute from long distances. Looking at it from wellness and financial viewpoints, the issue could certainly fall in the area of non-monetary benefits. The Chancellor’s Cabinet is exploring non-monetary options. Ed reported that President White is opposed to a 4 day work week, so we will have to be creative. Retention of faculty and staff is very important, and the Chancellor will address that at
Convocation. Formal conversations about non-monetary compensation need to occur. It will be complex to initiate something, but there is hope to advance the conversation. Jerry suggested a campus-wide group representing all campus factions to explore non-monetary compensation and to formulate suggestions.

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

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

Academic Technology Committee – Shari McCurdy Smith
Shari reported that Blackboard 8 is on the server. She suggested using PRONTO, which allows for instant chats for those working in BB.
There is an issue with Second Life, as users must be 18. However, some of our students are not 18. ATC is looking to see how to or even whether to use the island that OTEL purchased or to purchase another island.
There are ongoing discussions about whether or not to keep using BB.
Clay reported that tomorrow (August 10) is the official launch date of eDocs, and he extolled the benefits of eDocs. Clay reported that Kara McElrath has been providing and will continue to provide eDoc training.
Shari suggested updating to Office 2007.

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

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

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

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