

1 Academic Professional Advisory Committee
2 December 11, 2008
3 Minutes
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- 5 1. Call to order
6 a. Jerry began the meeting at 9:06 AM Brookens 204 D
7 b. Members present include Jerry, Natalie until 9:56 AM, Shawn, Lori,
8 Barbara, Dick, Tyler, Tammy. Clay arrived at 9:14 AM. Bryan arrived at
9 9:18 AM.
10 c. Guests present include Kathy, Sherry Hutson, Patti, Wes until 10:21 AM,
11 2. Approval of Agenda
12 a. Lori motioned and Natalie 2nd
13 3. Approval of Minutes (October 16 & November 13)
14 a. Barbara moved and Lori 2nd to approve October 16 minutes
15 b. Motion passed
16 c. Discussion on November 13 minutes
17 i. 3c change notion to motion
18 d. Motion to approve November 13 minutes by Natalie and Barbara Cass 2nd
19 e. Motion passed
20 4. Guest – Sherry Hutson
21 a. Discussion of concerns. Sherry talked to Jerry about an issue – the budget
22 crisis and how a GA graduated early, and she is unable to replace the GA.
23 Jerry encouraged Sherry to bring issue to APAC.
24 b. Sherry would like to see help for supervisors to deal with the issues of not
25 being able to replace positions. How you determine priorities and issues
26 when employees have to keep doing more and more? How do you deal
27 with the additional stress? UIS is hiring 18 new faculty but unsure of the
28 good reasons why these positions are approved when other campus
29 positions cannot be filled. How can we solve problems of retention of
30 good employees? UIS needs leadership from the campus to explain which
31 positions are being filled and why. This is an excellent opportunity for
32 leadership and or explanation. Maybe a request for more guidance on how
33 to manage these difficult times.
34 c. Lori stated that during a Campus Senate meeting Harry Berman said that
35 the hiring freeze did not cancel on-going searches (assuming searches that
36 have already begun) but no new searches will be opened.
37 d. Jerry continued that we are not under a hiring freeze but a cautious hiring
38 time, and UIS will fill positions that are necessary. Maybe more
39 communication and explanation of which positions can and cannot be
40 filled and why is needed. What will be done with the work of the unfilled
41 position? Look at requesting more information from administration.
42 e. Sherry stated that the burden may be AP and Staff positions (that are not
43 replaced). How can we continually be asked to go without? But what
44 about retention efforts?
45 f. Patti mentioned that information is being gathered on retention of faculty.
46 Administration collects information from faculty when they leave if they

- 47 are not retiring. Personal, money reasons, and career changes etc. are
48 examples of why faculty leave. The University does track when people
49 leave and for what reasons. Retention is being looked at by
50 administration.
- 51 g. Jerry stated that the Compensation Review Committee is un-tasked at the
52 moment except for the informational sheet. Jerry wants to ask AP's to
53 find out if there are issues with positions being unfilled. Looking for a
54 plan or bigger picture of how the university will deal with this situation
55 especially knowing this may happen again and again.
- 56 h. Barbara suggested this should be a topic for the general meeting in the
57 Spring
- 58 i. Tammy suggested it might be dealt with the Non-monetary Compensation
59 Committee? Retention perspective?
- 60 j. Wes stated that HR can assist in reorganization plans for departments to
61 help redistribute work. There are departments that have asked for this
62 advice from HR, and it is appropriate to ask. We should be prepared to
63 deal with the additional stress of the additional work being assigned to
64 employees.
- 65 k. Natalie stated that if there were some non-monetary compensation it might
66 help ease the stress for the additional work.
- 67 l. Lori commented that other things that people don't think about is how to
68 use technology better
- 69 m. Shawn stated that communication is lacking and maybe we can survey
70 AP's of how they are coping with the loss of employees.
- 71 n. Dick stated that responsibilities have trickled down to the department level
72 even though that department may be short staffed. There are campus
73 specific issues that could be handled by offices for the entire campus
74 versus department specific issues that should be handled by the
75 departments. Review across the organization on how we adopt policies to
76 allow departments to do functions which may be better handled by another
77 office for the whole campus.
- 78 o. Jerry asked that the CRC develop a document to do two things. One is to
79 review how local level units deal with the loss of staff and other issues of
80 money and budget and resources. The second is explanation and
81 communication from administration of the rationale of cuts by the end of
82 Spring semester.
- 83 p. Statements were made 'Why can't we have a plan to deal with budget
84 crisis similar to other plans we have for disasters etc.?' And 'Why are
85 decisions made on this campus without consideration of the impact on the
86 campus?' Senate is also requesting information and communication from
87 administration.
- 88 q. A suggestion of 4-5 question survey to send out in January 2009 by CRC.
89 APAC should email suggested questions to Dick. Paper survey is more
90 expensive because of the data input and supplies. Let's start with an email
91 survey and see where we get.

92 5. Old Business

- 93 a. Holiday Party
94 i. Great success to all those that were involved
95 ii. Very good job!!
96 iii. \$108.06 was our balance prior and we raised \$410. We spent a
97 total of \$345.29 on the party with a new ending balance of \$172.77
98 in our account.
99 b. Non-Monetary Compensation Committee
100 i. Determined terms of service – 2 year terms with half of the
101 committee only serving 1 year to stagger the terms.
102 ii. We are in the process of developing a mailbox and website.
103 iii. Melanie Smith discussed flex time and the various options to flex
104 time within days or weeks etc.
105 iv. Meeting again in January and will solicit ideas from the campus.
106 v. Hopefully within 60 days will make suggestions of things to
107 implement.
108 vi. Wes stated that the email address is available (for this committee),
109 and right now we are drafting a survey and drafting language to
110 send out to the campus about the committee. All items will be
111 submitted to the Chancellor and for approval. Then the chancellor
112 will announce to the campus about the committee.
113 c. Evaluation Document
114 i. A copy sent out to APAC.
115 d. APAC Brochure
116 i. Hand out to give to Welcome Committee.
117 ii. Discussion on document.
118 6. New Business
119 a. Budget Issues
120 i. No one is quoting reasons but there is general optimism that the
121 rescission will be smaller than initially thought – maybe 2.5% or
122 less than 5%. It will be hurtful but we can handle it
123 b. Board of Trustees meeting attended by Barbara
124 i. Jerry did not attend due to commitment with the Illinois Deaf and
125 Hard of Hearing Commission meeting
126 ii. Barbara reported:
127 1. President White reported on goals of U of I
128 a. Academic Quality
129 b. Students must get courses needed
130 c. Sharing fairly of resources during hard times
131 2. Ringeisen reported on:
132 a. Welcome of attendees
133 b. State government internship program
134 c. Civic engagement provided to students
135 d. Relationship of Springfield to UIS
136 3. President White additionally reported on:
137 a. Global Campus

- 138 i. Not friendly with UIS about our lack of
139 receptivity of UIS and the Global Campus
140 ii. Provides quality education especially to
141 students at risk
142 iii. Seeking permission to get accreditation of
143 Global Campus and authorized with
144 partnership by UIC by Board of Trustees
145 4. Contract of President White
146 a. Extension approved
147 5. Master Plan Update of UIS - approved
148 7. Committee Updates
149 a. CRC – Dick reporting
150 i. Some APs have asked Dick what recourse they have when the
151 supervisor does not forward equity on to the higher-ups.
152 ii. Supervisor survey compiled data and main results and performance
153 review committee will be meeting tomorrow morning
154 iii. About 50% response rate from AP and Civil Service employees
155 b. Campus Senate – Lori reporting from 11/21/08
156 i. Discussion on planning and budget
157 1. Concerns about cuts and decisions being made
158 2. Administration should take faculty input about budget
159 decisions
160 3. The President is in support of this.
161 4. Discussions of creating a new committee on budget and
162 planning
163 ii. Concerns about untenured faculty teaching general education
164 courses. Untenured faculty get the ‘crappy’ courses.
165 1. Pat believes that all courses should be taught equally and
166 Pinky agreed.
167 2. Faculty make up policy about summer courses.
168 3. Open forum for tenured faculty to talk to other tenured
169 faculty.
170 iii. Harry Berman reported on budget: 50% from state and 50% from
171 tuition
172 1. Planning on a 5-10% rescission
173 2. Talked about hiring freeze except for those that are already
174 in place
175 3. Library taking a large part of the budget cuts
176 4. Still discussion on furlough days – not likely mandatory for
177 AP and Faculty because of the contracts in place
178 5. Layoffs may be more civil service employees
179 6. Enrollment is moderately up for Spring
180 7. Asked programs to raise caps for enrollment
181 iv. SGA reported elections and did a safety walk and pointed out
182 lights and sidewalks for students
183 v. Academic Integrity

- 184 1. Website is not up yet
185 vi. Student Grievance Policy
186 1. Classroom related issues should be under academic affairs
187 instead of student affairs?
188 vii. Global Campus
189 1. Online survey
190 2. UIS should be used as a resource since we have award
191 winning programs
192 3. President thought we wanted to take over the global
193 campus
194 4. MIS is going to have two certificates offered by Global
195 Campus
196 viii. Numbers
197 1. Up with total amount of students
198 2. Down for transfer students on campus
199 3. Up online
200 4. We lost money on summer school Summer 2008
201 5. Gen-ed courses online during the summer
202 ix. Athletics
203 1. Concerns with budget spent on athletics
204 x. Chancellor discussed the UIS Updated Master Plan for
205 development outside of ring road
206 xi. Reduction of hours for accounting for graduate degree program
207 from 32 hours to 30 hours
208 xii. Campus Senate Representation
209 1. Faculty senators discussed representation on campus
210 2. Discussion on adding more faculty representation to
211 campus senate
212 3. Lori inquired about AP
213 4. There would need to be a rewrite of the constitution
214 5. Representation of AP will be reviewed – there may not be
215 an increase in seats or even a seat for AP
216 xiii. Lori suggested maybe someone discussing with someone from
217 Campus Senate the AP seats on Campus Senate and even an
218 representative to the Campus Senate Steering Committee
219 xiv. Jerry suggested setting up a meeting with the sub-committee
220 looking at the constitution
221 c. Grievance Committee
222 i. Will meet in January
223 ii. Will have discussion in Spring Meeting
224 iii. May want to give out the ombudsman handout to all APs on
225 grievances
226 d. APPAC Website - Clay
227 i. Will be in contribute soon
228 ii. Need additional information on committees
229 iii. Mary Ellen sent information

- 230 iv. Clay needs update from CRC etc. on membership list
231 v. Committees should be responsible for updating
232 e. CSAC reported by Kathy
233 i. March 26 is the date of the scholarship auction – funded three
234 scholarships
235 ii. Bryan said that Dave asked if APAC had received the \$250 from
236 Harry
237 f. Professional Development
238 i. Used \$21,000 of \$30,000. Concerned about not having the
239 remaining \$9,000 for next semester
240 ii. Barbara will have to check in January to see if the \$9,000 remains
241 for Spring 2009.
242 iii. Someone stated that there might be a hold on all travel
243 8. Public Comments
244 a. None
245 9. Adjournment
246 a. Tyler moved and 2nd by Bryan
247 b. Motion passed and meeting adjourned
248
249 Next meeting – January 8, 2009, 9:00 AM Brookens 204 D