

ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

February 12, 2009

Minutes

- 1) Call to Order
 - a. Jerry Burkhart began the meeting at 9:04 a.m. in Brookens 204D
 - b. Members present include Jerry Burkhart, Barbara Cass, Dick Schuldt, Natalie Taylor until 9:55 a.m., Tammy Craig, Clay Bellot, Bryan Leonard, Lori Giordano, and Tyler Tanaka. Absent was Shawn Shures.
 - c. Guests present include Wes Weisenburn until 9:55 a.m., Kathy Dehen, Ed Wojcicki, and Deanie Brown at 9:17 a.m.

- 2) Approval of Agenda
 - a. Add UPAAC Meeting to New Business and CAPE to item e in Committee Updates
 - b. Barbara motioned to approve agenda.
 - c. Lori 2nd
 - d. Approved

- 3) Approval of Minutes
 - a. Changes made to the following items:
 - i. Lines 32-34 change to “Dick discussed a UIUC and UIS survey that is a larger survey that UIS may send out towards the end of the academic year on the general feelings of employees.”
 - ii. Lines 57-58 were modified to replace Katherine with Lori and added Pat’s name. The line now reads, “Lori requested a meeting but Pat stated not to get our hopes up.”
 - iii. Added item 6, c, vi. “Natalie indicated she would assist the Grievance Committee.”
 - iv. Tyler to add last names to all previous APAC minutes.
 - b. Barbara motioned to approve minutes with changes.
 - c. Natalie 2nd
 - d. Approved

- 4) Old Business
 - a. APAC Campus Wide Meeting – February 26, 2009 Sangamon Auditorium
 - i. Meeting starts at 9:30 a.m. Social time starts at 9:00 a.m. APAC members to show up prior to 9:00 a.m. and bring items to share with some food ordered from food services
 - ii. Provost will arrive at 10 a.m.
 - iii. Dick, Lori and Barbara will share about the various committees that they serve on APAC. Jerry will share about APAC activities over the last year.
 - iv. Provost will make remarks and then open it up to questions from the audience.

- v. APAC will hand out the ombudsman pamphlet.
- vi. APAC Welcome Committee Handout
 - 1. Cover of handout distributed and reviewed.
 - 2. Discussion followed on which subcommittees and committee representation were still in existence.
 - 3. Modifications were made for Barbara to make to the handout and send out for APAC to review prior to the Campus Wide Meeting
- vii. Note to APAC - Please get the word out for the APAC Campus Meeting
- viii. Wes & Jerry reported on the non-monetary compensation committee
 - 1. Committee has met.
 - 2. The committee would like to institute something by the end of the semester.
 - 3. The committee wants to make sure the campus is notified first before recommendations were made and that suggestions are welcome from the campus.
 - 4. They stated that this is a standing, on-going committee.
- b. Budget Issues
 - i. Jerry said to approach it from a positive point of view. We should try and present positive ways to deal with situations. Jerry expressed concerns that there is a small number that expressed their concerns in a different manner - something to the effect that we are not far away from furloughs and layoffs. We (APAC) want to work hard and be positive on how we can deal with these difficult situations of loss of staff etc. Jerry continued that we need to have cooperation and suggestions from every level of the unit. This is a situation that affects everyone.
 - ii. Clay said people are fearful about the security of their jobs, and how it is difficult to stay positive on furloughs when people are fearful about it.
 - iii. Jerry said that trying to find ways to mitigate the situations and how communication is very important is key during these situations.
 - iv. Lori stated one of the ways APAC has tried to take the positive approach is the survey we have been talking about to find ways to strategize how to manage the losses.
 - v. Jerry continued that he had the opportunity to talk to administration, and people are concerned about the status of their jobs first and secondly how we all do our job with less resources. Jerry stated that CRC will work on a survey.
 - vi. Ed said that he appreciates the positive approach from APAC. He wished that we would just know what the rescission would be if any. This also came up at CSAC. CSAC sent

administration a letter that they hope that they would not be the target of layoffs since they were one of the groups that could be more easily targeted for layoffs since academic personnel have contracts. Ed continued that UIS had good retention this spring of students generating more income. Staying positive will allow us all to do better at the services we provide to students.

- vii. Deanie clarified that layoffs are an employment right and that people should be called back when opportunities are available. However if academic staff are terminated due to lack of funds, there's no option to return at a later time since it was not officially a layoff.
- viii. Ed said that the administration understands that people are operating short handed. He continued that as he talks to people, the most common thing he hears is that "You don't fully appreciate how important this position is to this operation." Ed further explained that he hears this comment from everyone. He stated that when we lose one position it is difficult as we don't have excess positions and that we are all in this together. He would like to have input on what can stop doing, not to eliminate positions, but because people are overwhelmed. He asked for suggestions on processes that we can think about that we can stop doing to save workload or efforts.
- ix. Dick asked about the likelihood that our contract will change in regards to notification of termination for APs?
- x. Lori noted that at the last Campus Senate Meeting someone shared that at the Board of Trustee's meeting that a Trustee was concerned that AP positions had one year notification rights, and that they could not terminate (us) sooner.
- xi. Dick stated that maybe we need to advocate when there is a notice of non-renewal that there is a reason stated similar to the UIUC campus.
- xii. Jerry said he would check again because all he has heard was furlough days language being added to contracts.
- xiii. Ed did confirm that the issue (of the right of notification) has bubbled up. Everyone knows that is a big issue for APs. Ed does not know who is deciding. But he said that it is on the table (the right of notification policy). Ed said that he heard the contract may say something about furlough days of up to 30 days. He continued that it is highly unlikely that we would ever want to do that. The reason they put it in there is just for legal reasons for a maximum. He continued, that he thinks they didn't want to that they would do 30 days but they picked an arbitrary number that would not box ourselves in.
- xiv. Deanie stated that in California, contracts for AP notification are three months.

- xv. Ed stated that BOT Chairman Shaw issued a directive to the administration that he wanted to do a study on how administrative costs can be reduced. The directive was not clear. The President has assigned a person by the name of Gosh to lead this study. Ed is now seeking further clarification on the study.

5) New Business

- a. AP tuition waiver/reduction at other state universities
 - i. Jerry stated this was an issue that we have dealt with for years. The policy was developed originally for Civil Service to get tuition reduction at all state schools because there was a mistaken thought process which was that most Civil Service do not have college degrees but APs do. He continued that any modification to the tuition waiver/reduction policy must be approved by not only other state universities but also the legislature.
 - ii. Jerry said it is a valid issue now might not be a good time.
- b. UPAAC
 - i. Jerry reported that UIUC had attempted to add 13 or 15 APs on their campus senate, but it was defeated. That was not necessarily a large number because of the 5,000-6,000 number of APs at UIUC. Chancellor Berman called the Senate Chair and CAP Chair to discuss immediately following the defeat because he wanted this to pass. Jerry continued that some of the possible reasons for failure could be because there was no quorum or students felt their votes would become diminished.
 - ii. Jerry added that UIUC and UIC had their professional development money frozen. He stated that the information being put out about the budget is consistent at all three campuses. However, the other campuses may have more research dollars.
 - iii. Barbara discussed the job postings at all three campuses. Elin Cole from UA HR was having some trouble remembering the status of this at the UPAAC meeting.
 - iv. At the UPAAC Meeting last fall, President White wanted to have a clear single place or website where all postings exist for all three campuses. Elin was asked to investigate.
- c. Employee of the Year is Tammy Craig. Congratulations.

6) Committee Updates

- a. CRC – Dick Schuldt
 - i. CRC met and talked about several items.
 - 1. Dick stated that he is not sure if the survey results will be available by the general meeting. The survey is a

website survey about how to deal with the lack of personnel or replacement of personnel.

- a. He continued that the survey will look at documenting staffing and workload issues from the AP perspective.
 - b. He also would like to obtain suggestions on how to be more productive across units to save money to make us more productive.
 - c. He said he would capture suggestions and results to share with APAC and administration.
2. He also has put together a list of complaints that individual APs have had and brought to the attention of CRC. Dick will forward the list to Barbara and Natalie. The list consists of the following:
- a. Consequences of Visiting Status
 - b. Evaluation Process Items
 - c. Behavior of Search Committees
 - d. Part Time AP – vacation & holiday status
 - e. Notification Process
 - f. Treatment of Employees after Notification of Non-Reappointment was made
3. Informational Sheet
- a. Dick stated that he is still collecting topics and tips for the handout. He will make sure to put this on the web. The title will be something like ‘What every AP should know.’ He stated this is better than just the handbook. He commented that this might be our take on things. Negotiating your salary up front etc. He also will include information gathered from Patti Sims etc. He also said that he is still looking for topics and that you may send them to him.
 - b. Deanie wanted to know if this would be an internal document only or on the world-wide web?
 - c. A discussion ensued about the terms Interim, Acting, and Visiting within a position’s title. Deanie discussed that Interim or Acting means you haven’t truly moved into the position but you may be compensated for the position.
 - d. Additionally, a Visiting position is available up to three years with some exceptions. However, Deanie stressed that it was up to three years and does not mean guaranteed for three years. She continued that it just means it may be up to three years. It does not mean that you have three

years. And there are no notification rights for Visiting positions.

4. Some ideas of the budget issue were discussed. One item that was suggested is that with the increase of workload it was hard for APs to use all vacation days and suggested that the cap of 48 days to carry forward could be upped.
 5. Supervisor Evaluation Process
 - a. APAC asked Ed for an update.
 - b. Ed said he would look into it.
 - c. Ed will also check about the non-monetary compensation committee announcement.
- b. Campus Senate – Lori Giordano
- i. Lori reported that they met on 1/30/09. She stated that Pat Langley, Chair, reported about the budget. Lori stated that Pat reiterated that faculty should also share in the pain that has been felt by the staff (as far as budget cuts and workload). Lori continued that Pat also said that the library has felt the pain too since with rescission planning money has been taken from the library.
 - ii. Lori continued that Pat said that the Global Campus was not asked for a rescission. Lori also stated that Harry Berman had optimism about the new governor, enrollment up for spring and retention being stronger,.
 - iii. A comment about turnover in the library and academic quality issues/questions on campus? And how the library staff has turned over twice in the last three years.
 - iv. Faculty and Staff furlough days was discussed and how Faculty would just be asked for a salary reduction that would equal furlough days. Staff would receive the day off.
 - v. Lori stated that the History MA program was seeking access to a software called Past Perfect.
 - vi. Deanie commented on Faculty who are technically adjunct and faculty who are tenure, and how adjuncts are increasingly looking to organize for benefits. Deanie continued that on our campus we use adjuncts on a continual basis. Deanie also stated that she was holding a workshop in Intercultural Communication.
- c. APAC Website
- i. No report.
 - ii. Clay stated the APAC website was not yet in Contribute.
- d. CSAC
- i. Kathy Dehen said that the auction committee sent out letters to request donations. She also wanted to make everyone aware that the minimum wage goes up to \$8.00 an hour beginning July 1, 2009.

- ii. Bryan said that Andy is doing a good job with the auction. He continued that there could be a need for additional help on setup day. He said that the idea of alternative testing sites for staff with anxiety to take Civil Service entrance exams also came up at the meeting.
- e. Professional Development & CAPE – Barbara Cass
 - i. CAPE
 - 1. Barbara reported that the CAPE Award ceremony will be held on April 30 at 4 p.m. in the PAC restaurant.
 - 2. She said that she is getting the committee together to choose the CAPE Award recipient.
 - ii. Professional Development (PD) lost the rest of their funding for FY 2009.
 - 1. Barbara reported that originally PD funded 27 awards for an amount of \$22,015.00. However, three people returned \$2,900 in funds.
 - 2. Thus, Barbara continued that a total of 24 awards have been funded for \$19,115. PD returned \$10,885 of \$30,000 that was originally allocated.

7) Public Comments

- a. Dick stated that maybe there could be a modification to the evaluation process. He stated perhaps the frequency should be reviewed. He said perhaps employees that have been here in the same position for so many years, maybe they could complete a formal evaluation perhaps every other year.
 - i. A discussion ensued. Ed wanted to know if we knew how many people would feel about this situation.
 - ii. Dick stated he might add a question to the short survey.
 - iii. Ed stated maybe it might be employee or supervisor optional?
- b. Status of Vice Chancellor Search
 - i. Lori stated the search is on-going meeting every two weeks with a good pool of candidates. Right now they are doing telephone reference checks.
 - ii. Tammy questioned about the on-campus interview schedules.
 - iii. Lori said they had planned to have candidates meet with Student Affairs directors.
 - iv. Ed said that he would share the information on who candidates would meet with and will send an announcement to the entire campus.
- c. Clay reminded of Technology Day February 18, 2009.
- d. Tammy reminded that there is a Career Fair February 19, 2009.
- e. Reminder to everyone about the General APAC Meeting.

8) Adjournment

- a. Bryan motioned and Tammy 2nd to adjourn.
- b. Motion passed.
- c. Meeting Adjourned at 10:53 a.m.

Next meeting – March 12, 2009 at 9:00 a.m. Brookens 204D