

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 September 13, 2012

4 9:00 a.m. Brookens 204D

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6 1) Call to Order

- 7 a. Teresa Szabo called the meeting to order at 9:04 a.m.
- 8 b. Members present include: Raymond Barnett, Jeannie Capranica, Jeri
9 Frederick, Donna Haynes, Greg Mayes, John Snyder, Teresa Szabo,
10 Maureen Hoover and Toni Langdon
- 11 c. Guests include: Bob Lael, Wendy Johnson and Patti Sims

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13 2) Approval of Agenda

- 14 a. Motion to approve was made by Jeannie Capranica.
- 15 b. The motion was seconded by Donna Haynes.
- 16 c. Motion approved.

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18 3) Approval of Minutes

- 19 a. Minutes should be changed to remove Donna Haynes name from the
20 list.
- 21 b. Motion to approve was made by John Snyder.
- 22 c. The motion was seconded by Jeannie Capranica.
- 23 d. Motion approved.

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26 4) Announcements

- 27 a. Jeannie Capranica said that the Diversity Center is responsible for
28 diversity awareness training. They have planned several events i.e.,
29 The Cuban Guy which will also feature a free dinner in the PAC
30 restaurant. Jimmy Cabrera wrote a book titled, "What's in your
31 backpack" and will be appearing at UIS in addition to over 300
32 Hispanic young people coming to campus. "Ouch" is a program
33 featuring tools to communicate in a diverse world and will be a Brown
34 Bag event and they also have a flutist appearing in the Food Emporium
35 for a concert. They are also creating a website for students to go for
36 more information using the SLU Connection website as a template.
37 <http://www.sluconnection.com/>
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- 39 b. Patti Sims announced that raises went into effect and will appear on
40 the next paycheck. Notices will be released on Saturday for the new
41 fiscal year.
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- 43 c. Ray wanted to thank APs for taking time to assist in sharing
44 information at the sessions for student ambassadors.
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5) Old Business

- a. Greg spoke with Aaron Shures about APAC’s annual stipend. Aaron said that we are allowed \$250.00 annually to be distributed by Jackie Gillock as needed. That puts us in good shape for the year as we have had no expenses to date. Our current balance, including the \$250.00 is, \$564.00
- b. Holiday Party – Amanda and Jeri have not met yet and need to get a date set for the APAC holiday party. Jeri will contact Pat Sanchez to get a date on the Chancellor’s schedule.
- c. The APAC Executive Committee had a meeting with the Chancellor on August 30th and some of those issues were discussed. Following up on that meeting, Teresa sent an email to the SGA inviting them to attend an APAC meeting and to consider the possibility of an ongoing relationship between the two committees. Additionally, we talked to the Chancellor about having a Farmer’s Market on campus and inviting the community to come out and be involved. Teresa said that she received an email from the Chancellor’s office explaining that Food Service will be doing something in that area.

We discussed this for quite a while as most of the group didn’t think Food Service would offer anything quite like a true Farmer’s Market and that it wouldn’t help us bring community members to campus. Clay Bellot will be serving on the Wellness Committee and Teresa will ask him to follow-up on this issue. Maureen remarked that we need to be mindful of Food Service and not infringe on their plans but to follow up on our ideas. Ray submitted his idea about Food Service using the Farmer’s Market to prepare a Showtime meal using the fresh produce purchased through the market. Greg reported that a refrigerated vending machine had been purchased that was supposed to hold International food options, but the food that was provided by the vending company was not found to be an appropriate solution. A resolution to this issue was not addressed by the committee.

Greg told the committee about his conversation during our meeting with the Chancellor about a partnership with SMTD. He has talked to Dr. Barnett, but there has been no movement on it at this time.

Flex time was another issue addressed with the Chancellor. She said she thought we should work with Bob Lael regarding best policy used at other campuses. Committee members discussed the need for this service and the need to have it advertised so that students know that extended hours for services are available. Bob suggested that we get Dr. Barnett involved in the discussion. Ray described the success they had with the Transfer Express used in Admissions. We all agreed that customer service should be our goal and that we should make every effort to assist our students. Maureen proposed that APAC send a letter to the UA Customer Relations Committee, of which she is a member, and share our thoughts on the issue. Several people on the

92 committee shared stories about how their department does what is
93 necessary to best serve the students. Teresa said that she wanted to
94 talk to someone on SGA before going further. Maureen made a
95 motion to have Teresa go forward with that effort. Greg seconded the
96 motion and all but one member approved the motion.

97 Someone mentioned that we should contact the Survey Research
98 Office about a survey of APs regarding this issue. Jeri and Maureen
99 will work with SRO regarding the survey. Maureen made a motion
100 and Ray seconded the motion. All approved. Ray suggested that we
101 begin the document with an outline of our concerns. Maureen agreed
102 that it will be important to frame the issue correctly.

103 As time was running out, someone suggested that we email the
104 minutes of the meeting with the Chancellor to the committee. Donna
105 made a motion and Maureen seconded the motion. Jeri will forward
106 those minutes to the committee members.

107 d. Donna Haynes has been chosen to serve on the SURSMAC
108 committee.

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110 6) New Business:

111 a. Teresa announced that Angie Harbison has left the university and will
112 need to be replaced on APAC. Robert Skorczewski had run for a
113 position on the committee during the last election. Teresa would like
114 to hear from committee members by the end of the week, about asking
115 him to replace Angie as an At-Large member or suggesting others for
116 the position.

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118 b. Welcome Committee

119 Maureen explained that the Welcome Committee had been disbanded
120 and the new plan is for someone to go around and hand out the
121 welcome bags. She is concerned that this doesn't allow for
122 newcomers to meet other people on campus. She suggested that we
123 consider holding an Open House for new people, bring snacks,
124 possibly give the new people a gift, and invite members of campus to
125 come and meet our new staff members.

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127 Someone asked if that meant we would be starting a new committee
128 and if we should discuss the idea with CSAC. Maureen had already
129 contacted Bobbi Fults, but she was busy with the Civil Service
130 Appreciation Day activities. Ray made a motion that Maureen to
131 discuss the Welcome Committee idea with CSAC and Donna
132 seconded the motion. Since many of the APAC committee members
133 were unaware of the event, Toni Langdon will mention that we didn't
134 receive a notification that the Civil Service Appreciation Day was
135 being held.

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- c. There will be an AP Appreciation Night at the October 7th, soccer game and the October 16th volleyball game. Teresa will send out a notice this week.

7) Committee Updates

- a. Campus Senate – Ray Barnett
See full version of minutes at:
<http://www.uis.edu/campussenate/docs/documents/CSMINUTES8-31-12ToBeApproved9-7.pdf>
Highlights of the meeting include:
- Report from Lynn Fisher – Chair
 - Dr. Pardie discussed academic goals and achievements
 - Student public services achievements
 - International Students
 - ILSIP Alumni honored
 - New Graduate Research person hired
 - Focus on retention and completion
 - Academic support for recruitment
 - Increased accountability
 - SGA Town Hall meeting
 - Homecoming
 - BOT reports
 - Academic Integrity Council
 - Creation of new concentrations, including one in Marketing
 - Modification of the Tenure Review Process
- b. APAC website – no report
- c. CSAC – Toni Langdon
- Discussion of the Professional development fund
 - The Chancellor’s reported goals of student growth, talent/staff, and new facilities (Student Union), renovation of the library, increasing enrollment means increasing space in labs and classrooms, increasing course sections and increasing faculty. (One department had 2 full-time faculty with double overload) and why aren’t some departments accepting new students?
 - Wellness Initiative – Trent left the university so who will be the key person, we need people from each area and what other ideas do we have for the program?
 - Civil Service Appreciation Day went well and Sheryl Murray was awarded the CARE Award.
- d. Professional Development

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- Teresa announced that we are pleased that the amount of money stayed the same and that the Chancellor is pleased with how the money is being allocated and used by APs. Thanks to Barbara Cass for all of her hard work on this committee and to the members who serve with Barbara.

8) Adjournment

- a. Motion to adjourn by Donna Haynes
- b. Jeannie Capranica seconded.
- c. Meeting adjourned at 10:44 a.m.

Next meeting – October 11th, 2012 at 9:00 a.m. Brookens 204D