

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 October 11, 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 9:05 a.m.  
8 b. Members present include: Toni Langdon, Raymond Barnett, Jeannie  
9 Capranica, Jeri Frederick, Donna Haynes, John Snyder, Teresa Szabo,  
10 Maureen Hoover, Amanda Winters and Robert Skorczewski  
11 c. Guests include: Patti Sims, Clay Bellot, Ryan Williams and Ashley  
12 Kirzinger

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14 2) Approval of Agenda

- 15 a. Motion to approve was made by Jeannie Capranica.  
16 b. The motion was seconded by Maureen Hoover.  
17 c. Motion approved.

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19 3) Approval of Minutes

- 20 a. Motion to approve was made by Maureen Hoover.  
21 b. The motion was seconded by Jeannie Capranica.  
22 c. Motion approved.

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25 4) Treasurer's Report

- 26 a. Greg Mayes, our treasurer, was not in attendance, so Teresa Szabo  
27 announced that we have \$564.00 in our account. Jeannie said that she  
28 felt this wasn't much money and Clay Bellot mentioned that money is  
29 usually made on the holiday party and that it usually ends up being a  
30 "wash" in terms of our account balance.

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32 5) Announcements

- 33 a. Jeannie announced that the Diversity Center is planning another  
34 "Ouch" event on Friday, October 12<sup>th</sup>. The purpose of Ouch is to  
35 improve communication tools for a diverse world. Today, photos will  
36 be taken on the Quad at 4:00 p.m. A LGBTQ speaker will make a  
37 presentation at the "Open the Closet Door" event. After the speaker's  
38 appearance at last night's event, an ongoing conversation took place  
39 regarding LGBTQ issues. November 1<sup>st</sup>, Douglas Blue Feather, a  
40 Native American flutist will perform in the cafeteria from 12 –  
41 1:30pm.

42 6) Old Business:

- 43 a. Teresa welcomed our newest member, Robert "Bob" Skorczewski to  
44 APAC. Bob is taking the place of Angie Harbison who recently left  
45 the university.

46 b. Teresa asked Maureen to introduce the survey instrument created by  
47 Ashley Kirzinger, Director of the Survey Research Office. After  
48 taking a minute to review the survey, some members offered  
49 suggestions on some of the content.

50 Suggestions included:

51 Job satisfaction

52 Leadership satisfaction

53 Changing language in some of the questions

54 Changing some questions to open-ended responses

55 Offering a comment section below rating scales

56 Compensation issues

57 There was a discussion regarding the inclusion of a question about the  
58 grievance policy in the survey. We reviewed thoughts on asking UIC  
59 or UIUC AP members act as arbitrators for UIS grievances. Toni  
60 confirmed that the Human Capital Strategy committee was working on  
61 the issue of a standardized grievance policy for all campuses.

62 We revisited a conversation on the purpose of the survey and thoughts  
63 on sharing the survey results as well as informing the Chancellor about  
64 our intention to distribute the survey. There was no vote taken as to  
65 notification of the Chancellor; however it seemed to be the intent of  
66 the group to do so.

67 Teresa stated that it was our desire to get insight into the agenda of  
68 other APs in order to set our goals for the coming year. She feels that  
69 since there was a change in leadership and membership on APAC, we  
70 should ask for input regarding this year's APAC agenda. Ray  
71 suggested that we include that information in the survey.

72 Ashley suggested that we send the survey soon if we are planning our  
73 agenda around the survey results. Jeannie suggested that a sub-  
74 committee be formed to review the purpose and content of the survey.  
75 Teresa explained that at the last meeting Maureen Hoover and Jeri  
76 Frederick had taken responsibility to take the September 13<sup>th</sup>, flex-  
77 time motion to Ashley and develop a survey to assess the  
78 interests/needs of APs on campus. Maureen said that she would take  
79 the suggestions from this meeting and rework the survey with Ashley's  
80 assistance. Teresa told members to submit their suggestions to  
81 Maureen and she will work with Ashley to complete the survey.

82 A final draft of the survey will be sent to all members for review  
83 before moving forward.

84 Donna Haynes made a motion that further discussion take place via  
85 email in order to move the process forward. Amanda seconded the  
86 motion and the motion was approved.

- 87 c. There is an upcoming AP Appreciation Night on October 16<sup>th</sup> at the  
88 volleyball game. Teresa was unable to attend the last one, however  
89 Jeannie did attend and said it was not well-attended by APs.
- 90 7) New Business
- 91 a. Ray Barnett is no longer able to serve on the Student Discipline  
92 Committee and Maureen Hoover agreed to finish his term.
- 93 b. The BOT is meeting on November 8<sup>th</sup>, the date of our next APAC  
94 meeting. Teresa will be attending the BOT meeting and asked Jeannie  
95 to take over as chair for the next APAC meeting.
- 96 c. Teresa attended the last CAP meeting to gain insight into their meeting  
97 format and processes. They were still addressing the SUCCS audit  
98 after 122 of their positions were set to be reclassified. Jeannie and  
99 Donna Haynes discussed their job audits and said only 10 of our 37  
100 AP position's that were targeted had been reviewed to date. Donna  
101 Haynes position was found not to be Civil Services eligible. Jeannie  
102 had a long interview with Mark Owens and was happy with the  
103 process. Toni Langdon said that 1/3 of the 39 targeted positions at  
104 UIS had been reviewed using the new software program.
- 105 d. Teresa opened a discussion about the proposed Constitutional  
106 Amendment that will be on the November ballot. The amendment  
107 would change the voting process regarding pension reform. A larger  
108 number of votes will be required to increase pension payments for  
109 state employees, while a smaller number of votes would be required to  
110 reduce state employee's pensions. Teresa would like to send out an  
111 email to APs to inform them of the proposed amendment and to  
112 encourage them to educate themselves on the pros and cons associated  
113 with this change. Teresa wondered why CSAC and the Campus  
114 Senate hadn't addressed this issue and felt we should. Maureen  
115 handed out an editorial that she read regarding the amendment, Donna  
116 reported what she had heard in the SURSMAC meeting. Maureen  
117 made a motion that Teresa send out an informational email regarding  
118 the amendment. Donna Haynes seconded the motion. Motion  
119 approved.
- 120 e. Teresa is waiting for confirmation on the location for the October 29<sup>th</sup>  
121 UPPAC meeting. Invites were sent to Teresa, Jeannie and Jeri to  
122 attend. Ray and Greg have been designated as alternates. Details on  
123 the meeting aren't available at this time.
- 124 8) Committee Updates
- 125 a. Campus Senate
- 126 Meetings were reported on by both Ray and Teresa. For full meeting  
127 minutes go to:
- 128 September 14<sup>th</sup> minutes aren't currently available online

129 [http://www.uis.edu/campussenate/docs/documents/CSMINUTES9-28-](http://www.uis.edu/campussenate/docs/documents/CSMINUTES9-28-12ToBeApproved.pdf)  
130 [12ToBeApproved.pdf](http://www.uis.edu/campussenate/docs/documents/CSMINUTES9-28-12ToBeApproved.pdf)

131 Ray reported that the following issues were discussed at the September  
132 14<sup>th</sup> meeting:

133 U.S. News & World Report ratings for UIS  
134 Creation of a food vendor task force  
135 Decline in enrollment  
136 Increase in diversity  
137 Dr. Pardie is asking for input on programming changes at UIS  
138 Retention concerns  
139 Changes in financial aid  
140 Online learning enrollment and recruitment  
141 Changes in tenure review  
142 Addition of marketing degree option  
143 Ongoing conversation and concerns regarding offering a Spanish  
144 minor. There is concern over the number of faculty and/or adjunct's  
145 available to teach.

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147 Teresa reported on the following issues addressed at the September  
148 28<sup>th</sup> meeting:

149 Provost reported on Illinois' low bond rating and that UIS is preparing  
150 for a 14% increase for pension and healthcare costs. She has created a  
151 steering committee to address the suggestions sent in regarding new  
152 programming at UIS.

153 SGA reported on a food vendor committee and their resolution to  
154 propose a Spanish minor on campus.

155 The BOT has approved the master plan which was sent out via email.

156 The English program is being reviewed and revised and will be  
157 suspended until it has been reformatted.

158 More discussion took place on the Spanish minor; it was voted on and  
159 approved. The catalogue update which is coming out soon, will  
160 include information on the new the Spanish minor option. The  
161 program will begin next fall.

162 Dr. Koch will speak at tomorrow's Campus Senate meeting.

163 b. CSAC

164 Toni reported that the Chancellor had attended the last CSAC meeting  
165 and highlighted these issues:

166 • Enrollment decrease

- 167 • Visibility of UIS
- 168 • Addition of new academic programs
- 169 • U.S. News & World report ranking
- 170 • Pension issues
- 171 • 400 million in funding owed by the State to the University
- 172 • Leadership Lived campaign
- 173 • Marketing sports
- 174 • Chancellor's weekly UIS report in the SJR
- 175 • The need for increased visibility

176 Staff scholarship recipients were selected and grateful for the  
177 assistance.

178 Amanda had also attended the meeting and asked that we offer a letter  
179 of support to CSAC on their efforts to obtain professional development  
180 funding for Civil Service Staff. Amanda made a motion to write a  
181 letter of support for CSAC and Maureen seconded the motion.

182 c. Holiday Party

183 Jeri reported that the holiday party is scheduled for December 12<sup>th</sup>.  
184 Jeri and Amanda Winters are pursuing donations from various campus  
185 units as well as local restaurants. Other members who are able to  
186 obtain donations for the door prizes should have those donations to  
187 Jeri by December 7<sup>th</sup>.

188 Jeannie asked if we could have people bring donations of holiday gifts  
189 for the children who live on campus. Jeannie made a motion to send  
190 out an announcement stating that a box would be available for anyone  
191 who wished to bring a gift to be donated to a child on campus. Bob  
192 Skorczewski seconded the motion. Motion was approved.

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195 9) Public Comments

196 a. Clay Bellot handed out information on the Cyber Security Awareness  
197 month running through October. The IT website features webcasts on  
198 cyber security; a Twitter account has been created and is tweeting tips  
199 for online activity. There will be presentations and other events  
200 offering education on this issue. There are also educational spots on  
201 the campus channel. Clay will send out information on open source  
202 software that saves and encrypts all of your password information, i.e.  
203 Key Pass and Last Pass.

204 b. Jeannie wanted everyone to know that SECA events such as the iPad  
205 apps workshop by Kara McElwrath, will be raising money for local  
206 charities.

207 c. Ray Barnett wanted to thank those that were involved in the Transfer  
208 Counselor event that was held on campus.

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10) Adjournment

- a. Motion to adjourn by Jeannie Capranica
- b. John Snyder seconded the motion.
- c. Meeting adjourned at 11:04 a.m.

Next meeting – November 8th, 2012 at 9:00 a.m. Brookens 204D