ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

Minutes
October 11, 2012
9:00 a.m. Brookens 204D

1) Call to Order
   a. Teresa Szabo called the meeting to order at 9:05 a.m.
   b. Members present include: Toni Langdon, Raymond Barnett, Jeannie Capranica, Jeri Frederick, Donna Haynes, John Snyder, Teresa Szabo, Maureen Hoover, Amanda Winters and Robert Skorczewski
   c. Guests include: Patti Sims, Clay Bellot, Ryan Williams and Ashley Kirzinger

2) Approval of Agenda
   a. Motion to approve was made by Jeannie Capranica.
   b. The motion was seconded by Maureen Hoover.
   c. Motion approved.

3) Approval of Minutes
   a. Motion to approve was made by Maureen Hoover.
   b. The motion was seconded by Jeannie Capranica.
   c. Motion approved.

4) Treasurer’s Report
   a. Greg Mayes, our treasurer, was not in attendance, so Teresa Szabo announced that we have $564.00 in our account. Jeannie said that she felt this wasn’t much money and Clay Bellot mentioned that money is usually made on the holiday party and that it usually ends up being a “wash” in terms of our account balance.

5) Announcements
   a. Jeannie announced that the Diversity Center is planning another “Ouch” event on Friday, October 12th. The purpose of Ouch is to improve communication tools for a diverse world. Today, photos will be taken on the Quad at 4:00 p.m. A LGBTQ speaker will make a presentation at the “Open the Closet Door” event. After the speaker’s appearance at last night’s event, an ongoing conversation took place regarding LGBTQ issues. November 1st, Douglas Blue Feather, a Native American flutist will perform in the cafeteria from 12 – 1:30pm.

6) Old Business:
   a. Teresa welcomed our newest member, Robert “Bob” Skorczewski to APAC. Bob is taking the place of Angie Harbison who recently left the university.
b. Teresa asked Maureen to introduce the survey instrument created by Ashley Kirzinger, Director of the Survey Research Office. After taking a minute to review the survey, some members offered suggestions on some of the content.

Suggestions included:

- Job satisfaction
- Leadership satisfaction
- Changing language in some of the questions
- Changing some questions to open-ended responses
- Offering a comment section below rating scales
- Compensation issues

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

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

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

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

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

Donna Haynes made a motion that further discussion take place via email in order to move the process forward. Amanda seconded the motion and the motion was approved.
c. There is an upcoming AP Appreciation Night on October 16\textsuperscript{th} at the volleyball game. Teresa was unable to attend the last one, however Jeannie did attend and said it was not well-attended by APs.

7) New Business

a. Ray Barnett is no longer able to serve on the Student Discipline Committee and Maureen Hoover agreed to finish his term.

b. The BOT is meeting on November 8\textsuperscript{th}, the date of our next APAC meeting. Teresa will be attending the BOT meeting and asked Jeannie to take over as chair for the next APAC meeting.

c. Teresa attended the last CAP meeting to gain insight into their meeting format and processes. They were still addressing the SUCCS audit after 122 of their positions were set to be reclassified. Jeannie and Donna Haynes discussed their job audits and said only 10 of our 37 AP position’s that were targeted had been reviewed to date. Donna Haynes position was found not to be Civil Services eligible. Jeannie had a long interview with Mark Owens and was happy with the process. Toni Langdon said that 1/3 of the 39 targeted positions at UIS had been reviewed using the new software program.

d. Teresa opened a discussion about the proposed Constitutional Amendment that will be on the November ballot. The amendment would change the voting process regarding pension reform. A larger number of votes will be required to increase pension payments for state employees, while a smaller number of votes would be required to reduce state employee’s pensions. Teresa would like to send out an email to APs to inform them of the proposed amendment and to encourage them to educate themselves on the pros and cons associated with this change. Teresa wondered why CSAC and the Campus Senate hadn’t addressed this issue and felt we should. Maureen handed out an editorial that she read regarding the amendment, Donna reported what she had heard in the SURSMAC meeting. Maureen made a motion that Teresa send out an informational email regarding the amendment. Donna Haynes seconded the motion. Motion approved.

e. Teresa is waiting for confirmation on the location for the October 29\textsuperscript{th} UPPAC meeting. Invites were sent to Teresa, Jeannie and Jeri to attend. Ray and Greg have been designated as alternates. Details on the meeting aren’t available at this time.

8) Committee Updates

a. Campus Senate

Meetings were reported on by both Ray and Teresa. For full meeting minutes go to:

September 14\textsuperscript{th} minutes aren’t currently available online
Ray reported that the following issues were discussed at the September 14th meeting:

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

Teresa reported on the following issues addressed at the September 28th meeting:

- Provost reported on Illinois’ low bond rating and that UIS is preparing for a 14% increase for pension and healthcare costs. She has created a steering committee to address the suggestions sent in regarding new programming at UIS.
- SGA reported on a food vendor committee and their resolution to propose a Spanish minor on campus.
- The BOT has approved the master plan which was sent out via email.
- The English program is being reviewed and revised and will be suspended until it has been reformatted.
- More discussion took place on the Spanish minor; it was voted on and approved. The catalogue update which is coming out soon, will include information on the new the Spanish minor option. The program will begin next fall.
- Dr. Koch will speak at tomorrow’s Campus Senate meeting.

b. CSAC

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

- Enrollment decrease
• Visibility of UIS
• Addition of new academic programs
• U.S. News & World report ranking
• Pension issues
• 400 million in funding owed by the State to the University
• Leadership Lived campaign
• Marketing sports
• Chancellor’s weekly UIS report in the SJR
• The need for increased visibility

Staff scholarship recipients were selected and grateful for the assistance.

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

c. Holiday Party

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

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

9) Public Comments

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

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

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