ACADEMIC PROFESSIONAL ADVISORY COMMITTEE
Minutes
November 8, 2012
9:00 a.m. Brookens 204D

1) Call to Order
   a. Jeannie Capranica called the meeting to order at 9:02 a.m.
   b. Members present include: Toni Langdon, Jeannie Capranica, Jeri Frederick, Donna Haynes, John Snyder, Maureen Hoover, Amanda Winters and Greg Mayes
   c. Guests include: Patti Sims, Clay Bellot, and Tammy Craig

2) Approval of Agenda
   a. Motion to approve was made by Amanda Winters.
   b. The motion was seconded by Greg Mayes.
   c. Motion approved.

3) Approval of Minutes
   a. Motion to approve was made by Greg Mayes.
   b. The motion was seconded by Amanda Winters.
   c. Motion approved.
   d. Two additional motions were voted on via email votes and we voted to approve those votes. Greg Mayes made a motion to approve and Donna Haynes seconded the motion. Jeannie will send the email information to Clay.

4) Treasurer’s Report
   a. Greg Mayes handed out a copy of the Treasurer’s report which shows a balance of $527.33.

5) Announcements
   a. Jeri announced the APAC Holiday Party will be held on December 12th. Jeannie said that Dave Barrows asked if we wanted to combine our party with the Employee Holiday Party as they are being held two days apart. Although not voted on, the consensus was to keep our party separate as it is a celebration for AP’s only. It is important that we have an opportunity to meet and greet with other APs.

6) Old Business:
   a. CSAC Memo – Donna Haynes expressed concern, via email prior to the APAC meeting, that she had heard from CSAC members who were very upset that the members of APAC were at odds about supporting CSAC’s bid for professional development money.
Jeannie contacted Bobbi Fults (CSAC Chair) prior to the APAC meeting and discussed the issue with her. Bobbi said that the letter of support was eventually passed along to CSAC.

Amanda explained what had happened:

In October, APAC voted to send a letter of support to CSAC regarding their bid for professional development money. Amanda agreed to write the letter and send it to all members for approval. Amanda emailed the support letter to the members (and Bobbie Fults) on November 1st and asked people to send her comments, suggestions, etc. Earlier this week, Amanda followed up via email, and said she had received a few comments regarding capitalization, etc., and asked if it was okay for her to move forward with sending this on to CSAC. At that point Teresa sent an email and said that she had concerns with the letter. Teresa and Amanda talked and Teresa said she’d like to discuss this with others and she’d get back to Amanda.

At this point, Amanda notified Bobbie that the letter of support was on hold. Although the letter was ultimately put through, Bobbie shared the situation with CSAC members at the regular meeting. Many of CSAC’s members were upset by what they perceived as APAC’s hesitation to support them. Amanda explained that the majority of members had voted in support of the letter and apologized for the situation.

Amanda went on to express concern for the way in which this was handled and questioned the propriety of the chair going outside of the committee on an issue that had already been approved by the group. She said that these concerns should have been addressed when the group discussed the issue at the open meeting.

Greg agreed with Amanda and expressed concern that this is not the first time APAC has voted for something to be done and then prior to being implemented, it was pulled back. He said that when we make a motion to do something, we need to follow through.

Donna Haynes expressed her concerns about offending CSAC members. She suggested that we might need a Parliamentarian, and other committee members agreed. (This was not raised for a vote.) Donna also suggested that we should probably be following the Open Meetings Act (OMA) rules. Jeannie said that she looked into the OMA and learned that our meetings should be announced at least 48 hours in advance.

Overall, there was agreement that we need to determine if we are required to follow OMA rules.

b. SUCCS – Jeannie presented some information that Teresa received from Bob Lael regarding SUCCS. Tom Morelock, SUCCS Director, may be planning to approach the Merit Board at the November
meeting and ask for their approval for take the exemption authority
issue to JCAR (Joint Committee on Administrative Rules).

Language from the proposed amendment to the rule includes:

**Other principal administrative employees of each institution and agency as determined by the Merit Board.** Each position proposed to be exempt under sections 36e(3) of the Act shall be reviewed and approved by the Merit Board, or as designated by the Merit Board to the Executive Director. Exemption authority in this respect lies solely with the Merit Board, or as designated by the Merit Board to the Executive Director. Position exemptions will be evaluated pursuant to subsections (b)(1) and (b)(2).

Patti Sims remarked that the UA (University Administration) has registered their position which is in disagreement with the proposed amendment. There is a response at the University level.

7) New Business

a. Jeannie announced that the Constitutional Amendment #49 was addressed by staff at UIUC and UIC in a webinar that was held last month. The amendment was on the election ballot and was defeated.

b. Tammy Craig reported on the Human Capital Strategy recommendations. Tammy serves on the Short-Term Committee, Toni Langdon serves on the Long-Term Committee and Rebecca Jones serves on the Policy Committee. Lori Giordano is member of the group, but hasn’t been in attendance for most meetings.

Each sub-committee met and created goals and objectives and then met as a larger group. The document, which is currently 77 pages, is still in the draft stage. Tammy reported that she and other committee members have learned a lot about the other campuses through this process. She stressed that due to the diversity between campuses, the recommendations must be flexible. She reported that the team she worked with was a good team and listened to everyone’s input.

Jeannie told us about Wayne’s presentation at the UPPAC meeting last month. The most controversial item he outlined was a recommendation under the Performance Management section of the document. This states in part:

Performance improvement of academic professional employees presents unique challenges. The contractual nature of AP employment limits the ability of the university to address an underperforming employee’s substantial failure to perform the fundamental requirements of the position. In such circumstances the university is often obligated to carry the non-performing employee – and continue to pay the salary and provide the benefits – until the contract and any notice periods expire. This causes financial loss in paying an employee who is not producing to appropriate levels; disruption to operations...
caused by not being able to replace that employee with a new hire until after the AP contract has expired; frustration to supervisors and managers.

Members of UPPAC were upset about this recommendation and requested time to review the entire document and comment prior to the HCS group’s presentation to administration. UPPAC made arrangements to meet collectively on December 17th and prepare a joint response to the document. Additionally, UPPAC asked Wayne to delay putting forth the recommendations until January 2013.

Prior to that, APAC and CSAC will be meeting with Wayne to present our comments on the recommendations. Jeannie suggested that we create a sub-committee to closely review the document prior to the meeting with Wayne on November 28th. We agreed to ask CSAC if they’d like to participate in the sub-committee.

Tammy said that her committee had not seen this recommendation and although Toni is a member of the committee that made the recommendation, she hadn’t seen it either. Tammy said that in a recent meeting, she expressed her concern was that this policy leaves room for abuse by supervisors. AP’s would have no recourse as our grievance policy wouldn’t address this issue.

Tammy said that the reason given for the recommendation was to prevent the University from their obligation to pay AP’s during the 1 year period after the Notification of Non-Reappointment when the employee is not doing their job or showing up for work.

Jeannie suggests that we take this seriously and provide input. Tammy said that it is okay if we want to share it with all AP’s on campus. Jeri made a motion to share the HRS recommendations via email that includes a link to the APAC website. Motion was moved by Jeannie and seconded by Donna. The motion was approved. Clay will add the document to the website. Tammy will give Amanda the caveat language regarding the draft status of the document and Amanda will send out the email to all AP’s on campus.

A motion was made to develop a sub-committee and make an offer to CSAC to be members of the sub-committee. Jeri moved the motion and Donna Haynes seconded. The motion was carried.

A motion was made for the subcommittee to choose a chair and compile comments to present at the meeting on the 28th. All AP’s on campus will have an opportunity to submit comments to the subcommittee by November 26th. Motion moved by Amanda and seconded by Donna Haynes. The motion was approved.
Amanda expressed an interest in chairing the subcommittee and other members who agreed to serve are: Jeri Frederick, Greg Mayes, Donna Haynes and Clay Bellot.

8) Committee Updates

a. Campus Senate

Ray Barnett was not in attendance and did not provide anyone with his notes on meeting.

b. CSAC

Toni was not in attendance, so Amanda Winters, our AP CSAC representative reported.

The Wellness Initiative is falling behind. They may not be able to have the Health Fair due in part to the short staffing. Amanda offered to ask APAC for assistance. Clay said that he is concerned about the Wellness Committee and the Health Fair. They have been waiting to hear something from Ed Wojcicki. Jill Stoops has asked also, but hasn’t heard anything.

Clay thinks that dropping the ball on the Health Fair would be a mistake considering that UIS is pursuing a new nursing program.

Tammy said that there could be budget considerations as the TRAC is charging for the use of space for these events. Clay thinks the Health Fair could fit in the PAC and Donna Haynes said that it would be free to hold it there.

There was a discussion about Health Services role in the Health Fair and a question as to whether Judy Shipp’s counseling staff could provide staffing assistance since Health Services people aren’t full-time employees.

CSAC is considering holding a Silent Auction this year and requesting donations of hand-made items of an arts/crafts nature. They feel that the previous donations had turned into more of a garage sale.

c. Holiday Party

Jeri and Amanda Winters continue to pursue donations from a variety of sources to be given as door prizes. Amanda and Jeri are going shopping after today’s meeting to purchase decorations for the event.

9) Adjournment

a. Motion to adjourn by Amanda Winters
b. Jeannie Capranica seconded the motion.

c. Meeting adjourned at 10:17 a.m.
Next meeting – December 13th, 2012 at 9:00 a.m. Brookens 204D