

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 November 8, 2012

4 9:00 a.m. Brookens 204D

5
6
7
8 1) Call to Order

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

14
15 2) Approval of Agenda

- 16 a. Motion to approve was made by Amanda Winters.
17 b. The motion was seconded by Greg Mayes.
18 c. Motion approved.

19
20 3) Approval of Minutes

- 21 a. Motion to approve was made by Greg Mayes.
22 b. The motion was seconded by Amanda Winters.
23 c. Motion approved.
24 d. Two additional motions were voted on via email votes and we voted to
25 approve those votes. Greg Mayes made a motion to approve and
26 Donna Haynes seconded the motion. Jeannie will send the email
27 information to Clay.

28
29 4) Treasurer's Report

- 30 a. Greg Mayes handed out a copy of the Treasurer's report which shows
31 a balance of \$527.33.

32
33 5) Announcements

- 34 a. Jeri announced the APAC Holiday Party will be held on December
35 12th. Jeannie said that Dave Barrows asked if we wanted to combine
36 our party with the Employee Holiday Party as they are being held two
37 days apart. Although not voted on, the consensus was to keep our
38 party separate as it is a celebration for AP's only. It is important that
39 we have an opportunity to meet and greet with other APs.

40 6) Old Business:

- 41 a. CSAC Memo – Donna Haynes expressed concern, via email prior to
42 the APAC meeting, that she had heard from CSAC members who were
43 very upset that the members of APAC were at odds about supporting
44 CSAC's bid for professional development money.

45 Jeannie contacted Bobbie Fults (CSAC Chair) prior to the APAC
46 meeting and discussed the issue with her. Bobbi said that the letter of
47 support was eventually passed along to CSAC.

48 Amanda explained what had happened:

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

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

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

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

76 Donna Haynes expressed her concerns about offending CSAC
77 members. She suggested that we might need a Parliamentarian, and
78 other committee members agreed. (This was not raised for a vote.)

79 Donna also suggested that we should probably be following the Open
80 Meetings Act (OMA) rules. Jeannie said that she looked into the
81 OMA and learned that our meetings should be announced at least 48
82 hours in advance.

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

85 b. SUCCS – Jeannie presented some information that Teresa received
86 from Bob Lael regarding SUCCS. Tom Morelock, SUCCS Director,
87 may be planning to approach the Merit Board at the November

88 meeting and ask for their approval for take the exemption authority
89 issue to JCAR (Joint Committee on Administrative Rules).

90 Language from the proposed amendment to the rule includes:

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

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

102 7) New Business

- 103 a. Jeannie announced that the Constitutional Amendment #49 was
104 addressed by staff at UIUC and UIC in a webinar that was held last
105 month. The amendment was on the election ballot and was defeated.
- 106 b. Tammy Craig reported on the Human Capital Strategy
107 recommendations. Tammy serves on the Short-Term Committee, Toni
108 Langdon serves on the Long-Term Committee and Rebecca Jones
109 serves on the Policy Committee. Lori Giordano is member of the
110 group, but hasn't been in attendance for most meetings.

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

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

122
123 Performance improvement of academic professional employees presents
124 unique challenges. The contractual nature of AP employment limits the ability
125 of the university to address an underperforming employee's substantial failure
126 to perform the fundamental requirements of the position. In such
127 circumstances the university is often obligated to carry the non-performing
128 employee – and continue to pay the salary and provide the benefits – until the
129 contract and any notice periods expire. This causes financial loss in paying an
130 employee who is not producing to appropriate levels; disruption to operations

131 caused by not being able to replace that employee with a new hire until after
132 the AP contract has expired; frustration to supervisors and managers.

133
134 Members of UPPAC were upset about this recommendation and
135 requested time to review the entire document and comment prior to the
136 HCS group's presentation to administration. UPPAC made
137 arrangements to meet collectively on December 17th and prepare a joint
138 response to the document. Additionally, UPPAC asked Wayne to delay
139 putting forth the recommendations until January 2013.

140
141 Prior to that, APAC and CSAC will be meeting with Wayne to present
142 our comments on the recommendations. Jeannie suggested that we
143 create a sub-committee to closely review the document prior to the
144 meeting with Wayne on November 28th. We agreed to ask CSAC if
145 they'd like to participate in the sub-committee.

146
147 Tammy said that her committee had not seen this recommendation and
148 although Toni is a member of the committee that made the
149 recommendation, she hadn't seen it either. Tammy said that in a recent
150 meeting, she expressed her concern was that this policy leaves room for
151 abuse by supervisors. AP's would have no recourse as our grievance
152 policy wouldn't address this issue.

153
154 Tammy said that the reason given for the recommendation was to
155 prevent the University from their obligation to pay AP's during the 1
156 year period after the Notification of Non-Reappointment when the
157 employee is not doing their job or showing up for work.

158
159 Jeannie suggests that we take this seriously and provide input. Tammy
160 said that it is okay if we want to share it with all AP's on campus. Jeri
161 made a motion to share the HRS recommendations via email that
162 includes a link to the APAC website. Motion was moved by Jeannie
163 and seconded by Donna. The motion was approved. Clay will add the
164 document to the website. Tammy will give Amanda the caveat
165 language regarding the draft status of the document and Amanda will
166 send out the email to all AP's on campus.

167
168 A motion was made to develop a sub-committee and make an offer to
169 CSAC to be members of the sub-committee. Jeri moved the motion
170 and Donna Haynes seconded. The motion was carried.

171
172 A motion was made for the subcommittee to choose a chair and
173 compile comments to present at the meeting on the 28th. All AP's on
174 campus will have an opportunity to submit comments to the
175 subcommittee by November 26th. Motion moved by Amanda and
176 seconded by Donna Haynes. The motion was approved.

177

178 Amanda expressed an interest in chairing the subcommittee and other
179 members who agreed to serve are: Jeri Frederick, Greg Mayes, Donna
180 Haynes and Clay Bellot.

181

182 8) Committee Updates

183 a. Campus Senate

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

186 b. CSAC

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

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

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

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

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

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

208

209 c. Holiday Party

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

213

214 9) Adjournment

215 a. Motion to adjourn by Amanda Winters

216 b. Jeannie Capranica seconded the motion.

217 c. Meeting adjourned at 10:17 a.m.

218

