

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 July 11, 2013

4 9:00 a.m. – BRK 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, Teresa Szabo, John Snyder, Jeri Frederick,
9 Greg Mayes, Jo Barnard, Helene Bea, Mae Noll, Donna Haynes and
10 Maureen Hoover
- 11 c. Guests: Patti Sims, Laura Alexander, Clay Bellot and Bekky Grosboll

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13 2) Approval of Agenda

- 14 a. Teresa made one correction to the agenda.
- 15 b. Maureen Hoover motioned to approve the agenda
- 16 c. The motion was seconded by Greg Mayes
- 17 d. Motion approved.

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19 3) Approval of Minutes

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

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24 4) Treasurer's Report

- 25 a. Greg Mayes reported that we currently have \$487.28 in our account.
26 The balance includes the Provost's subsidy that was issued for FY14.
27 Our budget is less than our previous year's balance and we discussed
28 reasons for needing additional funding for activities. Donna Haynes
29 noted that we will need additional money if we want to offer
30 professional development activities. Greg will look into fund raising
31 ideas for adding money to our account.

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33 5) Announcements

- 34 a. No announcements

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36 6) New Business

- 37 a. Teresa learned that SUCCS wants to meet with CSAC and Teresa
38 contacted Laura Alexander to report on her knowledge about current
39 SUCCS issues.
- 40 b. Laura said that the SUCCS audit began on July 10th. The Chancellor
41 met with SUCCS prior to the audit and was clear with them on her
42 position. The Provost has also been involved and has been clear with
43 them regarding the university's concerns about exemption authority.
44 Laura reported that SUCCS has made many requests of Human
45 Resources and is interviewing Civil Service and Academic

46 Professionals for the audit. There are 75 positions descriptions being
47 reviewed, 15 – 20 people are being interviewed including several
48 leadership positions.

49 UIS has always worked with SUCCS to provide them the information
50 they need as they reviewed 39 position descriptions last year. They
51 will continue to review position descriptions when the positions
52 become vacant. The individual departments can also review/modify
53 position descriptions when jobs open and improve language when
54 necessary to clarify the position as an Academic Professional.

55 Laura is not sure when the results from this audit will be available –
56 possibly in the spring.

57 Donna Haynes asked if HR could notify the people who have been
58 interviewed as they weren't notified of the results the last time we
59 were audited.

60 c. Teresa asked Laura if she knew anymore about the Human Capital
61 Strategy plan. Laura reported that Maureen Parks had said that the
62 individual campuses will be addressing issues. Laura suggested that
63 the people who served on the committee should be pressuring the HCS
64 committee to see that the entire U of I system be involved in follow-up
65 on the HCS plan.

66 The career path is a big issue that Deanie Brown, the Chancellor and
67 Laura have been discussing. Laura stated that we need an Affirmative
68 Action Plan and to use and analyze the data to determine when to
69 promote and when to search.

70 There was also discussion about the grievance policy for APs at UIS.
71 One concern was the size of our campus and how the process didn't
72 seem to afford anonymity. Additional concerns were that APs aren't
73 allowed to grieve issues like evaluations, etc. Laura said that those
74 policies are standard in most places.

75 d. Teresa reminded and encouraged everyone to attend the Chancellor's
76 forum on the 16th. She will send out an email reminder to APs. Jeri
77 will set up meetings for the Executive Committee with the Chancellor
78 and Provost sometime this fall. Teresa mentioned having the Provost
79 attend our regular meeting and the Executive Committee will meet
80 with the Chancellor.

81 e. Teresa was approached by Helene about the APAC by-laws and how
82 elections were handled this year. Elections were held and new officers
83 placed in May and our by-laws state that new officers will take their
84 seats in August. After consulting with the academic professional
85 groups at UIC and UIUC, we found that they hold elections in June
86 and officers are placed to begin at next month's meeting. After much
87 discussion, Greg Mayes made a motion to keep the by-laws as they
88 currently read which means that we will serve two extra months before

- 89 going off next year. Donna Haynes seconded the motion and it was
90 approved.
- 91 f. Teresa asked Donna to put together a list of committee representatives
92 needed for the upcoming year. The list will be sent out to all APs.
- 93 g. Teresa asked the group about our focus for the next year. One issue
94 that was mentioned was the update of the website. Several ideas about
95 content were suggested, including more human resource's information,
96 policies affecting university employees, interviews with APs. Teresa
97 asked Clay about our capabilities for the website. Helene asked about
98 a Linked In type of application on the site. Clay said that we should
99 talk to Derek Schnapp regarding privacy rules. Teresa suggested we
100 create a committee to address the website, so Jeri Frederick, Mae Noll
101 and Helene Bea will meet to discuss the website and the needs/desires
102 of APs regarding the website content.
- 103 h. Maureen Hoover expressed her desire to hold an open house for new
104 employees, twice annually. She would like to have a meet and greet
105 type of event with snacks and drinks to provide an opportunity for
106 current employees to meet new staff. She will submit a proposal to
107 the Chancellor and report back to the group.

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109 7) Committee Updates

- 110 a. Campus Senate – Raymond Barnett not present due to the birth of his
111 daughter on June 4th.
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- 113 b. CSAC – Jo Barnard reported that CSAC elected new officers as
114 follows:
- 115 Bobbie Fults – President
116 Janice Marvel – Vice-President
117 Denise Rothenbach – Treasurer
118 Dawn Orlove - Secretary
- 119 CSAC met with SUCCS and asked questions about the audit process.
120 SUCCS asked Civil Service representatives what they can do for
121 CSAC and reinforced that Civil Service positions are good, but there is
122 a stigma attached. Jo reminded everyone that many Civil Service
123 positions are exempt and that they have bumping rights. She is very
124 satisfied in her current classification. Someone asked about the
125 possibility of an AP having an audit to determine if their position
126 should be reclassified as a Civil Service position. Human resources
127 would need to review the position to determine.
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- 129 c. APAC Website: Clay will work with us to improve the website as we
130 come up with new ideas.

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8) Motion to adjourn was made by John Snyder and seconded by Donna Haynes.

Meeting adjourned at 11:09 a.m.

Next meeting – August 8, 2013, 9:00 a.m. Brookens 204D