ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

Minutes
July 11, 2013
9:00 a.m. – BRK 204D

1) Call to Order
   a. Teresa Szabo called the meeting to order at 9:05 a.m.
   b. Members present include, Teresa Szabo, John Snyder, Jeri Frederick,
      Greg Mayes, Jo Barnard, Helene Bea, Mae Noll, Donna Haynes and
      Maureen Hoover
   c. Guests: Patti Sims, Laura Alexander, Clay Bellot and Bekky Grosboll

2) Approval of Agenda
   a. Teresa made one correction to the agenda.
   b. Maureen Hoover motioned to approve the agenda
   c. The motion was seconded by Greg Mayes
   d. Motion approved.

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

4) Treasurer’s Report
   a. Greg Mayes reported that we currently have $487.28 in our account.
      The balance includes the Provost’s subsidy that was issued for FY14.
      Our budget is less than our previous year’s balance and we discussed
      reasons for needing additional funding for activities. Donna Haynes
      noted that we will need additional money if we want to offer
      professional development activities. Greg will look into fund raising
      ideas for adding money to our account.

5) Announcements
   a. No announcements

6) New Business
   a. Teresa learned that SUCCS wants to meet with CSAC and Teresa
      contacted Laura Alexander to report on her knowledge about current
      SUCCS issues.
   b. Laura said that the SUCCS audit began on July 10th. The Chancellor
      met with SUCCS prior to the audit and was clear with them on her
      position. The Provost has also been involved and has been clear with
      them regarding the university’s concerns about exemption authority.
      Laura reported that SUCCS has made many requests of Human
      Resources and is interviewing Civil Service and Academic
Professionals for the audit. There are 75 positions descriptions being reviewed, 15 – 20 people are being interviewed including several leadership positions.

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

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

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

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

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

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

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

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

f. Teresa asked Donna to put together a list of committee representatives 
needed for the upcoming year. The list will be sent out to all APs.

g. Teresa asked the group about our focus for the next year. One issue 
that was mentioned was the update of the website. Several ideas about 
content were suggested, including more human resource’s information, 
policies affecting university employees, interviews with APs. Teresa 
asked Clay about our capabilities for the website. Helene asked about 
a LinkedIn type of application on the site. Clay said that we should 
talk to Derek Schnapp regarding privacy rules. Teresa suggested we 
create a committee to address the website, so Jeri Frederick, Mae Noll 
and Helene Bea will meet to discuss the website and the needs/desires 
of APs regarding the website content.

h. Maureen Hoover expressed her desire to hold an open house for new 
employees, twice annually. She would like to have a meet and greet 
type of event with snacks and drinks to provide an opportunity for 
current employees to meet new staff. She will submit a proposal to 
the Chancellor and report back to the group.

7) Committee Updates

a. Campus Senate – Raymond Barnett not present due to the birth of his 
daughter on June 4th.

b. CSAC – Jo Barnard reported that CSAC elected new officers as 
follows:
   Bobbie Fults – President
   Janice Marvel – Vice-President
   Denise Rothenbach – Treasurer
   Dawn Orlove - Secretary

CSAC met with SUCCS and asked questions about the audit process. 
SUCCS asked Civil Service representatives what they can do for 
CSAC and reinforced that Civil Service positions are good, but there is 
a stigma attached. Jo reminded everyone that many Civil Service 
positions are exempt and that they have bumping rights. She is very 
satisfied in her current classification. Someone asked about the 
possibility of an AP having an audit to determine if their position 
should be reclassified as a Civil Service position. Human resources 
would need to review the position to determine.

c. APAC Website: Clay will work with us to improve the website as we 
come up with new ideas.
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