**ACADEMIC PROFESSIONAL ADVISORY COMMITTEE**

Agenda

December 10

9:00 AM – 10:30 AM

BRK 204D

1. Call to Order
	1. Meeting called to order by James Burgdorf at 9:03am
	2. Members present: James Burgdorf, Donna Haynes, Gina Massie, Brian Moore (CSAC), Maureen Hoover, Raymond Barnett, Mae Noll
	3. Excused Absence: Ashley Edge, Sophia Gehlhausen
	4. Guests: Laura Alexander, Clay Bellot, Natalie Taylor
2. Approval of Agenda
	1. Motion to approve by Matt Panich
	2. Seconded by Mae Noll
	3. Motion approved
3. Approval of Minutes
	1. Change requested to be made to a misspelling of CARE Award
	2. Motion to approve by Mae Noll
	3. Seconded by Gina Massie
	4. Motion approved with requested changes
4. Treasurer’s Report
	1. No change to money, and roster still needs to be cleaned up by HR21r email distribution list indicates 214 report says 249. Clay will find out who is managing the distribution list
5. New Business
	1. Executive Team HR meeting Jan. 12th
		1. Drafted invitation to HR, Laurel Newman, Deanie Brown, Dr. Joseph, and Natalie Taylor to meet on January 12th with APAC Exec Committee. Focus is on entire process not just AP hiring process. Meeting is only for 1 hour which is not a lot of time for discussion. Problem has been in existence for a long time. Raymond suggested a checklist from Deanie but that is not possible as this is a case by case analysis. The process appears to be unclear and creates a feeling that one person asks and it’s not approved but another asks and they get approval. Laura stated that Hiretouch is a problem. Some people only go in to Hiretouch once a week. University decision was made concerning Hiretouch and they made the decision to have the Provost and Chancellor review all positions. Raymond believes that the key to this meeting is to make the hiring process transparent and to know who is responsible for the hold up in the process when the process is stalled. This will hold the people in the process accountable.
		2. Processes on campus with specifics
	2. Chancellor’s response to APAC statement
		1. James read the email sent to Chancellor & Provost and response from Chancellor
		2. James will ask the Chancellor about publishing email response to email
	3. UIS Library Dean Search Committee candidates
		1. Only 2 AP’s in library Janelle Gurnsey said she would be interested. Donna Haynes has also expressed interest. Raymond will contact someone that he thinks might be interested
	4. New: Tracking AP concerns/questions/issues in BOX
		1. Have started tracking issues so that we can better address what has been worked on in the past.
6. Old Business
	1. Holiday Party feedback
		1. Feedback was positive that it had been decided to cancel this party and request people attend the All-Campus Party

1. Committee Updates
	1. CSAC  (Brian Moore)
		1. HR presentation and professional development, January meeting is cancelled; Gift received from donor for Student Union ($1.5 mil)
	2. Campus Senate (Raymond)
		1. Talked about agenda for tomorrow
			1. Background checks are on the agenda and they are wordsmithing the policy. Chicago has approved, UIS is looking at it tomorrow and Urbana says it’s discriminatory. There had been a pause in using the background checks but background checks are currently in place. Laura will not be at the meeting because it is a bargaining issue. Raymond will send out agenda for comments
	3. Sustainability - Claire
		1. Bike week coming in Spring; safety workshops, spring cleaning event and having supplies
		2. Possible future green fee
		3. Meeting with Journal to talk about sustainability
	4. Other
		1. Library Committee met to discuss dean search and budget saving items for the library
2. Public Comments/ Announcements
	1. Campus Holiday Party Dec. 18th – encourage everyone to attend
	2. The old credit union is being turned into a child advocacy center (lab)
	3. Bookstore open house still going on this week and next week.
3. Adjournment
	1. Call for adjournment at 10:10am
	2. Motion by Maureen Hoover
	3. Seconded by Raymond Barnett

Next meeting January 14, 2016 - 9:00 a.m. Brookens 204D