

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 July 14, 2011

4 9:00 a.m. Brookens 204D

5
6 1) Call to Order

- 7 a. J. Burkhart called the meeting to order at 9:03 a.m.
- 8 b. Members present include Tom Ambrose, Raymond Barnett, Jerry
9 Burkhart, Jeannie Capranica, Angie Harbison, Toni Langdon, Dick
10 Schuldt, John Snyder, Teresa Szabo, Natalie Taylor, Amanda Winters
- 11 c. Guests include Jerry Frederick, Bob Lael and Patti Sims

12
13 2) Approval of Agenda

- 14 a. Motion to approve was made by Jeannie Capranica.
- 15 b. The motion was seconded by Amanda Winters
- 16 c. Motion approved.

17
18
19 3) Old Business

- 20 a. Campus senate committee openings for the Fall semester
- 21 One opening on the CARR committee- this position requires an AP
- 22 that works with student instruction as part of their daily tasks.
- 23 The Road committee will be making some changes because of the
- 24 addition of an EEO officer in the last few years. They will reassess
- 25 their purpose, as they were established when there was not an EEO
- 26 officer.
- 27 The CAPE and Professional Development committees need members.
- 28 Barbara Cass will remain as chair on the Professional Development
- 29 committee.
- 30 There are no new openings on CRC- members have 2-3 year terms.
- 31 There will possibly be the development of subcommittee to study the
- 32 APAC bylaws for any needed changes. This subcommittee will be
- 33 considered for the upcoming year.
- 34 b. Tammy Craig had noted to Jerry that there were some AP positions
- 35 that included teaching that may not have been made available early to
- 36 AP's. Jerry will discuss this issue more with her when she returns from
- 37 her leave.
- 38 c. Tom Ambrose asked if all of the current benefits and conversion issues
- 39 would affect the retention of AP's on campus. Jerry agreed and noted
- 40 that he had received a message from Rick Atterberry that identified
- 41 some of these issues already happening on the UIUC campus in their
- 42 supercomputing department. The economy is so depressed that it is
- 43 keeping folks here who might eventually leave because of these issues.
- 44 Retention of all employees, AP , faculty and Civil Service, is
- 45 important to the university.
- 46

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90

4) New Business

- a. The APAC executive committee met with Chancellor Koch. All of the members left with a very positive outlook. She is very engaged and interested in the needs of AP's. The exec committee was able to fill her in on our concerns, duties and meeting schedule. She is willing to meet with us two times a year, rather than just once.
- b. UPPAC will meet with President Hogan on August 11th. If you have any questions or concerns that you would like to be brought to the president, please email Jerry. Dick noted that an update on the progress of the ARR would be appreciated. This progress is slow, but Jerry has this issue on his list to discuss with the President. Jerry also stated that he will remind the president that UPPAC was told that AP's would have a role in this implementation process.

One of the issues that was brought up with the chancellor was that there is no way for many ap's to advance in their careers at UIS- they have singular job titles. This issue has been identified by the ARR and will hopefully be addressed by the implementation committee.
- c. Wages, Salary equity and professional development. Jerry noted that a history of these issues would be helpful for the new APAC members. These have been some of the main topics of discussion for APAC since its beginnings here at UIS. There has been a salary equity study about 12-13 years ago. There were flaws in the study- but later UIS implemented an internal salary equity program. Many AP's did receive salary adjustments because of these efforts. This program only lasted two years. It would be good to have an external salary equity study- with the Haye group- but this is an expensive process and never occurred. We should certainly continue to talk about this issue- because this type of study would be extremely useful for the University and retention of great faculty and staff. It is part of APAC's job to keep these kinds of efforts in the forefront. Jeri Frederick noted that the process now seems arbitrary and would work much better if there was an established process and rules for salary/merit increases and title changes.
- d. Professional development- we were the first U of I to have a professional development fund. UIUC now has a prof development fund because of UIS. Barbara Cass is sending a report to the provost about last year's funds and requesting funds for the upcoming year. We have not been given any indication that these funds or their availability would change. Jerry cautioned that APAC does want to come off sounding like the only thing that we want is more money. This body is here for the good of the University, and it is important that we present a broad picture of what we need and why we are here.
- e. An email was received from an AP who is a supervisor of a person who is receiving a Civil Service audit. They were told that this is not a

91 random audit. Jerry asked Bob for clarification. Bob clarified that HR
92 gave over 100 job titles to the auditors and 25 job titles/positions have
93 been selected. This is not a random audit, they are looking at job titles
94 which have had issues at other institutions. They key in on titles and
95 then they examine the job descriptions to identify any issues. Mark
96 Owens is sitting in with the job audits. After the conclusion of the on-
97 site phase, it will take about 3 months to get a preliminary report. In
98 the past, when positions have been identified as being CS, they have
99 been grandfathered in any turned into CS after the person in the
100 position leaves or retires. This grandfathering will probably not happen
101 this year, the issues will have to be dealt with. Bob noted that if there
102 are any issues that arise, we get a chance to appeal, and we will make
103 the case to address issues in house as we have in the past. The source
104 of funding for the position does not affect the audit at all. AP's have
105 been the fastest growing employee group on the university campuses
106 in the recent past. Bob noted that there is a program being used in
107 Chicago which we can use to keep track of position descriptions and to
108 assess the strength or weakness of the description. Dick asked if
109 someone converts, how does this affect their seniority? Bob said that
110 HR is trying to look back in the history of the position and give
111 appropriate seniority to the converttee. There are some concerns that
112 the seniority is only from the most recent job title and not from years
113 of service. This conversion has been a huge issue for the UPPAC
114 meetings in the last year.

115 Jerry also noted that the CS exemption authority legislation issue is
116 still out there and will be brought back up in the next legislative year.
117 The university system is lobbying hard on this issue to keep the
118 exemption authority at the institutional level.

119 5) Committee Updates

120 a. Campus Senate – Dick Schuldt

121 Senate doesn't meet over the summer, but the meeting schedules have
122 been set. The resolution for senate representation has been completed
123 and we should set up a meeting with Tih Fen and John Martin (Senate
124 chair and vice chair). The resolution should be sent to CSAC.

125 b. The Compensation Review Committee (CRC)

126 The website mechanism for the AP exit survey is not up- Clay will be
127 contacted to make that adjustment.

128 c. CSAC – Toni Langdon

129 CSAC elections were completed yesterday- Bobbi Fults for president,
130 Pat Austin (retiring) for treasurer, Debbie Dove will take over this
131 position when Pat retires, Jill Stoops for vice president, and Dawn
132 Orlove for secretary. The committee talked a lot about requested Civil
133 Service audits. It is not a quick process- one person said that it took
134 three years to complete the process. This process is used to reassess

135 jobs and duties. They also talked about the possible AP conversion and
136 seniority. The advisory board met with the new chancellor- and they
137 came away with a very positive response from the meeting. She seems
138 to have an open door policy and is making rounds introducing herself
139 around campus. CS appreciation day has been approved by the
140 chancellor's office. Ed Wojicki is the chancellor's rep to CSAC.

141 6) Additional Comments:

142 Jeri and Barbara Cass met with HR and found out that they are
143 developing a new orientation program. Once this is developed, HR
144 wants APAC to be a part of this process. This is a great idea,
145 especially since new faculty gets this type of orientation each year.
146 There is still \$984 in the treasury. So, be thinking about any types of
147 programs or events that we could run during the year to use these
148 funds.

149 Also, fyi, UIUC campus had to have police security attend their recent
150 benefits/health insurance review meeting.

151

152 7) Adjournment

153

154 Motioned to adjourn by Tom Ambrose

155 Jeannie Capranica seconded.

156 Meeting adjourned at 10:35 a.m.

157

158 Next meeting –August 11, 2011, 9:00 a.m. Brookens 204D