ACADEMIC PROFESSIONAL ADVISORY COMMITTEE
Minutes
December 11, 2010
9:00 a.m. Brookens 204D

1) Call to Order
   a. Jerry Burkhart called the meeting to order at 9:02 a.m.
   b. Members present include Clay Bellot, Jerry Burkhart, Jeannie Capranica, Rose Schweikhart, John Snyder, Natalie Taylor, and Amanda Winters.

2) Approval of Agenda
   a. Motion to approve was made by Natalie Taylor.
   b. The motion was seconded by Clay Bellot.
   c. Motion approved.

3) Approval of Minutes
   a. Motion to approve was made by Amanda Winters.
   b. The motion was seconded by Rose Schweikhart.
   c. Motion approved.

4) Old Business
   a. Senate representation update
      CSAC/ APAC exec committees met and agreed that there should be a grassroots campaign to change the Senate rules to allow for assigned alternates for both committees. So far the feedback has been very positive from members of the Senate. There is no language in the current Senate rules prohibiting this change. It was suggested that APAC/CSAC submit a resolution that they be allowed to name an alternate, rather than changing the current by-laws. That way there would be a named alternate that would be known to the Senate at the beginning of each year. CSAC discussed this as well and was in agreement. Dick will sit down with Barbara Cass and draft a resolution to bring to the Senate, perhaps in January. Once this is drafted it will be sent out to APAC members.

   b. UPPAC met a week ago. One of the major topics was the implementation of the ARR. Jerry spoke with Maureen Parks from HR and she said that the process is a bit behind. They are meeting again soon and she will get back with him about AP representation. This is still in the works- the plan is to include 3 reps from APAC, one from each campus. There will be opportunities for other AP's to play roles on committees that spring from this implementation process. Katie Ross, who also works in admin HR, was going to bring a report to
UPPAC about some HR changes in disability etc. It was suggested that
each campus hold HR seminars on their campuses tailored to their
particular campus questions, needs. There were questions about the
costs of holding these seminars; however this was not an issue for
Springfield. These seminars would be sponsored by UPPAC, but held
specifically for each campus. UPPAC also discussed the development
of a standing question and answer section on the UPPAC website for
AP’s to ask questions and get answers about the recent HR changes.
There will be more discussions and attempts to work out these details.
Patti Sims noted that perhaps the campus HR offices would want to be
involved in these seminars or the follow-up q&a. The next UPPAC
meeting is the end of January for an in-person meeting with President
Hogan.

c. The APAC Holiday party will be held a week from today! APAC is
continuing to solicit donations of food and/or money. Many thanks to
Tyler Tanaka for chairing this committee.

d. Internal job postings: A request was received from a campus unit to
waive the required week of internal job posting. Bob Lael was asked
to come to the APAC meeting to discuss the issue. This policy of
internal job postings was begun in 2003 and updated in 2007. Job
postings are currently required to be posted for a week internally
before the job is posted to the public. Harry Berman was open to
granting waivers on a case by case basis if an argument is made. Bob
Lael thinks that there is no disadvantage to posting campus postings
and outside postings simultaneously. He suggested that the jobs could
be posted concurrently to speed up the process. Jerry noted that in the
past the practice had been to post jobs and fill them before the unit
members even knew that the job was open. There is supposed to be a
U of I site for job postings, but Bob noted that the site had fallen into
disrepair in the last few years (around the time of the hiring freezes).
Jerry noted that concurrent postings would be reasonable, but that AP's
would be more comfortable with the required week posting period. If
jobs are posted, internal candidates would have an opportunity to find
out about the job and apply. This is just a campus wide policy, not
university wide and UIS AP's should also be made aware of the
website for U of I job postings. Wes noted that for the most part this
policy has been working to keep hiring abuses from occurring. Patti
noted that Deanie Brown, the AEO officer, should be involved in any
adjustment or review of this policy. Rose noted that an important
reason for the posting period is to help with recruitment of good
candidates by UIS staff. There is also a benefit to being in the first
wave of applications for the job. Jerry noted that there is not any real
disadvantage to a unit because of this posting period. But if the
chancellor is open to considering waivers, then a convincing case
would have to be made. The benefits seem to far outweigh the costs of
the waiting period. Rose noted that this posting period also touches on
the subject of AP career ladders.

5) New Business

a. APAC needs to set a date for an AP campus wide meeting. It should be in late February. Jerry will check with the chancellor and VCAA about availability to come and speak, and the availability of Brookens Auditorium. In January APAC will review the topics for the meetings. Jerry will follow up with the group about this meeting. Members should submit any topics that they want to cover. The ARR implementation is definitely a topic that will need to be covered, and possibly campus senate representation.

b. When the Civil service CARE award is presented, food service employees are not allowed to eat and participate because they are working. There will be bargaining unit and union issues, but Rose will do some preliminary research to see if there is a possibility to have AP’s volunteer to allow these civil service employees to attend the event. APAC agreed that it would be a nice gesture. This event is in September and Rose will get back to the group about the options for the event.

6) Committee Updates

a. Campus Senate – Amanda Winters
   i. Senate met twice since last meeting. Amanda only made it to one of the meetings, when Dick was unable to make it back to Springfield. There was discussion about whether Amanda should be seated at the Senate table- but the decision was made to delay this kind of action until official alternates could be proposed before the Senate. The main issues that were discussed were Chancellor Berman’s address to the Senate and the mid-year athletic committee report. More details can be found in the official Senate minutes from that meeting.

b. CRC – Tammy Craig
   Tammy was not able to attend. She is attempting to bring the new CRC members up to speed on past issues and policies. The ARR will certainly bring up some opportunities for this committee to address.

c. APAC Website – Clay Bellot
   No updates for the website were indicated. Jerry noted that we could link from our site to other U of I campus AP websites and to UPPAC.

d. CSAC
   Harry Berman, the new interim Chancellor, came and spoke to CSAC. His major message was that there is too much energy at UIS right now to just "mind the store", and that we need to continue growing and expanding during this period. Bobbi had
asked about the non-monetary compensation committee and she was told that some of the changes were working their way into the bargaining unit. Bob Lael noted that several items on the list from the committee have been brought up into the bargaining. One of these items is a discount on TRAC membership. Bob is looking to see what kind of latitude they have to give these kinds of benefits. He stated that if this type of benefit is given to the union members, then he would attempt to apply this benefit to all employees on campus. This non-monetary compensation committee hasn't met since last March or April. Once thing that did come out of this committee was that letters of recognition would be issued for all staff members who serve on committees, these letters would go into their personnel files. Also, a possibility of a salary equity program was brought up at the meeting.

Extra notes:

Beverly Bunch will be the new chancellor rep for APAC, replacing Ed, starting in January.
The chair of ROAD had contacted Bobbi about the diversity of CSAC employees on committees. Roxanne Kurtz (the chair) approached Bobbi about this issue, but Bobbi had to tell Roxanne about some of the requirements of Civil service employees. Specifically that they are required to have release time and permission to serve on these committees. Jerry noted that committee service is expected from staff, but no real recognition is given for this service. It is volunteer, and on our own time. There should be some real formal recognition because it is a necessary part of university operations.

7) Adjournment
a. Motioned to adjourn by Natalie.
b. John Snyder seconded.
c. Meeting adjourned at 9:59 a.m.

Next meeting –January 13, 2011, 9:00 a.m. Brookens 204D