

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 December 11, 2010

4 9:00 a.m. Brookens 204D

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6 1) Call to Order

- 7 a. Jerry Burkhart called the meeting to order at 9:02 a.m.
8 b. Members present include Clay Bellot, Jerry Burkhart, Jeannie
9 Capranica, Rose Schweikhart, John Snyder, Natalie Taylor, and
10 Amanda Winters.
11 c. Guests include Gayle Kilbury, Bob Lael, Patti Sims, Wes Weisenburn
12 and Ed Wojcicki.

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14 2) Approval of Agenda

- 15 a. Motion to approve was made by Natalie Taylor.
16 b. The motion was seconded by Clay Bellot.
17 c. Motion approved.

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19 3) Approval of Minutes

- 20 a. Motion to approve was made by Amanda Winters.
21 b. The motion was seconded by Rose Schweikhart.
22 c. Motion approved.

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24 4) Old Business

- 25 a. Senate representation update
26 CSAC/ APAC exec committees met and agreed that there should be a
27 grassroots campaign to change the Senate rules to allow for assigned
28 alternates for both committees. So far the feedback has been very
29 positive from members of the Senate. There is no language in the
30 current Senate rules prohibiting this change. It was suggested that
31 APAC/CSAC submit a resolution that they be allowed to name an
32 alternate, rather than changing the current by-laws. That way there
33 would be a named alternate that would be known to the Senate at the
34 beginning of each year. CSAC discussed this as well and was in
35 agreement. Dick will sit down with Barbara Cass and draft a resolution
36 to bring to the Senate, perhaps in January. Once this is drafted it will
37 be sent out to APAC members.
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39 b. UPPAC met a week ago. One of the major topics was the
40 implementation of the ARR. Jerry spoke with Maureen Parks from HR
41 and she said that the process is a bit behind. They are meeting again
42 soon and she will get back with him about AP representation. This is
43 still in the works- the plan is to include 3 reps from APAC , one from
44 each campus. There will be opportunities for other AP's to play roles
45 on committees that spring from this implementation process. Katie
46 Ross, who also works in admin HR, was going to bring a report to

47 UPPAC about some HR changes in disability etc. It was suggested that
48 each campus hold HR seminars on their campuses tailored to their
49 particular campus questions, needs. There were questions about the
50 costs of holding these seminars; however this was not an issue for
51 Springfield. These seminars would be sponsored by UPPAC, but held
52 specifically for each campus. UPPAC also discussed the development
53 of a standing question and answer section on the UPPAC website for
54 AP's to ask questions and get answers about the recent HR changes.
55 There will be more discussions and attempts to work out these details.
56 Patti Sims noted that perhaps the campus HR offices would want to be
57 involved in these seminars or the follow-up q&a. The next UPPAC
58 meeting is the end of January for an in-person meeting with President
59 Hogan.

- 60 c. The APAC Holiday party will be held a week from today! APAC is
61 continuing to solicit donations of food and/or money. Many thanks to
62 Tyler Tanaka for chairing this committee.
- 63 d. Internal job postings: A request was received from a campus unit to
64 waive the required week of internal job posting. Bob Lael was asked
65 to come to the APAC meeting to discuss the issue. This policy of
66 internal job postings was begun in 2003 and updated in 2007. Job
67 postings are currently required to be posted for a week internally
68 before the job is posted to the public. Harry Berman was open to
69 granting waivers on a case by case basis if an argument is made. Bob
70 Lael thinks that there is no disadvantage to posting campus postings
71 and outside postings simultaneously. He suggested that the jobs could
72 be posted concurrently to speed up the process. Jerry noted that in the
73 past the practice had been to post jobs and fill them before the unit
74 members even knew that the job was open. There is supposed to be a
75 U of I site for job postings, but Bob noted that the site had fallen into
76 disrepair in the last few years (around the time of the hiring freezes).
77 Jerry noted that concurrent postings would be reasonable, but that AP's
78 would be more comfortable with the required week posting period. If
79 jobs are posted, internal candidates would have an opportunity to find
80 out about the job and apply. This is just a campus wide policy, not
81 university wide and UIS AP's should also be made aware of the
82 website for U of I job postings. Wes noted that for the most part this
83 policy has been working to keep hiring abuses from occurring. Patti
84 noted that Deanie Brown, the AEO officer, should be involved in any
85 adjustment or review of this policy. Rose noted that an important
86 reason for the posting period is to help with recruitment of good
87 candidates by UIS staff. There is also a benefit to being in the first
88 wave of applications for the job. Jerry noted that there is not any real
89 disadvantage to a unit because of this posting period. But if the
90 chancellor is open to considering waivers, then a convincing case
91 would have to be made. The benefits seem to far outweigh the costs of
92 the waiting period. Rose noted that this posting period also touches on

- 93 the subject of AP career ladders.
- 94 5) New Business
- 95 a. APAC needs to set a date for an AP campus wide meeting. It should
- 96 be in late February. Jerry will check with the chancellor and VCAA
- 97 about availability to come and speak, and the availability of Brookens
- 98 Auditorium. In January APAC will review the topics for the meetings.
- 99 Jerry will follow up with the group about this meeting. Members
- 100 should submit any topics that they want to cover. The ARR
- 101 implementation is definitely a topic that will need to be covered, and
- 102 possibly campus senate representation.
- 103 b. When the Civil service CARE award is presented, food service
- 104 employees are not allowed to eat and participate because they are
- 105 working. There will be bargaining unit and union issues, but Rose will
- 106 do some preliminary research to see if there is a possibility to have
- 107 AP's volunteer to allow these civil service employees to attend the
- 108 event. APAC agreed that it would be a nice gesture. This event is in
- 109 September and Rose will get back to the group about the options for
- 110 the event.
- 111 6) Committee Updates
- 112 a. Campus Senate – Amanda Winters
- 113 i. Senate met twice since last meeting. Amanda only made it to
- 114 one of the meetings, when Dick was unable to make it back to
- 115 Springfield. There was discussion about whether Amanda
- 116 should be seated at the Senate table- but the decision was made
- 117 to delay this kind of action until official alternates could be
- 118 proposed before the Senate. The main issues that were
- 119 discussed were Chancellor Berman's address to the Senate and
- 120 the mid-year athletic committee report. More details can be
- 121 found in the official Senate minutes from that meeting.
- 122
- 123
- 124 b. CRC – Tammy Craig
- 125 Tammy was not able to attend. She is attempting to bring the
- 126 new CRC members up to speed on past issues and policies. The
- 127 ARR will certainly bring up some opportunities for this
- 128 committee to address.
- 129
- 130 c. APAC Website – Clay Bellot
- 131 No updates for the website were indicated. Jerry noted that we
- 132 could link from our site to other U of I campus AP websites
- 133 and to UPPAC.
- 134 d. CSAC
- 135 Harry Berman, the new interim Chancellor, came and spoke to
- 136 CSAC. His major message was that there is too much energy at
- 137 UIS right now to just "mind the store", and that we need to
- 138 continue growing and expanding during this period. Bobbi had

139 asked about the non-monetary compensation committee and
140 she was told that some of the changes were working their way
141 into the bargaining unit. Bob Lael noted that several items on
142 the list from the committee have been brought up into the
143 bargaining. One of these items is a discount on TRAC
144 membership. Bob is looking to see what kind of latitude they
145 have to give these kinds of benefits. He stated that if this type
146 of benefit is given to the union members, then he would
147 attempt to apply this benefit to all employees on campus. This
148 non-monetary compensation committee hasn't met since last
149 March or April. Once thing that did come out of this committee
150 was that letters of recognition would be issued for all staff
151 members who serve on committees, these letters would go into
152 their personnel files. Also, a possibility of a salary equity
153 program was brought up at the meeting.

154 Extra notes:

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

167 7) Adjournment

- 168 a. Motioned to adjourn by Natalie.
- 169 b. John Snyder seconded.
- 170 c. Meeting adjourned at 9:59 a.m.

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