

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 October 14, 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, Lori Giordano, Dick Schuldt, Rose Schweikhart, Shawn  
10 Shures, John Snyder, Natalie Taylor, and Amanda Winters.  
11 c. Guests include Provost Harry Berman, Barbara Cass, Tammy Craig,  
12 Carmelita Kemayo, Gayle Kilbury, Bob Lael, Tony Langdon, Lynn  
13 Otterson, Barbara Selvaggio, Patti Sims, Wes Weisenburn and Ed  
14 Wojcicki.

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16 2) Approval of Agenda

- 17 a. Motion to approve by Natalie Taylor.  
18 b. The motion was seconded by Clay Bellot.  
19 c. Motion approved.  
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21 3) Approval of Minutes

- 22 a. Jeannie Capranica made the motion to approve with no changes  
23 b. John Snyder seconded the motion.  
24 c. Motion approved.  
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26 4) Old Business

- 27 a. UPPAC Video Conference  
28 Jerry pointed out that UPPAC has an opportunity to be really effective  
29 this year. The goals of the committee will be formal and informal  
30 communication between campuses, policy development and to provide  
31 broader feedback to President Hogan. The President seems to be very  
32 open to using the committee in this way as he moves towards more  
33 unified campuses.  
34 b. UPPAC newsletter- Ryan Leonard and Amanda Winters have been  
35 selected to assist with the newsletter committee. Representatives from  
36 the other campuses have been identified to assist with this project.  
37 c. Professional development funding. Barbara Cass reported that the  
38 committee met on Monday, October 11<sup>th</sup> to consider applications. The  
39 committee decided to make one award rather than two cycles of  
40 awards as in previous years. Awards totaling \$43,000 were sought by  
41 UIS AP's. Notifications will be sent out to recipients tomorrow,  
42 October 15<sup>th</sup>. Another round of money in the Spring would be good- if  
43 available.  
44

45 5) New Business

46 APAC agenda- How should we be seen this year? Jerry noted that APAC will  
47 have many more opportunities to have a say this year. We are meeting twice  
48 as much with UPPAC and the president this year and so we have an  
49 opportunity to be utilized to assist in the changes that are occurring.  
50 Administrative changes present opportunities and challenges for AP's. The  
51 UPPAC newsletter will help us to share more information between campuses.  
52 Lori mentioned that we should continue pursuing the issue of senate  
53 representation- and having a proxy with voting rights. Jerry asked if CSAC  
54 was interested in looking into this as well? Barbara Cass mentioned that she  
55 had some communication with Kathy Rutherford that she could share on this  
56 subject. Jerry noted that CSAC and APAC executive committees should meet  
57 to discuss a strategy.  
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59 6) Committee Updates

60 a. Campus Senate – Dick Schuldt

61 i. There have been two senate meetings since the last APAC  
62 meeting. The senate discussed several issues. These issues  
63 include a change of workload for instructors (a 4/4 load) and a  
64 discussion of graduate level certificates.

65 The highlight of the previous meetings was a visit from  
66 President Hogan. He met with the Senate to discuss  
67 administrative title changes and restructuring.

68 1. President Hogan stated that there was too much  
69 “siloeing” on the campuses and that we need to be more  
70 unified. Right now, he claimed that the University of  
71 Illinois was “lesser than the sum of its parts”.

72 2. President Hogan discussed the addition of some Vice  
73 Chancellor positions and the chancellor/vice president  
74 job title changes.

75 ii. Please see the Campus Senate meeting minutes for further  
76 information:

77 September 24<sup>th</sup> meeting:

78 <http://www.uis.edu/campussenate/docs/agendas/100924.html>

79 October 8<sup>th</sup> meeting:

80 <http://www.uis.edu/campussenate/docs/agendas/101008.html>

81 b. CRC – Tammy Craig

82 There are 8 members now, with 2 and 3 year terms, in order to keep  
83 committee continuity. They will meet once a month to keep updated on  
84 campus issues. There was a request for a confidential meeting, and the  
85 committee met with an AP colleague to address their concerns. Tammy  
86 identified some themes that arose from the meeting. These problems  
87 included issues with performance evaluations (written and oral) and  
88 grievance procedures. AP's currently can grieve the process of a non-  
89 reappointment but not the action. Tammy noted that UIUC has a review  
90 process for AP grievances in place. UIUC requires support documentation  
91 for non-reappointments, but UIS has no appeal or review process. These

92 themes have arisen in the past and we should continue to try to address  
93 these issues.

94 Jerry noted that this could be addressed by the Human Capital for AP's  
95 process. APAC should be included in this discussion.

96 CRC will be inviting guests to come and discuss some of these over  
97 arching issues to get more information for AP's.

98 Dick noted that since the U of I is moving towards treating all campuses  
99 the same this could be an interesting time to attempt to address these  
100 issues.

101 Barbara Cass added that perhaps there is a way to collaborate with other  
102 campuses to address the objectivity in review issues that have been  
103 identified in the past.

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105 c. APAC Website – Clay Bellot

106 i. Clay and Barbara Cass are working on the website to keep it  
107 updated. Clay asked Ed Wojcicki if Drupal is being used or if  
108 we are still in the test phase. The campus is planning on  
109 moving away from the contribute software. Clay noted that  
110 Drupal is a much better system and should be easier to use.  
111 Barbara suggested that the minutes be posted before meetings-  
112 but Jerry was hesitant to post minutes before they were  
113 reviewed and approved.

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115 d. CSAC

116 i. The CSAC scholarship could be renamed the Mike Love  
117 scholarship. He passed away several weeks ago and was  
118 integral in the initiation of this scholarship. His wife will be  
119 consulted to get her input. APAC agreed with the decision to  
120 contact the family about the name change and that it was a nice  
121 gesture. CSAC and APAC exec committees will need to meet  
122 to discuss campus representation on the Senate.

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124 7) Guest – Provost Harry Berman

125 a. Jerry thanked the provost for meeting with APAC.

126 i. Provost Berman announced that the Chancellor transition  
127 would be November 1<sup>st</sup>. On this date, Harry becomes interim  
128 chancellor. Chancellor Ringeisen will be off campus next  
129 Tuesday morning and then leaving town. Provost duties will be  
130 taken on by an appointee in January. Then, that appointees  
131 current duties will have to be covered by someone else. A week  
132 from tomorrow at senate the announcement of the interim  
133 provost will be made.

134 ii. At the recent Senate meeting, President Hogan discussed the  
135 re-titling of the position of Chancellor and some other  
136 administrative positions. This name change would clarify role  
137 responsibilities and respond to changing environments. The

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- new chancellor of UIS will be titled vice president of the University of Illinois. These proposed changes will go before the Board of Trustees in November for approval. The role of the chancellor will not change. This does not require a vote from the campus senates, the President was asking only for feedback. UIUC feels that they need more time to respond and make recommendations.
- iii. There are also proposed changes in Human resources and Enrollment Management. Enrollment management is extremely important- and there were concerns that centralization of these kinds of issues would cause some issues. Provost Berman is not worried about these after a meeting with President Hogan about the topic. The changes are more about collaboration and information sharing, rather than power centralization.
  - iv. The Provost noted that new positions are being formed, including a Vice President of Health Services. A large part of the U of I budget is health services and other health areas. The President believed that this important area needed to be brought into a direct reporting line to the Presidents office. President Hogan said that UIS shouldn't think that we were not affected by the UIUC admissions scandal. We are part of the same brand and we should be concerned.
  - v. The chancellor search- The RFP was sent out and a search firm selected. The new title has to be confirmed by the BOT before the job posting could be sent out. It should be sent out after the November BOT meeting.
  - vi. The president indicated that a 15% reduction in state funding would be required in the planning for each campus budget. 48% of the budget for the University is state funding and 52% is tuition. Two positive things have emerged in this budget year. UIS has already set aside about 1 million dollars in the FY 11 budget. Also, the enrollment increases are a huge help. UIS had an enrollment increase that created a cushion for us. We can't continue to plan that we will have this level of enrollment, but we hope that the increase will be sustained. UIS will probably budget for the next fiscal year based on these enrollment numbers. We hope to be able to deal with the rescission without going out to the units and asking for cuts.
  - vii. The Provost noted that salary increase programs are in the plans for the next budget year. We need to consider this for FY12 but he cannot promise anything in regards to this.
  - viii. The faculty salary equity program was a recent mandate from the president to address issues of faculty retention. It was mandated after the budget had been finalized for the year. 2% overall increase of faculty salary budget. About 30-40% of faculty affected by this program.

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- ix. Provost Berman has identified a small number of initiatives to focus on for the next year. International programming- which include steps to attract international students as well as increasing study abroad programs. A recent meeting of faculty and staff was conducted to discuss international student issues and programs. Community college outreach. UIS has always been the best place for community college students to transfer. Online programs are a great way to fulfill this mission as well as efforts to bring them to campus. Lori Giordano is going to Dupage County on November 12th to discuss community college transfer initiatives. Instructional resource management- getting the best bang for our buck. We want to keep enrollment up near caps. And we need to keep an eye on department seat count.
  
  - b. Questions for the Provost
    - i. Jerry asked- what does the title change in administration mean for UIS?? Also, will decision making shift to the administrative level instead of being held on campus?? Provost Berman doesn't think the title change will affect anything on campus and he doesn't see the decision making changing hands either. There could be some central coordination in the area of human resources but he doesn't know that there would be any changes in the day to day work on campuses. Jerry raised the issue that AP's should be included in the discussion of the impacts of centralization and administrative changes. Provost Berman agreed. He said the planning is only now beginning- so we will have to see what happens.
    - ii. Dick noted that in May the BOT proposed eliminating a vice president position and have since changed their plans. Harry acknowledged this and said there would probably have to be some sort of acknowledgement of this change of plan when it comes up for a vote.
    - iii. Jerry brought up salary equity issues. APAC thinks it is important that when we talk about recruitment and retention issues that we acknowledge that these issues do not just apply to faculty but also to AP's. UPPAC and APAC see it as their role to keep these issues on the table. Harry discussed the past AP salary equity programs and that decisions were made that AP's would receive salary equity raises for three years when the funds were available. It all depends on the funds available as to whether this kind of program could continue for both faculty and AP's. Lynn asked what years the AP salary equity program was in place? FY 06, 07, 08?? Patty Sims will find out and confirm.
    - iv. Lori Giordano asked about course sections with low

230 enrollment. Is UIS also looking at demand for courses- when  
231 considering instructional resources?? Many courses that are  
232 needed by students do not have enough sections to address  
233 demand. Harry said yes- the Deans and Dr Moranski's office  
234 are working on these types of issues right now. Harry proposed  
235 to the president that instructional resources would need to be  
236 increased in order to allow for an increase in enrollment. The  
237 UIS student to faculty ratio is low- but is too low. Student  
238 growth is around 5% per year and the faculty growth is only  
239 about 2% per year. These rates need to be brought in line with  
240 each other. There are searches going on to address some of the  
241 vacancies. Course scheduling issues are also being addressed  
242 right now. Gayle asked if there has been an increase of AP's on  
243 campus to support the student admissions. Harry said that there  
244 was an increase and that Patty Sims would get some data to  
245 show this increase. Gayle asked if this data about AP increase  
246 could be broken out by area- student affairs etc. Patty can  
247 provide this data. Gayle wondered for her office if current  
248 resources would be able to handle increased student demand.  
249 Harry acknowledged that we do need to consider AP support  
250 for students as enrollments increase.

251 v. Tammy Craig noted that there have been studies that lower-  
252 income students require more time investment and support.  
253 Provost Berman acknowledged this and discussed the  
254 developmental courses, multi-cultural and diversity center  
255 development. UIS 1st to 2nd year retention is currently right in  
256 line with other COPLAC institutions.

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258 c. Jerry reminded Provost Berman that APAC is here as an advisory  
259 group for him and would work on projects that he assigned. We would  
260 be happy to be used in this capacity as he begins his role as chancellor.

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262 8) Adjournment

- 263 a. Motioned to adjourn by Lori Giordano.  
264 b. Shawn Shures seconded.  
265 c. Meeting adjourned at 11:03 a.m.

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Next meeting –November 11, 2010, 9:00 a.m. Brookens 204D