UPPAC Meeting Minutes  
November 17, 2009  
Videoconference

Attending:
UIUC: Kingsley Allan, Rick Atterberry  
UIC: Holly Burt, Charmaine Daniels, Marietta Giovannelli  
UIS: Barbara Cass, Tammy Craig, Tyler Tanaka, Natalie Taylor  
UA: Marilyn Marshall, Katie Ross, Cory Holt

1. The meeting was called to order by Holly Burt at 9:04 am. Members introduced themselves.
2. Minutes for July 28, 2009 meeting were approved.
3. Campus Reports

   • UIC: Submitted by Burt
     Retreat: APAC held a retreat on September 29th to establish goals, identify point people in various areas and identify new areas on which to focus. One of our several focuses this year is to develop processes and procedures that may be passed from year to year.

     Presidential Search Committee Member Process: We are pleased to have put into place a formal process for large scale member searches for search committees on our campus. We asked for nominations across campus and received eight names. APAC as a group voted for the top five and these names were then electronically presented to UIC APs. 270 APs voted and Marelet Kirda, Assistant to the Vice Chancellor for Research was the UIC nominee. We are pleased she is also the individual selected by the BOT to represent all APs on the search committee.

     AP/Civil Service Position Conversions: A hot topic on our campus is the SUCSS (State Universities Civil Service System) audit which found that some “AP positions were improperly classified as AP instead of civil service”. Compliance with this audit requires conversion of those positions from AP to Civil Service. APAC met twice with Vice Chancellor of Human Resources John Loya about this issue and continues to seek updates with HR. Our second open meeting with Anniese Lemond, Director of Compensation, and Loya will be held this week. We are actively seeking HR to provide seeking FAQs and other information to the APs on campus.

     CAPE Awards: This year, under the leadership of Karen Ein, the CAPE award ceremony was held on November 10th. APAC recognized the following:
     - Nora Bonnin, Office of International Affairs
     - Ivone De Jesus, Latino Cultural Center
     - James Hammerschmidt, Office of International Services
     - Chris Mollet, Office of Healthcare Management

Recent APAC Event: S U C S S audit compliance update: September 24, 2009

Upcoming APAC Events:
   • Campus Safety TIPS: featuring Craig Moran, UIC Police Community Relations and Heather Imrie, Campus Advocacy Network, Tuesday, November 17th
   • S U C S S audit compliance update, part II: Wednesday, November 18th
   • APAC Survey: IRB is completed, survey is with SRL who is working to re-organize the questions
   • Spring Open House featuring Lee Bridges, SURS Members Service Representative, Jan/Feb 2010

   • UIS: Submitted by Cass
APAC commended and thanked Jerry Burkhart, the outgoing Chair, on his 3 ½ years of service as Chair, one year of which he served as Chair of UPPAC.
**AP Time Reporting:** To comply with the State officials and Employees Ethics Act (SOEEA) UIS APs began, on September 13, reporting time worked. The time reporting will not provide any data or documentation regarding work load, but is in place only to comply with the law.

**Ad-hoc Furlough Committee:** The Provost convened an ad-hoc committee consisting of APs, Civil Service employees, and faculty members to discuss the potential implementation of furlough days. The members of the ad hoc committee will relay information to their various constituencies. The Chair and Vice Chair of APAC (currently Barbara Cass and Tammy Craig) serve on this committee.

**Guiding Principles Committee:** A task force of APs, faculty, students and Civil Service employees was formed to develop “Guiding Principles” in relation to the UIS Strategic Plan’s goal of Strengthening Campus Culture. The task force compiled a list of principles and practices that will be shared with the campus for review.

**Intercollegiate Athletics Committee:** Based on the rationale that “the primacy of educational integrity and the central role that faculty must play in overseeing a successful intercollegiate sports program at UIS,” the Campus Senate approved a resolution to reform the membership of the Intercollegiate Athletics Committee to remove both an AP and a Civil Service representative.

**Sustainability Week:** As part of the 2nd Annual UIS Sustainability Week (November 9-14), and in an effort to promote environmental sustainability, the UIS Campus Senate Committee on Sustainability developed a sustainability pledge to help remind the UIS campus community of the impact of day-to-day activities on the planet.

The **UIS APAC Holiday Party** will be held on Wednesday, December 14, 2009 in the PAC Restaurant. You are all welcome to join us!

- **UIUC:** Not Submitted

4. Other Reports
   a. **CIC**
      
The Committee on Institutional Cooperation’s Association of Professional Staff Councils met for the first time since 2006 on October 18-19, 2009. Half of the member schools were represented: Purdue University with two representatives; University of Illinois with three, one from each campus; and Northwestern University, Ohio State University, University of Minnesota, and University of Wisconsin-Madison sent one representative each. Unable to attend were University of Chicago, Indiana University, University of Iowa, University of Michigan, Michigan State University, and Pennsylvania State University.

      We gathered at the O’Hare Marriott for a welcoming dinner on Sunday evening and met the following day at the Big Ten Conference Headquarters and Meeting Center in Park Ridge, just down the street from the hotel. Our discussion began by sharing how our different campuses addressed career development and the types of benefits available to Academic Professionals, as well as touching on council structures and whether APs feel included in the decision-making process on their campuses. Each campus has its own struggles with these issues and the CIC-ASPC mailing list may be a way to share concerns and opportunities across the campuses.

      One issue of potential interest to UIC-APAC was the fact several of the campuses (including the Springfield and Urbana) have a districting process which ensures representation across the departments and schools.

      UIC offered to reformat the CIC Council Summary document.
Northwestern University volunteered to host the annual face-to-face meeting in 2010 and University of Wisconsin-Madison will host in 2011.

b. Board of Trustees
Cass was unable to attend meeting.

5. Group Discussion--Old Business
a. Furlough Days
Group discussed the possibilities of mandatory furlough days throughout the University. Although nothing is definite in Chicago, rumors circulating Champaign suggested that furlough days will be announced by spring break. The possibility of Civil Service having to take furlough days was discussed. Several meetings have been held to discuss proposed changes to the JCAR rules to allow for furlough days. Proposed changes must be published in the State’s Register and time must be allowed for a public comment period before changes can be finalized. Unions will be allowed to bargain on the impact of furloughs (how many days, how it would be spread out over the pay periods, etc), but not in the implementation of furloughs.

6. New Business
a. Presidential Search Committee and Process
Did the presidential search committee process work this time? Suggestions were made to improve the internal workings of selecting representatives including incorporating one representative from each campus. The group discussed communication and stress issues that can occur by having only one AP represent all three campuses and how timing was an issue throughout the process.

b. Officer Transition
Questions have arisen on who is supposed to chair the November UPPAC meeting and when the leadership changes. Consensus was that it is a virtual transition, effective the beginning of the fall academic year. A formal announcement should be made by UA to communicate the changes as soon as the UIS process is complete at the beginning of the fall semester. UIS announced their 2010 APAC Chair, Barbara Cass. Other UIS APAC members serving on UPPAC are Tyler Tanaka, APAC Secretary and Natalie Taylor, APAC Treasurer. Cass inquired about linking UIS APAC to the UPPAC website.

c. AP/Civil Service audits at UIC and related issues on other campuses
Report from Ross: The Civil Service System conducted audits of all three campuses. At UIS, there were no findings concerning AP positions, and as a result, there are no AP conversions taking place on that campus. UIUC has not yet received the results of their audit from the Civil Service System. However, it is possible that there could be some of the same types of findings as on the Chicago campus. Therefore, it is also possible that UIUC could be impacted by similar AP to CS conversions once the audit findings are known.

d. Leadership Transition
Prior to adjournment, Burt thanked Marshall for her work on the Presidential Service Letter and officially handed over Chair position to Jim Endress, Champaign campus.

7. Meeting adjourned at 10:05 am
a. Next UPPAC meeting: TBD