UPPAC Meeting Minutes  
November 4, 2003  
Satellite Conference with the President

Attending:

**UIUC:** Danda Beard, Jeannette Beck, Vera Mainz, Kathleen Pecknold, David Robson  
**UIC:** Sheryl Coon, Kari Dueball, Marietta Giovannelli  
**UIS:** Charles T. Ambrose, Sharon Hutson, Carlyn Shank, Edward Wojcicki  
**UA:** Margaret Grosch, Maureen Parks, Stacey Wilson

1. The meeting was called to order by Kari Dueball at 10:10 am. All present introduced themselves. Kari started off the meeting by acknowledging the UPPAC clerical support person, Stacey Wilson, and recognized all of the continued, high quality support she has given. As outgoing UPPAC Chair, Kari noted that the assignment of a support person to UPPAC by the President’s office was very much appreciated and provided continuity and stability to the organization.

2. Dave Robson nominated Vera Mainz as chair of UPPAC and Sheryl Coon seconded the motion. Vera was elected new UPPAC Chair by a unanimous vote.

3. The minutes of the April 17, 2003 meeting were reviewed and several editorial changes were suggested. A motion was made and seconded to approve the minutes with the suggested changes. (see attached revised version)

4. Campus Reports

   a) **UIUC** (David Robson) UIUC will submit a written report of its campus activities at a later date.

   - The pay date change was a huge campus issue. The decision was made by the administration in January and APs were not informed until April. As a result, written and verbal frustrations were expressed to the administration. The Urbana CAP, however, decided to try to facilitate the change for employees. FAQ’s were put online and spreadsheets were circulated to give paycheck estimates. A pay date change loan program was made available by the campus, which 208 APs took advantage of. The pay date issue seems to be driving a movement to unionize APs. Also a matter of concern is the loss of 87 AP positions on campus. The Urbana CAP has asked the Human Resources office for profiles (race, sex, age) of those positions.

   - The campus AP survey from last year determined 3 important issues: parking, performance appraisal, and salary equity. Academic Human Resources is planning blind campus audits of performance appraisals to ensure that each AP has one on file and that it matches his or her job description. The salary staff equity goal is to ensure a manageable title for every position.
Banner has been a campus concern and Jeanette Beck is keeping everyone abreast of the Banner issues that will affect APs, such as: no pay stubs as of January, 2004, and the direct deposit requirement for all new hires. After the effects of Banner die down there may be redistricting of the academic professional districts on the Urbana campus. CAP has decided to wait until APs return to their pre-Banner positions.

Email is now CAP’s primary mode of communication. Voting, campaigning and surveying will all be done using this mode.

CAP met with the Chancellor to come up with 8 or 9 morale boosters for academic professional employees:
- Add a holiday to the calendar.
- Do away with the requirement that offices be open over the Christmas Holiday.
- Add a staff recognition program (other than the CAPE awards, not necessarily exclusively for APs) to recognize length of service and longevity on campus.
- Remind departments of the flex-time policy.
- Develop wellness programs through the faculty/staff assistance office.

The Chancellor was also frank about salary issues, recognizing that there will be more work to do with fewer employees, due to the budget cut-backs.

b) UIC (Kari Dueball) A copy of campus report was distributed (attached).
- In October, the annual retreat was held off campus, with a guest speaker on human resources and team building. Subcommittees were formed for planning the coming year and officers were elected for the year.
- There is less budget money than last year but it appears manageable. Positions have been eliminated, but so far they have been by attrition.
- Committees have formed on campus to co-sponsor activities with other groups and to share resources.
- The group met with the Chancellor in the Fall.
- Open house was held in the Fall with Chancellor Manning and will be held in the spring with Provost Tanner.
- The brown bag lunch hour series continues with topics such as: time and stress management, a tour of the new residence halls, personality profiles, networking, human resource issues (grievances, mediation, t-contracts).
- APAC membership is down.

c) UIS (Carlyn Shank) UIS will send the campus report electronically at a later date.
- Ed Wojcicki has taken the place of Lawrence Johnson, who resigned from UIS.
- Online elections were held last April.
UIS will continue to have guests at its meetings. The Provost spoke in August and the Chancellor will be the guest in December.

$15,000 was disbursed last year for professional development but the budget is uncertain for this year.

Possibly doing a nonscientific survey of campus issues in the spring.

Tom Ambrose spoke in detail about morale issues for colleagues at UIS. In July 2002, the Institute for Public Affairs changed its name to the Abraham Lincoln Presidential Center for Governmental Studies. Politics intervened and the Center was asked to change its name to the Center for Policy and State Leadership. The original name change indicated a broader area of service—at the national level—but the current change links the Center more closely to the state.

5. Met with President Stukel via videoconference so that he could address UPPAC concerns. Below are the questions asked and his responses.

a) What are the short and long-range budget projections as well as the expected impact on Academic Professional employees?
Not good. This has been the largest budget crunch since the Depression. Analysts say the revenue shortfall will be about $400 million. The legislature thinks it could be as much as a billion next year. We are in for a long recovery period. The best we can hope for this year is a budget that is not reduced any more, but there will probably be more cuts in FY05. Accepting more students is not a viable option for fiscal recovery. The budget will never return to what it has been in the previous 4-5 years. He noted that there is good news in all other areas: the quality of students and faculty (recent Nobel and other prizes), research is up 15%, giving has held strong.

b) University-wide, APs are being stretched as departments pursue their goals with fewer staff. In light of this, what efforts can be made to reward employees and/or encourage employees to stay on board as the University faces continued budget challenges?
There are award programs in place, but there is no “silver bullet.” This is a time for good leadership on all fronts. We must all work together to get through this difficult period. The President will be supportive of any non-financial programs to boost morale. He recommends a presentation to the Board of Trustees to help the Board understand the role of APs on campus. He will talk to Trustee Ken Schmidt about the possibility.

c) Who is advocating for the University with the Governor and Legislature? Do you see any changes in the Governor’s position on funding higher education?
Several groups such as: The President and Governmental Relations Staff at the University, Illinois Connections Group (this provides links to local legislators throughout the state), the Alumni Association, campus as well as external advisory boards and the faculty of the Senates Conference.
It is hard to know if the Governor will change his position; we will have a better idea when we receive the spring budget. The President
suggested that it would be helpful if academic professionals write as citizens to their representatives about their concerns.

d) *What contingencies are in place to compensate for any unexpected Banner shortcomings?*
   The major “go-live” will take place in late December. This will be a “nail-biter,” but if the system fails we will divert back to the old system and try again the next quarter.

e) *What is the next step in the same-sex benefits policy? How can APs assist this effort?*
   The systematic review of current benefits has been completed and recommendations are expected. A website or document to circulate is currently being discussed in order to clarify. It is important to note that Central Management Services, not the University, negotiates benefits. If/when this happens, a tab will probably be added to Nessie, outlining what the benefits are with a list of frequently asked questions and answers, as well as a separate benefit listing for each campus. The President suggested that we invite Mary Beastall, Director of Human Relations and University Equal Opportunity, to one of our meetings to discuss this issue.

f) *What is the status of Professional Development fund for this academic year?*
   Those funds are available for this year ($5000) and will also be available next year. They can be accessed through Charles Evans’ office.

g) *What steps can be taken to establish salary equity on our campuses and among the three campuses?*
   In order for this to truly happen, an HR organization would need to be formed so that there is commonality across the University in salary, job descriptions, and job movement. In the past, the AP community has resisted this due to its restriction of the ability to negotiate salary and other terms of employment. The President suggested that we invite John Loya, Associate Vice President for Human Resources, to attend one of our meetings to discuss this issue.

6. **Old Business**
   Notice of non-reappointment is still tabled due to budget concerns. It passed on all 3 campuses but the President is waiting for better fiscal times before taking to the Board of Trustees.

   a) Multi-year contracts have passed at UIC, but not at UIS. UIC is supportive of this concept because there are so many titles in the Medical School that are outside the tenure system. There is some concern at UIS because of perceived implications for tenure. The policy on “Sanctions Short of Dismissal” is moving on the UIUC campus but on hold at UIC until brought before the senate. It still has not passed at UIS.
b) The CIC (Committee for Institutional Cooperation) continues to be a useful way for all Big 10 Universities to get together. Once a year, each University sends 3 representatives to the CIC meeting, so it would be worthwhile for a representative from each campus to attend. Possibly, the UPPAC Professional Development funds could support this venture.

c) UIC is still working on the Lifelong Learning and Educational Assessment Program (LLEAP). This program would set a minimum level for flex time, release time and allocated money for professional development so that everyone has equal access. This was a priority of the Chancellor but budget concerns affected progress. When John Loya came in to his position, he was asked to put a report together for the Chancellor in response to the LLEAP Program. Loya found concerns over who will audit the program and the impact on employee unions, both APs and Civil Service, so things have been put on hold.

7. New business
   a) Meeting times and dates for the coming year were discussed. New UPPAC chair Vera Mainz will follow up with a letter to the President thanking him for meeting with the group and reminding him to contact Trustee Ken Schmidt about an AP presentation at a future Board of Trustees meeting.

A motion to adjourn was made and seconded at 1:05pm.