UPPAC Meeting Minutes
November 7, 2005
Face-to-Face Meeting with the President

Attending:
    UIUC: Rick Atterberry, Jim Endress, Vera Mainz, Peg Rawles, Jane White
    UIC: Kari Dueball, Patricia Gill, Marietta Giovannelli, Jason Maslanka
    UIS: Jerry Burkhart, Kathy Roegge, Carlyn Shank
    UA: Margaret Grosch, Rita Hunt, Marilyn Marshall, Jamie Painter, Stacey Wilson

1. The meeting was called to order by Carlyn Shank at 11:06am. All present introduced themselves.

2. The minutes of the September 13, 2005 meeting were updated and accepted.

3. Old Business

   a. Status of the UPPAC website
      Vera Mainz, as webmaster of the site, stated that the site is ready to be moved from
      the developmental site to the permanent URL: http://www.uppac.uillinois.edu/. The
      site will list current, as well as past, representatives, minutes, institutional history, and
      function of the group.

   b. CIC (Committee on Institutional Cooperation)
      CIC is a best practices group consisting of members from each of the Big Ten
      Universities, plus the University of Illinois at Chicago, that was originated in June of
      2000 by the Provost equivalent at Indiana University. CIC has proven a good
      resource/research source and is useful in identifying issues of commonality across
      multiple universities as well as being useful for making contacts. UPPAC decided
      that to broaden the University of Illinois representation a representative from each of
      the campuses should attend. In 2004 the decision was made to have three
      teleconferences a year and one face-to-face meeting. Both past and future minutes
      from these meetings will be on the UPPAC web site as well as a link to the CIC
      group’s web site.

   c. UPPAC By-Laws
      The group has been working with the President and Vice President’s offices to
      finalize the UPPAC by-laws. Larry Mann, Executive Assistant Vice President,
      telephoned Carlyn Shank, as Chair of UPPAC, and sent her UPPAC guidelines from
      1992. The bylaws under consideration do not impose a term limit nor is the intent to
      interfere or supersede the 1992 guidelines in any way. UPPAC voted to approve the
      revised by-laws (see attached) and will send them to the Vice President’s office for
      final approval and to keep on file.

   d. Status of Non-Reappointment Rights
      There are no new updates at this time. The group still has not been able to meet with
      a Trustee.
4. Campus Reports

a. UIUC –
   o CAP continues to hear grievances on a regular basis. Grievance training was held at the most recent CAP meeting. The grievance process is listed on the CAP web site at http://www.cap.uiuc.edu/.
   o On November 8, 2005 a “brown-bag” workshop on “what to do when problems develop” was held for all interested APs.
   o The CAPE Award committee continues to meet. 34 nominations were received this year.
   o The Professional Development Fund made changes to limit the maximum award to $500 and limiting an individual to one award every two years. Multiple requests for funds were received.
   o CAP has received a formal budget to cover such expenses as mileage and duplicating.
   o A list of morale boosters was submitted to the Chancellor for his review. Suggestions included lowering the price of parking and free or discounted ticket prices.
   o Working with CAP, Academic Human Resources surveyed APs about the compliance with the annual performance review requirement. The response rate was high, and indicated a compliance rate of 75%.
   o There is no continuity among units across the University as far as reimbursement of licensing and professional fees which are a requirement of their positions. CAP has asked that administration create a unified policy.
   o The second annual service awards luncheon was held in the spring recognizing employee’s milestone years of service.

b. UIS –
   o University Human Resources and the Provost brought a Hay Associates consultant to campus in October to lead two focus groups and interview several administrators regarding AP salary issues and equity. The Provost indicated to APAC that UIS could be the model for a university-wide study of salary issues as part of the President’s Strategic Plan. The UIS Strategic Plan has been in process and will be presented formally at President White’s Strategic Planning Summit on November 15, 2005.
   o APAC was highly involved with the Campus Planning and Budget Committee in completing a staff satisfaction survey in October. Response was good.
   o The professional development fund ($20,000 total) from the Provost was distributed. There is a three week window for requests. APAC received 52 requests total.
   o During the spring semester, APAC will sponsor a series of personal budgeting classes for students, faculty and staff in connection with the Civil Service Advisory Committee (CSAC) and the Office of Student Life.
   o The Campus Senate Steering Committee members have determined that they will not invite an AP representative to their meetings unless an APs presence is approved by the full senate through a by-law change.
c. UIC –
   o Elections of APAC officers were held for 2005. Last year’s officers ran unopposed and thus were re-elected for a second term.
   o The Annual APAC Retreat was held in October. Due to time and budget constraints it was a half-day retreat that began with team building and then ended with goal setting and planning for the year. This is also a way to inform new members about the history of the group.
   o APAC is sponsoring an event for AP employees on November 15, 2005. This event will feature Lee Bridges who will speak about SURS. Other open houses will take place with brown-bag sessions that cover topics of broad interest to the University.
   o The annual CAPE award ceremony was held on October 31, 2005. Four AP employees were honored this year, including UPPAC member Kari Dueball.
   o APAC is still pursuing representation on the Senate. The executive committee of the Senate is expected to respond to the request before the end of the fall 2005 term.

5. New Business

   a. Election of Chair
      The chair of the UPPAC committee rotates campuses so Kari Dueball of UIC was named chair for 05-06. Carlyn Shank of UIS is outgoing chair.

   b. Upcoming Meeting Dates
      The following is a tentative list (due to availability) of the year’s UPPAC meetings with locations TBA:
      - February 2, 2006 at 9:00 am – videoconference
      - May 23, 2006 at 9:00 am – videoconference
      - August 1, 2006 at 9:00 am – videoconference
      - October 10, 2006 – face-to-face meeting with President at UIUC campus

6. Questions and Answers with the President

   President White started out the question and answer session by first asking the group what the top concerns to APs are. Among them were: salary and equity, professional development, retirement benefits and job security.

   President White also answered a list of questions that UPPAC had provided. (See attached.)

   a. Budget – The budget situation is tough and unpredictable. There will likely be no increase in the direct allocation from the state, thus the University becomes more tuition dependent. As expenses rise, tuition may need to be raised. More private donations will be needed. The ten-year plan to the trustees will be aggressive. Grants and contracts will hopefully be increased. As budgets decrease, unfortunately, jobs will follow.

   b. Employee rewards/encouragement – Unfortunately, not only the University but the entire American economy is stretched right now. Everyone is doing more with less. Ours is not a unique problem. There is no easy answer or remedy.
c. UI’s relationship with the Governor – The President is actively and aggressively advocating for APs. His relationship with the Governor is both professional and friendly. The President feels that there is potential to change the Governor’s position on funding higher education.

d. Views on rehiring retired employees – The public perception to this is not favorable. Though there will be exceptions to the rule on occasion, a retiree will not be hired into the same full time job. Rehiring retired employees does not prove well for development and a side effect can be lazy management.

e. The 2010 Strategic Thinking document – The President passed on this question feeling that now is not the right time to comment.

The President concluded by stating that he is very appreciative of all that APs do.

The meeting was adjourned at 2:05pm.