UPPAC Meeting Minutes  
August 1, 2006  
Videoconference

Attending:

UIUC: Rick Atterberry, Elyne Cole, James Endress, Vera Mainz  
UIC:  Kari Dueball, Jason Maslanka  
UIS: Jerry Burkhart, Andy Egizi  
UA: Rita Hunt, Marilyn Marshall, Stacey Wilson

1. The meeting was called to order by Kari Dueball at 9:05 a.m. Members introduced themselves.

2. The minutes of the June 6, 2006 meeting were updated and accepted.

3. Old Business

   a. CIC (Committee of Institutional Cooperation) APSC Association of Professional Staff Councils) Working Group
      The next meeting of the group will be face-to-face on October 15-16, 2006 at the Big Ten Center in Chicago with dinner the evening of October 15th and the meeting from 8:30-3:00 on the 16th. At least one person from each campus is encouraged to attend, particularly those who will serve on UPPAC next year.

4. Campus Reports

   a. UIS –

      o APAC is seeking representation on the Campus Senate Steering Committee for the second time. Two years ago, there was a positive response initially but due to logistics, the request was ultimately denied. APAC currently has a voting member on the Campus Senate but not on the Steering Committee.

      o A Compensation Review Committee has been formed to meet one-on-one to help advise APs. Part-time APs asked for a review of policy in those cases when paid holidays fall on a day outside the usual work schedule. Rita will research the polices at the campuses and compile a summary for Kari to distribute to the group. Questions have risen with APs in the annual evaluation process when evaluations have been performed either incorrectly or not at all. The group would like uniformity brought to the process.

      o This year the Provost set aside salary equity funds -- a positive start. An outside firm, Hayes and Associates, performed an initial evaluation to recommend changes to the Provost. The group is hopeful that a full study will occur in the future, as equity will be an ongoing focus for the campus. The campus is reviewing only internal equity for now, in hopes of branching out at a later date to review external equity, i.e. comparisons with other campuses.

   b. UIUC –

      o There are no current pending grievances at this time, which is unusual.

      o Reorganization is taking place in the Academic Human Resources Office. Work on issues such as using mediation as an alternative to grievances, departmental
payment of fees for required state licenses, 403b contributions, and shared benefits has been delayed due to the reorganization.

- The group has expressed interest to the Chancellor that it would like a CAP representative to serve on the search committee for the new Academic Human Resources director.
- New CAP members have taken their seats following the spring elections.
- The Senate Executive Committee’s motion regarding the codification of the campus of residence will be taken up again in the fall.
- Letters are pending with the Chancellor regarding the extension of non-reappointment rights for APs at greater than 50% FTE and the calculation of years of service credit in determining notification rights for APs who formerly worked in Civil Service.
- The redistricting committee continues to compile statistics for each unit in an effort to balance AP representation.
- Two of the 20 CAP members on campus have reported difficulties with supervisors over their involvement as CAP representatives. Academic Human Resources will inform the Chancellor and request his intervention. It has been suggested that the Chancellor send a note to Deans, Directors, and Department Heads thanking them for allowing CAP support.
- A survey is being considered to determine the direction APs would like to see CAP take.

c. UIC –
- Elections were completed; there will be three seats next year.
- APAC committee vacancies were filled.
- Will try to synchronize the APAC elections with the Senate elections next year.
- There is a new performance evaluation system in place, which will be reviewed at the next APAC meeting. The performance evaluation form now has to be signed by both the employee and supervisor. Departments were told that HR will conduct random audits in order to ensure the policy is implemented appropriately. The group discussed the tie between the evaluation and merit increases. A good evaluation does not guarantee a larger merit increase; rather the purpose of the evaluation should be to provide a venue for a candid and free exchange. The evaluation is an indicator of performance and performance is tied to merit increases, but the funding pool may not be sufficient to accommodate the salary change warranted by the evaluation. It is important that the evaluation results not be influenced by the availability of funding; that is, the number of exemplary evaluations should not be limited by the funding available to offer increases at that level.

5. New Business

a. Vera will try to arrange for Trustee Schmidt to meet with the group at a later date.
b. UIC asked for information from the other campuses regarding the email voting/election process. UIUC runs an exclusively online process handled by the Provost’s office. CITES developed the voting software, which requires verification through the Bluestem password system. Doug Lamb of Academic Human Resources is the contact person. APs receive a note from their district chair containing a link to the ballot and are given 48 hours to vote. UIS has a system very similar to UIUC.
c. Upcoming Meeting Dates
   o *October ??, 2006 – face-to-face meeting with President at UIUC campus.
     We are still waiting to hear back from the President’s Office with the preferred date.
     ➢ Jim Endress will be named the new UPPAC chair at the fall meeting.
     ➢ Elyne Cole will contact the President’s office regarding the meeting with the President.

The meeting was adjourned at 10:06 a.m.