

UPPAC Meeting Minutes
January 8, 2007
Videoconference

Attending:

UIUC: Rick Atterberry, Elyne Cole, James Endress, Vera Mainz

UIC: Kari Dueball

UIS: Jerry Burkhart, Andy Egizi

UA: Rita Hunt, Marilyn Marshall

1. The meeting was called to order by Jim Endress at 9:00 a.m. Members introduced themselves.
2. The minutes of the October 17, 2006 meeting were accepted.
3. Old Business
 - a. Elyne Cole scheduled the face-to-face meeting with President White on March 28, 2007 at 10:30 a.m. in the President's conference room on the Urbana campus. The group will prepare questions in advance that they would like the President to address at the meeting. In approximately six weeks, Endress will email the membership asking for their questions.
 - b. Vera Mainz will again turn to arranging for Trustee Schmidt to meet with the group. Additionally, Mainz will contact Michele Thompson to inform her that a UPPAC representative will attend the Board of Trustee meetings as an observer. The purpose is to establish a relationship with the Board and to be available as a resource. She will also request that the UPPAC chair be placed on the mailing list to receive BOT schedules and agenda.
 - c. Following Rita Hunt's presentation on investment plans at the last UPPAC meeting, Urbana Extension will hold an informational seminar on March 1 from 1:00-3:00 at the Springfield fairgrounds. Representatives from Fidelity and TIAA-CREF will attend. Endress invited UIS staff to join in the seminar and agreed to communicate details with Jerry Burkhart.

Burkhart reported that UIS has discussed setting up a similar seminar but had worked directly with Fidelity and TIAA-CREF personnel. UIS staff will coordinate with University HR staff to finalize plans for a seminar. Because HR offers several online tools that APs may not be aware of, it would be advantageous for HR to join in a presentation for UIS staff.

Hunt reported that HR is in process of offering a Roth 403(b) plan. The Economic Growth and Tax Relief and Reconciliation Act of 2001, which established the Roth 401(k) and 403(b), was set to sunset in 2011. However, the sunset provision was repealed with the passage in 2006 of the Pension Protection Act so the University decided to offer a Roth 403(b) plan. It will be announced in the near future.

4. Campus Reports

- a. UIS –
 - o Once per year, APAC opens its meeting to all members of the campus community; the next APAC is the campus-wide meeting. All AP staff are invited to every APAC meeting.

- An aspect of the Strategic Plan is to strengthen campus culture by welcoming new faculty and staff to campus. The Chancellor asked APAC to instigate contact with new AP and civil service staff and provide them orientation information. APAC views this role as a positive opportunity to introduce new AP staff to the group's mission and membership.

b. UIUC –

- Atterberry reported that Endress served on the search committee to fill the position of Director of Academic Human Resources. CAP continues to advocate for representation on all search committees for administrative positions.
- Reimbursement for required fees and licensure will be determined on a campus-specific basis because circumstances vary so widely from campus to campus.
- Personnel in University Administration currently are not eligible to receive reimbursement for professional development activities from the UIUC professional development fund. Campus units finance the program so the fund is limited to campus employees. Administration is working to establish a separate fund for UA staff.
- CAP is awaiting the latest draft of the Campus Pandemic Flu plan, specifically as it applies to essential employees who will be required to report to campus and to those who will be required or permitted to work from home. Topics of concern include payroll systems, worker's compensation, reimbursement for equipment or connectivity expenses, etc.
- The authority to establish multiple year contracts has been approved by the Board of Trustees but the protocols are not yet in place.
- The Chancellor asked newly elected members of CAP to provide him with their supervisor's contact information so that he can inform the supervisors of his support of the member's participation in CAP.
- The campus community has nominated 49 staff for CAPE awards.
- Establishment of the *Park and Ride* day care facility is delayed due to concern by the city's mass transit system that they cannot provide services under the terms of the federal grant.
- With redistricting, the number of members across CAP districts is much better balanced than under the previous distribution. However, the group needs to make provisions for UA membership.

c. UIC –

- At the end of October, the campus honored three AP staff with the CAPE award.
- In November, a member of the facilities staff met with APAC to discuss the various construction projects, particularly the building projects underway on the South campus. Both the facilities office and APAC members benefited from the exchange. The facilities staff learned that construction equipment have blocked access for persons with disabilities and staff were informed of the procedure to report such a problem so that it can be resolved immediately.
- Associate VP for Human Resources, John Loya, attended a meeting to become acquainted with the members.
- Kari Dueball reported that she will miss the next meeting of APAC due to a scheduling conflict between that meeting and a meeting of a search committee on which she serves. She regrets missing the APAC meeting but is pleased she has the opportunity to represent AP staff on search committees.

5. New Business

- a. The CIC committee asked that universities update a questionnaire primarily seeking information on the organization of the various professional staff councils at the CIC institutions. Mainz led the group in gathering the campus responses.
- b. Endress asked the group of their scheduling preference for the annual meeting with the President. Members responded that they preferred to return to an October meeting face-to-face meeting. Stacey Wilson will contact the President's office to set up the meeting but should enlist Cole's help if she has problems such as she had this year in the scheduling.
- c. The group will meet once over the summer months. Endress will choose a day and circulate a communiqué.
- d. Cole reported on problems in administering the Governor's legislatively mandated Ethics Training program. A very small number of employees, around one hundred university-wide and mostly in extra-help positions, did not complete the training. HR had begun the process to contact them when, in mid-December, staff in the Governor's Ethics Training office informed President White that some 2,000 employees were in noncompliance because they completed the ethics test in too short a time to be valid – less than eight minutes. Though safeguards on the test were supposed to prevent takers from completing the test more quickly than was considered within acceptable limits, nonetheless, those 2,000 employees received certification that they successfully completed the training. They must now retake the training and submit a paper copy of the test; noncompliance is punishable with a fine of \$5,000 or dismissal.

Administration is aware that some employees deliberately have not completed the program in order to contest that the Governor can mandate ethics training and several unionized groups are challenging the program. Because it is state law, individual employees must comply or face penalty.

- e. Rita Hunt provided follow-up on the discussion at the last meeting of how the Global Campus will affect current AP duties. She spoke with Chet Gardner, who urged staff to contact him directly with concerns. Planning is complete for several areas – Global Campus will contract with CARLI for library services, for example – but Global Campus will not rely on existing University staff without some change. Rita will resend the summary to Endress who will circulate it to the group.

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