UPPAC Meeting Minutes
October 19, 2007
Face-to-Face Meeting with President White

Attending:

UIUC: Rick Atterberry, Jim Endress, Thomas Korder, Sandra Moore,
    Deb Stone (in place of Elyne Cole),
UIC: Marietta Giovannelli
UIS: Jerry Burkhart, Barbara Cass, Tammy Craig, Kathy Roegge
UA: Rita Hunt, Marilyn M.M. Marshall, Stacey Wilson

1. The meeting was called to order by Jim Endress at 10:08 a.m. Members introduced themselves.

2. The minutes of the July 24, 2007 meeting were accepted.

3. Group Discussion –Topics to be addressed by the President
   APs need to be more concise on these issues.
   a. Global Campus
      The group discussed whether there is an affirmative action plan with EEO participation?
      There are virtual positions in the GC with employees that are not on the UIUC campus.
      Employees that are located on campus are governed by campus policies, so that will be an
      issue to be looked at. There are academic advisors currently working with students. The
      first classes (RN to BSN in Nursing) will begin in January of 2008. The Graduate
      Certificates are not approved yet.
   b. Workloads
      This is a returning issue that continues. The President says that this is a problem that exists
      outside the University sector as well. The Urbana CAP stated that the Chancellor wrote a
      letter encouraging a more formal way to recognize the service APs do with committees.
      There have been instances of committees where attendance and participation are reduced
      and there is no new interest. Those with 15-20 years seniority are retiring and there is
      concern about no new core to replace this group.
   c. Need of recognition for service – both internally and externally (recognition for public
      engagement).
   d. Salary, equity and retention (compression)
      Deans agree that there should be programs, but they aren’t well funded.

4. Questions and Answers with the President
   Budget/Resources
   This is very difficult with the leadership in the State right now. There is a 6-year plus drought in
   operating funds. Our situation could be perceived differently though. The first half of that
   drought was pre-President White and, today, the truth is, that revenue is actually strong if you
   consider all sources of income. There will be a two percent operating increase and, if you add in
   the employee benefits that the State pays, those numbers are strong with over sixty million in
   benefits. The operating support/tuition increases teeter-totter back and forth. This guaranteed
   tuition has went from hurting us to helping us, financially, and the University has been aggressive
   on fees as well. This pours ninety million incremental dollars into the system but people don’t
feel that they are experiencing that. There is a perceived poverty mentality, but this is not the case. The President is troubled by this perception so he is convening a resources summit comprised of Deans, etc. in early December, to say “What are we going to do about this?” There are two main hypothesis. 1) Money is pouring into the system – but too much is siphoned off of the top for central costs at many levels, as well as utilities, etc. before it reaches the front lines and 2) We may be trying to simply support too much. The umbrella can only stretch so far. We need crossover control and a game plan to address this. Without enough money you can’t fix any of these problems so therefore you must fix the money problem.

Workload
There is no fast answer and the President realizes that this weighs on people.
The President invited a UPPAC member, of the group’s choosing, to attend his December Summit. The group should notify the President’s Office of the name so that an invitation can be formally extended.

AP Recognition – something beyond money is a wise approach, and the President would support it.

Compression – The next five to eight years will have a huge retirement bubble. There are expected resource issues, training issues, productivity issues – this applies to APs as well as many other classifications of employees. The institutional data/trend report for those over the age of 50, or those with 15 years or more of seniority, is around 12,000 employees. The President said that he likes fact-based data and that he carries the notion of future voluntary retirements as a positive for everyone. This creates the opportunity to bring younger people who will bring fresh ideas and energy. Will we have to have compensation to attract good people? No, because those new employees will have lower seniority, thus will not have the base salary that those retiring employees required. History says we will be fine and the President doesn’t view this as an impending crisis but, is a good issue to be aware of. Employees now want more flexibility, possibly rather than monetary motivation.

Non-monetary Offerings – A good, balanced work environment, good benefits, smart minds, flexibility – all of these things are very important to young people now, even if the pay is only “ok”. So how do we update that formula? Keep redesigning a world for younger people. People now also want to be part of a “green” working environment. Comp time and flex time are also positive. There is a feeling as if using those work time methods is an implied mode of “sneaking around” because being a “state” employee it limits us to the constraints of rules and regulations. Much of this is due to the leadership in the state.

Global Campus – is proceeding well and there is still a degree of uncertainty involved. The President does have a game plan in mind though. The web site will be going live in December of 2007. Applications are coming in for the Nursing program, and the GC is currently figuring out who the players in this game plan are. The five year plan is to have thirty programs, four are in the launch phase, ten or eleven are under development, and half of those will launch. They begin by marketing the programs and once they are in the launch phase, they then proceed to admissions, then execution in 2008. The President personally feels optimistic and feels it was the right idea, at the right time. There will be surprises, as well as disappointments, but this is an exciting time. We must stay the course and not let profit be our main focus. The GC is very mission driven. We of course would like it to cover its own cost, and then some, and would hopefully eventually make a modest contribution to the institution. Does marketing make the initiative strong? Phoenix is certainly the leader in marketing, people will call and follow up with you. The President says the GC highest cost will be faculty, rather than marketing. He would like the GC to rely on good faculty to establish the brand name. The marketing team will help recruit large numbers, but the quality faculty, the customer satisfaction, and the financial aid team’s ability to get you what you
need, will facilitate the process as much as possible. The GC will not take the same approach as Phoenix.

5. Group Discussion about the Meeting with the President
   The group decided that it needs to find ways to make the UPPAC group more recognized, and remembered, by the President. The group will work to provide more frequent updates to the President. If he likes data and facts and likes to view things “business minded” as if he were running a company then UPPAC will provide the data to him in that form.

6. Old Business – Many of these are issues that Vera Mainz, previous member of UPPAC, was to report back to the UPPAC group on. Jim Endress, former UPPAC chair, spoke with Vera before the meeting and reported back to the group.
   a. Vera Mainz spoke with Michele Thompson to inform her that a UPPAC representative will attend the Board of Trustee meetings, as an observer. Michele had no problem with this and advised UPPAC to let her know who will be attending each meeting so that the person can be invited to the luncheon. Vera says it will be a very simple process. Jerry Burkhart volunteered to submit to Michele the attendee for each meeting. The original thought behind meeting with BOT member Schmidt was for marketing, visibility, and representation but the group decided that working with Michele to attend each meeting could accomplish the same goal.
   The 2007-2008 is as follows:
      November 14, 2007 – Springfield
      January 17, 2008 – Chicago
      March 26, 2008 – UIUC
      May 22, 2008 – Chicago
      July 23-24, 2008 – Chicago
   b. Committee on Institutional Cooperation Association of Professional Staff Councils (CIC APSC) Update
      There is no new activity and no new meetings scheduled. Purdue has been approached about taking over as the new chair of the group for the upcoming year to hopefully schedule meetings and get the group moving forward again.

7. Campus Reports
   a. UIUC
      o The Chancellor’s Office has decided to send a letter to all CAP representatives, and their supervisors, appointing them formally. This reaffirms their participation in the group, as well as the importance of it.
      o There will be no tuition break, at this point, for the dependents of long time employees that are now retired.
      o There will be no tuition waivers given within the Global Campus, due to its self-sustaining status.
      o CAP continues to have guest speakers at their monthly meetings. Guests have included the President, Chancellor, Provost, Global Campus representatives, etc.
      o CAP still does not have a vote in the senate but has representation on many campus committees.
      o There have been very few formal grievances.
      o The Provost responded to AP concerns by forming an AP Task Force. There will be a survey sent out to all APs soon asking for issues of importance and relevance to APs.
      o CAPE awards are in progress with nothing new to report. The AP Development Fund is becoming more widely known with one unit submitting eleven applications. Departments used to be required to match funds but that is no longer mandatory. Not
all funds that was set aside ($75,000) were used last year but this year seems to be on pace.

- The campus policy regarding payment of licenses and fees is currently being examined by the Vice Chancellor for Student Affairs. At this point it varies department by department but a uniform policy campus-wide would be desirable.
- It was determined that University Administration employees are not eligible for professional development funds at the campus level, thus, they are developing their own funding source for UA professional development.
- Due to workloads and lack of awareness of CAP, there have been challenges filling positions and there have been higher than normal resignations from CAP as well.
- CAP will continue to monitor the Global Campus and any issues that may arise as it develops.

b. UIS

- APAC elected new officers at their August meeting. The Provost spoke at the September meeting. APACs executive committee will meet with the Provost to discuss placing an AP on the Senate Executive Committee.
- Some APs and open range civil service staff received pay adjustments due to the salary equity program. A salary equity study by an entity outside of the University would be the ultimate goal, but is unrealistic, due to the high expense of such a study.
- There is concern being expressed by APAC as well as the civil service advisory group about campus closure policies, and usage of sick/personal time when the campus closes, as well as notification methods, essential services, and personnel reporting. The Administration agreed in some areas, disagreed in others, and the dialogue continues. If it’s unsafe for students to attend, unsafe for faculty to attend, how is it safe for APs to be expected to attend?
- The Bursar’s Office has reduced some services and their hours. This creates a hardship to students, especially commuter students. APAC is working with the civil service advisory group to jointly issue a statement to the office to see what can be done to remedy the situation.
- The Professional Development Committee continues to award APs. So far, 29 APs have received a total of $26,000 as of early October. There is a total of $30,000 to be allocated.
- APAC’s Compensation Review Committee is currently looking at the employee evaluation process and is also looking at the grievance procedures and will report back to APAC on the status at a later meeting.

c. UIC

- APAC reorganized in early September.
- CAPE awards will be presented to four employees on November 6, 2007.
- At the October 11th retreat it was decided to reorganize the grievance committee.
- Letters were sent to approximately four thousand APs introducing APAC and also including either a magnet or a pin.
- A text messaging system was activated to notify the campus of emergencies. Anyone with a UIC net ID and password can register, free of charge, to receive important information. Test messages were sent and some did not go through but adjustments were made and though this system will not replace any notification methods, it is expected to enhance communications in the event of an emergency.
- UIC pledged to “go green” and reduce its greenhouse gas emissions and boost research on global warming. A task force was formed to research sustainability of this endeavor. Chancellor Manning added her name to the four hundred signatures of the American College and University Presidents’ Climate Commitment. Energy and
transportation audits are currently underway and findings will be given to Chancellor Manning in December of 2007.

- Chancellor Manning’s retirement reception will be held at the end of November and a search committee for the new chancellor has been formed.
- The Forum will open for business on February 1, 2008.

8. New Business
  a. UIS brought up the issue of mediation and grievances and is looking for data and discussion ensued. This has been a remarkable process and the grievance committees have been realistic. Preferential, mandatory interviews have been given, some employees have been moved, on occasion gone back to the unit and asked for better documentation, objective reviews were given. Units are required to participate in relinquishing the personnel file of the employee – and the Office of the Chancellor is used, if necessary, to facilitate this. The supervisor is also required to talk to grievance officer. Affirmative action cases and sexual harassment cases cannot use the grievance process, those issues go directly to the EEOC.

T-Contracts
UIUC has to give a reason to the employee if they are given a t-contract, while UIC does not. At UIUC, for the unit to give a t-contract, the Academic Human Resources Office has to approve it first.

b. Upcoming Meeting Date –
   videoconference (locations to be announced)
   Tuesday, January 29, 2008 from 9:00-10:00am

c. UPPAC’s goal for the year is to make the President more aware of the potential advisory role of the group and for the President to use the group in a much greater capacity.

d. It was decided that Jerry Burkhart, as new UPPAC chair for the 2008 year, be the representative at the President’s Resource Summit in early December.

The meeting was adjourned at 2:12 pm