UPPAC Meeting Minutes  
April 29, 2008  
Videoconference

Attending:  
UIUC: Rick Atterberry, Thomas Korder, Sandra Moore, Elyne Cole  
UIC: Holly Burt, Cathy Foley-DiVittorio, Marietta Giovannelli  
UIS: Jerry Burkhart, Barbara Cass  
UA: Katie Ross (in for Rita Hunt), Marilyn Marshall, Cory Holt

1. The meeting was called to order by Jerry Burkhart at 9:10 am. Members introduced themselves.  
2. Agenda was approved.  
3. Minutes for January 29, 2008 meeting were approved.  
4. Group Discussion—Old Business  
   a. Board of Trustees  
      The main discussion revolved around the success or the lack of success of Global Campus. Many believed the deficiency is due in part as it is still in the early phases. It is expected to gain momentum as work funnels through the pipeline. Debate is ongoing as to whether all online programs should merge with Global Campus. There is concern over whether multiple online offerings are causing confusion. A possible compromise is to create a web portal to house all online offerings managed by Global Campus; however, control will still remain with the various departments. The remaining business included approval of academic and budget items (see attachment). The next BOT meeting is scheduled for May 22 and July 23-24 in Chicago. Chicago UPPAC member(s) will be in attendance.  
   b. University Wide Issues  
      At the previous meeting, each campus was to compile a list of the most important issues and concerns of APs. This list will comprise a report the UPPAC will present to the President.  

   **UIUC: Two principal issues**  
   1. **Unionization**  
      Presently, UIUC Visiting APs are part of a union so should all APs unionize? Would this prompt the President to take action to recognize the needs of APs, i.e. advancement opportunities, fair wages and raises, the inability to keep up with inflation, etc?  
   2. **Surveys on campuses**  
      Should all three campuses use the same survey to determine if APs have similar issues across campuses?  

   **UIUC: Career Advancement**  
   The Provost assigned a task force that created a comprehensive survey on the status, profile and concerns of APs. The main issues identified through the survey are related to career advancement -- no clear career ladder, lack of professional development, little advancement opportunities on a career path -- and salary. (Korder will forward the Provost’s report following the meeting.)

In discussion of the survey a suggestion was made that movement across departments and throughout the University should be facilitated to expand the opportunities for advancement. Since AP positions are unique, the natural progression to higher salaries and greater responsibilities is limited. A structure would be required to create career paths or the University could diversify titles/positions. However, the task force found that because APs don’t have a structured progression, the University gains flexibility.

   **Springfield: Three principal issues**
1. **Non-monetary compensation.**
2. **AP recruiting and retention.** Programs exist for recruiting and retaining faculty, but the campus needs methods of attracting and retaining APs. Salary equity and career advancement are both components of retention. Meeting participants asked if data are available on turnover rates of APs relative to other groups of employees.
3. **Professional development.** Also related to retention, professional development can be largely a non-monetary enhancement. The campus is searching for ways to recruit and retain APs through non-monetary compensation, e.g. professional development.

A consensus was reached that the issue of recruiting and retaining of APs—which is related to creating career paths, advancement opportunities, and salary equity—is the issue UPPAC will present to the President.

The UIUC Provost’s Task Force has formed a committee to address the main concerns voiced in the survey and the actions required to move forward. The team will prioritize actions by determining the projects that are feasible to address and, of those, the ones that will be implemented immediately and those that will be addressed in the future. The provost has made a commitment to address the issues made in the report within a five-year timeframe.

UPPAC will develop a report to present to President White addressing the recruitment and retention issue by offering suggestions and actions. Although certain actions may be more appropriate at one campus over another, UPPACs goal is to present the report as a university-wide issue. The group will approach this initiative in a two-step process:

- Fall 2008: present President with a report of UPPACs goals: Where are we going?
- Spring 2009: present President with specific recommendations. Compile all survey results and present, as a whole, the view of APs throughout the three campuses.

Committee members are asked to go back and discuss these issues with APs to gather their input. The goal is to have some material and specific ideas to begin composing the general report at the next UPPAC meeting.

Cole was asked to request that UPPAC be placed on the president’s schedule in the fall (October/November).

5. **Group Discussion--New Business**
   a. **CIC**

   Michael Budzik from Purdue University is trying to revive the CIC committee for academic professionals (CIC APSC). The chair of UPPAC traditionally has served as the spokesperson for UI to the CIC APSC but Jerry would like to have another member(s) as the designated UPPAC contact or the representative to the CIC. Burkhart recommended Korder and he accepted.

   The CIC APSC task is valuable for the many surveys and communication across the 13 campuses. That data sharing might help form the basis of collecting information on programs for recruiting and retaining APs. For instance, Marshall noted that the April 2nd minutes of the CIC APSC documents a discussion regarding promotion ladders at the participant institutions. Korder will try to obtain previous surveys and other information from CIC to work in conjunction with UPPACs current assignment. Where appropriate, we will use the CIC information sharing and the experience on similar campuses to validate the findings at the UI. Burt offered Korder a list of URLs and other surveys used to create Chicago’s survey.
b. Next UPPAC meeting: Videoconference Tuesday, July 29, 2008, 9-10 am.

6. Campus Reports
   a. UIC: Submitted by Foley-DiVittorio
      • The APAC Open House was held on April 17. Lee Bridges was the guest speaker and his presentation was excellent. We had approximately 100 academic professionals in attendance.
      • We are still working on the campuswide survey for all academic professionals.
      • We had APAC elections and four people were elected: the two new members are Kimberly Clark and Jennifer Rowan and two continuing members are Judith Cohen and Marietta Giovannelli. There were no contested positions with APAC; the senate positions saw the only contested election. Currently, there are 10 electable positions. Four are filled and six are open.
      • We had elections for one AP senator position; Jill Davis, a member of APAC, was elected to a three year term.
      • UIC Chancellor Search Update: The pool of candidates is very strong and has broad representation. The search process is on track for the trustees to appoint the new Chancellor at the July meeting.
      • UPPAC request for items of interest to present to the President: 1) unionization and 2) surveys on campuses.

   b. UIS: Submitted by Burkhart
      • APAC presented our CAPE award on April 15. Kim Hayden was the 2008 recipient.
      • We sponsored two half days of Covey Training. The training was very well received and we will be sponsoring it again next year. Professional development funds were used to partially offset the cost of the training.
      • We are continuing to examine the Grievance process in detail as we determine what, if any, role APAC should play in the process or whether we can improve upon the existing process. Vera Mainz from UIUC will be our guest at the next APAC meeting to discuss her experience with the UIUC AP grievance process.
      • We held our annual campus wide meeting February 21. Reports were given by the APAC chair, APAC compensation review committee, APAC professional development committee, AP senate representative, and the Provost. One of the new issues discussed was new time reporting requirements for APs. About 70 APs attended the meeting. Fewer complaints were voiced at this meeting, possibly attributable to the more active role of the APAC.
      • AP representation on Campus Senate committees continues to grow as we have gained voting membership on 2 new committees and ex-officio membership on another.
      • APAC representatives met with the Provost to discuss improving the salary equity process for this year. The meeting was very positive and if funds are available for the program this fall, there will be an improved process in place. The APAC would prefer the campus to undertake a full study, such as by the Hayes Group, but funding is probably not available for such a comprehensive effort.

   c. UIUC: Submitted by Korder

**Ongoing**

- **Guests-** CAP continued its tradition of inviting guests to the monthly meeting, including the President, Chancellor, Provost, and representatives of Global Campus and Always Illinois, among others.
- **Grievances-** We had a new Grievance Officer who has been very active answering inquires and offering advice. We had very few grievances in the first semester, but a significant increase in the
second semester. Unfortunately this person did not run for a seat this term due to workload issues, so we will have to train another person into this vital role.

- **Representation on campus committees** - CAP continues to make progress in gaining AP representation on campus committees including; search committees, senate committees, and
  - Chancellors advisory committee on ACLGF
  - Committee addressing parking
  - Provosts review committee

- **Ongoing Successful Programs**
  - **CAPE Awards** - we had some challenges in finding a robust field of nominees. Once we extended the deadline we then received a satisfactory number of nominees. The CAPE committee will address this issue in their planning meetings.
  - **Academic Professional Development Fund** - applications were up over last year for the first semester but seemed to be lagging in the second semester. A concern is that we will not use up the entire fund again this year.

**Successes**

- **Provost AP Task Force** - The Provost responding to many AP concerns (brought to her attention by CAP) by forming a Task Force on Academic Professionals. The charge of the Task Force was to “provide a report by the end of the 2007 year regarding recommendations for Academic Professional salary levels, titles, workloads, promotion opportunities, compliance with performance reviews, and part-time work practices.” CAP has seen the report and met with the Provost to discuss it and here her plans for implementation. We have also formed a committee to develop our consensus response.

- **AP Senators** – CAP currently does not have a vote in the senate, but this year the Senate will take up this issue. This is the recommendation as it currently stands:
  
  “Given the increasing role that academic professionals play in delivering instruction and participating in the academic mission of the University, we recommend that they be given voting representation in the Senate. Current CAP practice is to divide the campus into ten districts of roughly equal size and elect their members by district. We recommend that the number of academic professional senators added be ten to conform with this practice.”

- **CAP Procedures** – We have spent some time working to clarify standard policies and procedures to ensure the ongoing smooth operation of CAP including;
  - Election procedures
  - Replacement appointments procedures
  - CAP terms
  - Template for an annual calendar, etc.

- **UA Awards Program** – UA has established the DELTA awards program for individuals and teams.

- **Items promised but still working on**
  - **Payment of licensing fees** – CAP has been advocating a uniform campus policy regarding payment of licensing fees required by the state or others of Academic professionals. This issue is now being examined by the administration with the hope of making a recommendation for a unified policy for our campus soon.
  - **Professional development funds for University Administration employees** - it was determined that, because of the funding sources used for the Professional Development Fund, University Administration employees are not eligible. Since that time we have discovered that “UA” has its own fund and plans to roll it out to all of its employees soon (although this was promised several months ago).

**Challenges Ahead**
Turnover on council- This year we again had many challenges in finding a full field of candidates for the annual election, most people ran unopposed and in one district we did not have anyone run for a vacant seat. We did extend the deadline in order to encourage more participation. In addition this year we had a higher than normal rate of resignations. It is believed that this is mainly due to increased workloads and a lack of positive awareness of CAP.

Awareness/image of CAP on campus- Recent events have revealed that the awareness of the Council and its image on campus needs A LOT of work. We have formed an ad-hoc committee to work on issues related to this including;

- Website, newsletter, publicity
- Name change to clarify who we are & more closely align ourselves to groups at UIS and UIC.
- Get Involved” form on website to archive people interested for use on committees
- Orientation Program for New Academic Professionals-
  - Recently revised Program for New AP’s appears to have negatively impacted the effectiveness of this program to get the name of CAP out to new AP’s. Need to investigate ways to compensate for this new approach.
- Annual meeting, Open House, Brownbags

Global campus- Issues involving the Global Campus may need monitoring.

Integration of State Surveys - We are developing a plan for the integration of this large group of AP’s into our electorate (estimated to be over 400). The preliminary suggestion was to change the bylaws to add a new district and elect 2 new representatives to CAP in a special summer election.

OTHER ITEMS THAT WILL NEED ATTENTION

- CAP Procedures
- Committee membership
  - Grievance, Communication, Awareness/Image
- AP Senators
- AP Task Force

d. UHR Announcements

- Roth 403B went live on 04/01/08
- AP and other employees can access their Benefit Statements through NESSIE. It covers both the State & University Plans.
- 2nd Benefit Choice Period coming up. Everyone will be eligible to change benefits May 1-31st and another choice period will be opened when negotiations with AFSME are complete. Communication will be sent out on 4/29 & 4/30.

7. The meeting was adjourned at 10:13 am.