UPPAC Meeting Minutes
July 29, 2008
Videoconference

Attending:
UIUC: Thomas Korder, Sandra Moore, Deb Stone (in for Elyne Cole)
UIC: Cathy Foley-DiVittorio, Marietta Giovannelli
UIS: Jerry Burkhart, Barbara Cass
UA: Marilyn Marshall (via phone), 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 April 29, 2008 meeting were approved.
4. Group Discussion—Old Business
   a. Board of Trustees
      Jennifer Czak of UIC attended the meeting and is expected to report on it at the upcoming AP Meeting. No further information was available at the time of the UPPAC meeting. The next BOT meeting is scheduled for September 11 in Urbana. Tom Korder will confirm an AP representative is in attendance.
   b. UPPAC Position Paper/University Wide Issues
      At the previous meeting, each campus compiled a list of the most important issues and concerns of APs. A new subcommittee was formed to assemble list into a single report presentable to President White. The report will comprise of a basic list of topics answered by a goal position paper to present UPPAC’s positions and action recommendations over a time frame of the upcoming year. Subcommittee members chosen were: Barbara Cass, UIS, Sandra Moore, UIUC, and Marietta Giovannelli, UIC. Stone will check to see if Cole has successfully scheduled time on President White’s calendar.

      The main discussion revolved around the Chicago Human Resources forming an AP task force and the development of a survey, as well as the results of UIUC Provost survey to uncover the issues of importance to APs and how this information could be obtained to be included in UPPACs report to President White. 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 would be the focus. A suggestion was made to model policies that have been successfully implemented at similar institutions.

5. Group Discussion—New Business
   a. CIC Report

      CIC ASSOCIATION OF PROFESSIONAL STAFF COUNCILS Report – July 2008 Meeting
      http://www.cic-aps.wisc.edu/

      Council Guidelines
      http://www.cic-aps.wisc.edu/guidelines.htm
      The CIC APSC addresses challenges and works toward solutions for employees represented by the participating staff advisory/governing bodies of member universities. The CIC APSC exchanges information and examines issues in order to promote best practices and enhance the work life at member institutions.

      2007 SUMMARY OF INFORMATION ON AFFILIATED COUNCILS
2005 BENEFITS SURVEY

LISTSERV ISSUES
https://lists.purdue.edu/mailman/listinfo/cic-apsc
- Staff support of Councils
- Parental leave policies
- Tuition benefits policies
- Average # of undergraduate/graduate courses that professors & instructional AP’s teach in your unit/college/university each academic year

b. Next UPPAC meeting: Face-to-Face Tuesday, November 3, 10-1:30 pm

6. Campus Reports
   a. UIC: Submitted by Foley-DiVittorio
      - APAC Networking Event was held on June 14. Approximately 30 people were in attendance. A successful element was an entertaining game of UIC Bingo which required attendees to network.
      - Paula Allen-Meares has been named as UIC Chancellor. Dr. Allen-Meares comes from the University of Michigan, where she served as a Professor of Education and Dean of School Social Work. She has plans to visit the campus during summer and fall to meet with faculty. Dr. Allen-Meares will start in January 2009.

Views on University Wide Issues for Academic Professionals
At our last APAC meeting, we discussed the fact that UPPAC will be presenting University wide issues facing academic professionals at the next face-to-face meeting with President White. We ask our APAC Committee members for input with regard to what they feel the most challenging issues are that academic professionals face. The responses centered on:
   - unionization concerns
   - surveys on campus (UIC is currently preparing one)
   - lack of professional development
   - visiting academic professionals process toward becoming permanent employees
   - multi-year contracts
   - job security
   - notice rights for all permanent academic professionals regardless of the percentage they work

b. UIS: Submitted by Burkhart
   - Salary Equity program will be implemented this year. The process is the same as previous years with supervisors submitting recommendations.
   - A committee was established to begin the process of writing a new Grievance policy. APAC has met with the authors of the current process, the UIS Ombudsman and Vera Mainz from UIUC as we continue our work to establish a better policy. A campus wide meeting of APs will be held in the fall to gather more input.
   - Two new members were “elected” to serve on APAC. We only had enough candidates to fill the two vacant positions, but all ten positions are filled.
   - APAC sent a resolution to administration supporting the development of a “Wellness Program’ for UIS employees.
   - APAC will be sending recommendation to the administration for changes in the Evaluation process. The key items are the relationship between evaluations and salary adjustments, employee recourse when employee disagrees with their evaluation and evaluation of supervisors.
UIS University Wide AP Issues

1. Non-monetary compensation:
   - Recognition for AP service on campus committees
   - Flex Time
   - Reduced membership fees at the Recreation and Athletic Center (TRAC)
2. AP recruiting and retention:
   - Salary equity, including a comprehensive study by an outside consulting group
   - Career advancement opportunities
   - Consistent hiring, retention, and evaluation policies and procedures within particular campuses and among all three campuses.
3. Professional development
   - Increased professional development funding
   - Increased on-campus opportunities for AP professional development


c. UIUC: Submitted by Korder

- **Provost AP Task Force** - The Provost laid out an implementation plan at our March meeting. The plan involved a smaller Steering Committee who would develop a general plan and then form a larger committee. As of this date the Steering Committee has been formed and we are awaiting news on the balance of the implementation plan. CAP has developed a statement expressing their prioritization of the recommendations of the report.

- **AP Senators** – This is progressing well, CAP Bylaws and Elections Procedures revisions involving AP Senators were presented in July and will be voted on in September. CAP has also reviewed the proposed revisions to the Senate Bylaws and Senate Constitution.

- **CAP Procedures** - We continue working to clarify standard policies and procedures to ensure the ongoing smooth operation of CAP. In line with this we have proposed bylaw changes in the following areas:
  - Addition of Procedures and Elections Committee, Vice-Chair will be automatic Chair of this Committee
  - Formal addition of Communications Committee, to follow practices already in place
  - Formal addition of Assistant Grievance Officer, to follow practice previously used
  - Identification of 3 special meetings each year between CAP and AP Senators
  - Formal clarification of AP’s roles on several campus and university committees.

- **New representatives on council** - While we had challenges in finding a full field of candidates for the annual election, the new members have shown a strong desire to be fully involved in the business of CAP and volunteered for numerous committee positions.

- **Awareness/image of CAP on campus** - We have a brochure in the works that will be mailed to all UIUC AP’s.
  - (PDF copy attached to email.)

- **Institute of Natural Resource Sustainability (State Surveys)** - We have developed a plan for the integration of this large group of AP’s into our electorate (estimated to be over 400). We have presented bylaws revisions to add a new district and elect 2 new representatives to CAP. We have proposed to the Chancellor that a special election be held in the fall, shortly after the bylaws revisions take effect.
• Items still in process
  o Payment of licensing fees—uniform campus policy regarding payment of licensing fees required by the state or others of Academic professionals.
  o Professional development funds for University Administration employees

University Wide Issues
• Urge the formulation of a University Wide AP Task Force (see UIUC Provosts Task Force).
• Urge that a biennial survey be conducted and that online exit interviews be implemented to access the progress on issues of concern to academic professionals.
• Urge the design and communication of a philosophy of compensation that “clearly outlines such principles for academic professional as base salaries for new hires, promotional increases, annual merit increases, and annual equity reviews for salaries.”
• Urge the communication that a professional development plan should be expected as part of the performance review process. Require supervisory and employee training on their roles in performance reviews to instill a culture of self-evaluation, accountability, and a full understanding of the process.
• Develop a transfer assistance program for academic professionals who wish to pursue advancement by transferring to another campus, unit, or area of work. Create talent search options for employing units to recruit academic professionals from across the university who wish to advance in their career.
• Encourage academic professionals to get involved with their College, Campus, and University committees, join and lead interest groups, develop volunteerism opportunities, and engage in social networking.

7. The meeting was adjourned at 10:04 am.