UPPAC Meeting Minutes
November 3, 2008
Face-to-Face Meeting with President White

Attending:
UIUC: Thomas Korder, Jim Endress, Sandra Moore, Elyne Cole
UIC: Marietta Giovannelli, Holly Burt
UIS: Jerry Burkhart, Barbara Cass, Tammy Craig, Tyler Tanaka
UA: President White, Cory Holt

1. The meeting was called to order by Jerry Burkhart at 10:15 am. Members introduced themselves.
2. Agenda was approved.
3. Minutes for July 29, 2008 meeting were approved with corrections.
4. Group Discussion—Old Business
   a. Board of Trustees
      Korder reported on the Board of Trustees meeting held in Urbana on September 11, 2008. The main discussion centered on the Global Campus initiative to seek separate accreditation. Global Campus staff believes having its own accreditation will strengthen efforts of expansion, development of programs, recruitment of faculty, etc. The campuses have mixed reactions. Springfield currently is successfully offering its own online programs and some at Urbana are skeptical of the Global Campus expansion.

      Burkhart brought up the subject of land & leasing programs. Korder informed that these decisions are reviewed by the committee and not usually discussed during the general meeting. However, the issue of the airport was discussed.

      The next BOT meetings are scheduled for November 13 in Springfield and January 15 in Chicago. Barbara Cass is planning on attending in Springfield and Burt will confirm an AP representative is in attendance in Chicago.

   b. UPPAC Position Paper/University Wide Issues
      The group attempted to narrow the topics to be discussed with President White. The objective is to address issues and pursue a course of action to establish UPPAC as a valuable university-wide resource that can help develop university-wide attitudes and provide direction in the recruiting and retention of APs.

   c. CIC
      CIC has started a “wiki” with a comparative document derived from surveys that includes information on benefits, etc from all the universities. Korder believed this document will be a benefit to UPPAC as support for the position paper to be submitted to President White.

   d. UPPAC website
      While this item was not listed on the agenda, a discussion ensued about updating the current UPPAC website and the maintenance responsibilities. A consensus was reached that this will be a priority of UPPAC under Chair Holly Burt.

5. Group Discussion—New Business
   a. President White
      As planned, the group focused the discussion on the recruiting and retention of AP’s. Burkhart briefly explained that UPPAC’s goal is to advance the concerns that affect APs across campuses -- i.e. the policies of
advancement opportunities, lack of professional development, and salary equity -- and to be proactive in providing guidance to the administration regarding APs University-wide.

Good information was gathered through campus surveys: Urbana-Champaign has completed a survey and formed a task force to address the issues identified in the survey. Presently, the task force is assessing the broad policies that are tied to the issues. Chicago’s survey will be focused on professional development and is scheduled to be released soon. Springfield is in the early stages of developing a survey, which will focus on the internal salary equity program. President White recommended developing a “common core” survey within the next two years to collect comparative data. A single survey distributed across the campuses would provide valuable comparisons and allow exploration of more specific recommendations. Burkhart mentioned the revival of the CIC organization and, with it, the resurgence of collection of comparable information on APs and the common thread of the various issues across institutions.

Burkhart reiterated UPPAC’s stand on developing concrete solutions to AP issues, for example, regarding non-monetary compensation. Ideas include flex-time, formal recognition to serve on committees, financial support for professional development and awards programs, and transfer assistance to investigate career paths. A common complaint from APs is the lack of a formal career path, lack of commitment to promote from within, and the difficulty of navigating internal campus postings. Many APs criticize the lack of a posting structure despite policies and procedures dictating how postings should be handled. Cole will investigate the practice of job postings. President White reacted favorably to developing new opportunities for advancement and the idea of constructing a career path for APs.

President White addressed the concerns of the UPPAC members on the State’s bleak financial outlook and its impact on the University. The country as a whole is in the second quarter of a recession, unemployment continues to rise (even in recovery), and with soft State revenues the University is preparing for contingencies. At this time, no layoffs are planned; however, cutting spending alone cannot solve the financial problems. President White maintains the University will be mindful of the people we serve, the students and patients, and we will weather these difficult times with fairness and values. He reiterated his business philosophy that growth plus spending equals a sign of a successful organization. He feels the level of graduate enrollment will be stable and we should expect to increase some services in response to the difficult economic times.

Discussion resumed after President White exited the meeting. UPPAC members are in agreement that President White appeared more comfortable with the committee than in years past and will probably be more open to UPPAC suggestions.

Discussion turned back to salary equity and the lack of an AP career structure. Consensus was that the strength of the AP employee classification is in the flexibility of both the people and the structure of the positions, a more flexible structure than for civil service. This strength brings inconsistency across positions, however. A compromise is to create a career system similar to the private sector that forgoes a position ladder. With this approach, the positions are standardized so that when specific duties are added a candidate can successfully be promoted to another level in that job title rather than a new title.

The group ended this section of the meeting with a conversation of new ideas for the upcoming year. Topics to be addressed include a biennial survey, a salary equity program, career paths, and the website.
b. Transfer of UPPAC Chair to UIC
   Gerald Burkhart officially transferred the position of Chair to Holly Ann Burt.

c. Next UPPAC meeting: Videoconference Tuesday, November 3, 10-1:30 pm
   UIS-180G
   UIC-2703 UH
   UIUC-508 S. Sixth Street

6. Campus Reports
   a. UIC: Submitted by Burt
      
      • Sponsored Campus Events

        ▪ **Open House** with Joyce Winn, Associate Director, Human Resources, December 4th
        ▪ The **Campus Sustainability Forum**, co-sponsored by the Institute for Environmental Science and Policy (IESP), was held at the Rafael Cintron-Ortiz Latino Cultural Center, February 26th
        ▪ **Open House** with Lee Bridges, Members Service Representative, State Universities Retirement System (SURS), April 17th
        ▪ **2nd Annual Summer Networking Event**, also at the Rafael Cintron-Ortiz Latino Cultural Center, June 24th
        ▪ **Con-Con** meeting featuring Dr Richard Johnson, Professor Emeritus and President of the State Universities Annuitants' Association (SUAA), Tuesday, October 14th. APs gathered in the UIC Cardinal Room to hear Dr Johnson speak with reference to the November 4th ballot which will ask Illinois voters if they want a constitutional convention aka "Con-Con". Dr Johnson advised that we can tweak the current constitution without spending the $80 million or more that the Con-Con would cost. He also suggested that public employees' (including University of Illinois employees') pensions could be at risk at the Con-Con. Favorable evaluations were received from the group attending this event
        ▪ A **Professional Development, Education, and Campus Resources** event will be held November 20th at the College of Medicine Research Building (COM-RB). This event will feature a variety of short information sessions with topics including: Lifelong Learning Education Access Program (LLEAP), Employee organizations and involvement, Health and wellness, Professional development, Entertainment, culture, and campus life, Employee discounts, Announcements and publications, and Family resources. This event is being co-sponsored by the Chancellor’s Committee on the Status of Women (CCSW).

      • New and Improved

        ▪ **Website** - [www.apac.uic.edu](http://www.apac.uic.edu)
        ▪ We redesigned our website, including creating a direct URL to make advertising easier. Additionally, we added a comprehensive resource clearinghouse for UIC employees including associations, services, discount information and more.
        ▪ **Mission Statement**
        ▪ This year we updated our mission statement to reflect recent changes at APAC
        ▪ **APAC Brochure** - [http://www.uic.edu/orgs/apac/APACbrochure.pdf](http://www.uic.edu/orgs/apac/APACbrochure.pdf)
        ▪ Our newly designed brochure includes out new Mission Statement. We share this brochure with all newly hired Academic Professionals, make it available at APAC and other AP events, and provide it through our website.

      • **Chancellor's Academic Professional Excellence (CAPE) Award**

      We have completed our award process. Congratulations to: Kimberly Clark, LAS Student Affairs, Erin Emerson, Department of Psychiatry, William Rodriguez Office of Dean of Student Affairs, Marilyn
Willis, Institute for Health Research and Policy. The formal award presentation will be at the UIC Forum from 2:00 – 4:00 p.m. on November 10th.

- **UIC Senate** (formerly UIC Faculty Senate) **representatives**

  Each year, APAC elects a senate representative to one of three permanent seats on the UIC Senate. Currently four members of APAC serve on five senate committees:
  - Bill Bike, senate representative: External Relations and Public Service Committee
  - Jacqueline Berger, senate representative: Academic Services, Support Services
  - Jill Davis, senate representative: Student Affairs
  - Marietta Giovannelli, chair, Student Recruitment

- **AP HR Priorities Task Force**

  One of our APAC members participated in the AP HR priorities task force discussion on UIC's Campus. John Loya, Vice-Chancellor for Human Resources undertook this exercise. Efforts will concentrate on two priorities: 1) Implementation of rational compensation philosophy and policies and 2) Professional Development

  UIC Human Resources will continue to work with the AP HR task force to implement an action plan to address these priorities over the next 3-6 months. The Chancellor and Vice-Chancellors have provided their endorsement. Loya further mentioned that he will explore the question of how to best communicate these intentions and outcomes to the AP community.

- **Academic Professional Survey**

  The ad hoc committee has completed the initial development of a survey of Academic Professionals at UIC. We are in the process of obtaining IRB approval and look forward to launching the survey in the near future. The results will be made publicly available. We have encountered strong campus-wide interest in this project and acknowledge the volunteer efforts of many APs who are helping to make this project a success.

b. **UIS:** Submitted by Burkhart

  - A recommendation was made to and approved by the Chancellor to create a committee composed of Academic Professionals and Civil Service on Non-monetary compensation. The committee will seek ideas and make recommendations to the Chancellor and HR for implementing new non-monetary compensation programs.

  - Twenty one thousand dollars in AP Professional Development funds were awarded this semester and $9,000 remains to be allocated in the second semester. We are hopeful these funds will not be cut.

  - The Grievance Committee continues to seek more of an educational/support role rather than a rewriting of the policy.

  - APAC sent a resolution to administration supporting the development of a “Wellness Program” for UIS employees.

  - The Chancellor and the Provost were guests at our last APAC meeting. Among other topics the Chancellor discussed the budget situation and the Provost talked about this year’s salary equity program.
- APAC is working on an informational handout about APAC and Academic Professionals that will be distributed to new employees.
- APAC filled Academic Professional positions on eight Campus Senate Committees.

**c. UIUC: Submitted by Korder**

- **Bylaws & Procedures Revisions** – Revisions are up for vote this month, including adding the 11th District – a result of the addition of the Institute of Natural Resource Sustainability, solidifying many practices that had become regular procedures, and allowing for implementation of AP Senators. (Since UPPAC meeting, these have passed).
- **Adding AP Senators to UIUC Senate** - The first reading of Statutes revisions is today (Monday 11/3) and will be voted on at the December 8th Senate meeting. We are encouraged but cautious.
- **Timesheets** - The ethics test includes reference to the ruling that we must report hours to the ¼ hour but Vacation and Sick Leave Policies state we report on a 4-hour reporting time period. We have been told University HR is working on a policy statement. At our November CAP meeting our Director of Academic Human Resources passed on the following link to the new policy. [https://nessie.uihr.uillinois.edu/cf/policies/index.cfm?Item_id=4094](https://nessie.uihr.uillinois.edu/cf/policies/index.cfm?Item_id=4094)
- **Financial Status of the University** - There is serious concern but we are still waiting for news.
- **Provost AP Task Force** - We have proceeded to the next phase with the implementation team being formed and beginning work.
- **CAPE Awards** - The nomination process is in progress but we are having some trouble getting people to submit paperwork in on time. We are concerned administration will look to cut this program in the search to reduce costs.
- **Communications** - Our NEW Communications committee has developed a brochure and reviewed our website.

**Association of Professional Staff Councils** Committee on Institutional Cooperation (CIC)

- **Group list** - Group has started a “wiki” with comparative documentation that includes information on benefits, etc from all the universities.
- **Meetings** - The leadership string was interrupted due to a change in personnel. Purdue (Leonard F. Seidel, APSAC Chair, Purdue) has picked up the baton and hopes to schedule a conference call soon.

7. The meeting was adjourned at 1:25 pm.