UPPAC Minutes of Meeting
April 14, 1998

Attendees: B. Ferrara, S. Chilton, J. Baxter, K. Hancock, L. Perry, L. Johnson, T. Jackson, C. Esarey, D. Frueh, M. Grosch,

Meeting called to order at 10:40.

Introduction of committee and welcome by UIS Chancellor.

1. Judith Baxter was nominated for committee chair. Nomination seconded, there were no other nominees. Motion passed.
2. Judith Baxter asked the committee to consider the appointment of Kevin Hancock as Secretary. Kevin agreed to appointment and motion was passed.
3. There being no minutes from the last meeting the agenda was reviewed.
4. Discussion of UPPAC’s role
   a. Past role has been mainly as a receiver and disseminator of information.
   b. Committee feels that it needs to focus on a few key issues of concern to its constituency.
   c. Some ideas for focus are T contracts and career ladders for A.P.’s.

5. Old Business
   a. Professional Leave Proposal. S. Chilton presented the current proposal to the committee, asked that they take it back to their campuses for comment. Major change has been wording to change title to a Professional Training Proposal.
   c. Grievance procedures at the three campuses. Each of the campuses takes a different approach to this procedure with the APAC’s each serving a different role. UIS has worked with HR to develop their procedures and guidelines were sent to all AP’s on December 15, 1997. UIC’s APAC serves as a referral service to employees and works with a new Grievance and Mediation group that the campus has developed. UIUC’s procedure is much more formalized and is seen as a major role for APAC on that campus.

   a. Performance Review Processes were compared and contrasted at each of the campuses.
   b. Discussion of Survey of AP job satisfaction and Professional Development needs. Committee feels that each campus should do their own survey utilizing a few core questions to judge these issues across the university. The results can be formulated into a white paper for presentation to the Central Administration and serve as an action plan for the committee to determine important goals for the committee. It was suggested that we use the survey developed by UIUC as a base and this was agreed.

7. Future Meeting and Scheduled Guests.
   a. Next meeting will be in July hosted by UIC, then meetings will be in October, UIUC; February, UIS; and April again at UIC.
   b. Future guests were discussed but no decisions were made.
8. Campus Reports
   a. UIS. Report Attached.
   b. UIC.
      1) Web page is up and running.
      2) Newsletter will be moved to Web page.
      3) Brown Bag seminars have been a great success.
      4) Working with new Employee Training Program to develop AP certificate program.
   c. UIUC
      1) Performance reviews started last fall for first time.
      2) Developed survey for all A.P., examples handed out earlier.

Meeting adjourned 2:15 p.m.

Respectfully Submitted.

Kevin Hancock
Secretary