



## Academic Professional Advisory Committee

February 13th, 2019 from 12:30PM to 2:00PM  
Conference Room 331/3, College of Pharmacy  
Conference Dial-in: 1-857-232-0157  
Agenda, Monthly Business Meeting

| Item & Discussion   | Items  |
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| <p><b>1. Attending:</b></p> <ul style="list-style-type: none"><li>a. <u>Representatives:</u> Tracy Sikorski, Julie Kong, William Bike, Mary Berta, Colleen Piersen, Nester Komolafe</li><li>b. <u>On the Phone:</u> Jennifer Pietka, Kathy Stauffer, Ahlam Al-Kodmany, Teresa Soto Plutz</li><li>c. <u>Other Staff:</u> Michael Ginsburg, Amber Ghosh</li></ul>   |  |
| <p><b>2. Approval of Minutes:</b></p> <ul style="list-style-type: none"><li>a. November Minutes approved</li><li>b. January Minutes to be approved at March meeting</li></ul>   | Motion to approve:<br>Approved by Bill<br>2 <sup>nd</sup> by Julie |
| <p><b>3. Campus Liaison Updates:</b></p> <ul style="list-style-type: none"><li>a. Chancellor's Representative<ul style="list-style-type: none"><li>i. Vice Chancellor for Advancement and Senior Vice President<ul style="list-style-type: none"><li>1. Co-chairs Provost Poser and VC Barish</li><li>2. Deadline extended to February 22<sup>nd</sup></li><li>3. No Interim VC was appointed. Jim Moore, UIF President, serving in that managerial capacity with external consultant engaged to assess the OVCA.</li></ul></li><li>ii. Dean, College of Medicine<ul style="list-style-type: none"><li>1. Regional Dean, College of Medicine Peoria – retiring.</li><li>2. New Dean appointment to be approved at March BOT meeting.</li></ul></li><li>iii. Dean, College of Architecture, Design and the Arts<ul style="list-style-type: none"><li>1. 2 finalists; appointment to be approved at May Board meeting.</li></ul></li><li>iv. Board of Trustees<ul style="list-style-type: none"><li>1. Full membership with the reappointment of Judge Patricia Holmes and, UIC alum, Ricardo (Ric) Estrada. New member is Kareem Dale, Director and Senior Counsel, Discover Financial Services – formerly Special Assistant to President for disability policy and associate Director Office of Public Engagement, Obama Administration.</li><li>2. Board will approve appointment of new Dean at March 14<sup>th</sup> meeting at Urbana.</li><li>3. Governor's budget address, February 20<sup>th</sup> – State has a \$3.2B deficit.</li></ul></li><li>v. UIC JMLS<ul style="list-style-type: none"><li>1. Higher Learning Commission site visit, February 4<sup>th</sup> and 5<sup>th</sup></li></ul></li></ul></li></ul> |  |

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| <p>2. Working on transition of JMLS employees to UIC, July.</p> <p>vi. GEO Union and Faculty Union</p> <p>1. Negotiations are ongoing</p> <p>vii. Events</p> <p>1. State of the University Address, late-March/early April</p> <p>2. Annual Meeting with APAC, Poser, Barish, April 10th</p> <p>3. Legacies and Leaders, April 11th</p> <p>4. Academic Professional Leadership Program dinner with Chancellor, June 12th</p> <p>5. Last games of Basketball season: Men's on 2/22 &amp; 2/24 and Women's on 2/23</p> <p>viii. Discovery Partners Institute (DPI)</p> <p>1. Discovery Partners Institute workshops to be held on March 1 at SCE. Eight working groups that are helping to chart DPI's course – each workshop will have a plenary session where DPI updates will be provided, but the majority of the time will be spent in parallel tracks organized by the groups to gather input.</p> <p>2. 3 positions available:</p> <ul style="list-style-type: none"> <li>○ Director of Administration (2/20)</li> <li>○ Director of External Engagement (2/20)</li> <li>○ Director of Academic Affairs (2/13)</li> </ul> <p>Question for Teresa – Sexual Assaults on University Campuses</p> <p><b>Tracy:</b> Are there any discrepancies in reporting the reporting process at UIC? (Based on a news report that lacked mention of UIC)</p> <p><b>Teresa:</b> Assistant Vice Chancellor, David Ibrahim has looked at past, new, and existing reporting processes and policies.</p> <p>b. HR Representative</p> <p>i. John Marshall Law School</p> <p>1. Employees starting at Tier 2</p> <p>ii. State Universities Civil Service (SUCS)</p> <p>1. Positions available (marketing, publicity, promotion) – March 15</p> <p>2. Discussion about 'custom classes' when it comes to positions, credentials, and job structures. Ex. BAA position would require minimum a BA degree.</p> <p>iii. Staff Engagement Program</p> <p>1. Rolling out in Fall 2019</p> <p>iv. Professional Development</p> <p>1. Good selections for the Spring program; consistent process valuing diversity across campus, job types, etc</p> <p>2. Once we get statistics of the program; we can demonstrate a need for more funds from the</p> | <p>a. vii. 2. <b>Can APAC provide any questions in advance for the meeting by March 29<sup>th</sup></b></p> |
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| <p>Chancellor, in order to better cover the full funding costs for awardees.</p> <p>Question for Dr. Ginsburg – Vacant Positions</p> <p><b>Tracy:</b> Is there anyway to combat the ‘revolving door’ of vacant positions in different departments? Employees are always moving to/from similar positions but it always seems like we have not ever been at full/optimal employment.</p> <p><b>Dr. Ginsburg:</b> We need more position control and better information on fluctuating job trends, the morale of employees, functionality of positions, and sustainability long term.</p> <p><b>Mary:</b> It is a tough job market as well, and there have been promotions in civil service specifically.</p> <p><b>Dr. Ginsburg:</b> Depending on the nature of the position, college to college transitions in new positions can be considered promotions as they may require more responsibility/higher pay.</p>   | <p>3. b. iii. 1. <b>Can APAC provide any event/location ideas for the program to use</b></p>  |
| <p><b>4. Subcommittee Updates:</b></p> <ul style="list-style-type: none"> <li>a. Executive Committee <ul style="list-style-type: none"> <li>i. No updates</li> </ul> </li> <li>b. UPPAC <ul style="list-style-type: none"> <li>i. Staff Engagement Program <ul style="list-style-type: none"> <li>1. To commence August 16th; for APs and Civil Service.</li> <li>2. 8 hours/year – freeform timing. Hours should be tracked and participants expected to be accountable. Hours will not carry over to the following year.</li> <li>3. Offices/individuals welcome to come up with ideas.</li> </ul> </li> <li>ii. Separate Committees (3) <ul style="list-style-type: none"> <li>1. Benchmarking <ul style="list-style-type: none"> <li>a. AP professional development + morale.</li> </ul> </li> <li>2. Mission <ul style="list-style-type: none"> <li>a. Purpose, refine statement and website.</li> </ul> </li> <li>3. Bylaws <ul style="list-style-type: none"> <li>a. Ensure consistent language/no major change.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>Colleen: It would be beneficial to also look at the ‘advisory’ aspect of the group.</p> <ul style="list-style-type: none"> <li>iii. Academic Vacation Sick Leave System (AVSL) <ul style="list-style-type: none"> <li>1. New vacation leave rollout for Urbana.</li> </ul> </li> </ul> <p>Mary: ‘Program Director’ is recently a new job title. I think we should request a list of positions under review. It is hard to recruit at the moment, too.</p> <p>Tracy: We also need to focus on broadening employee skillset.</p> <p>Ahlam: I wonder if it is possible to do a data comparison of all 3 campuses and look at the increase/decrease of AP positions.</p> <ul style="list-style-type: none"> <li>c. Representation Committee <ul style="list-style-type: none"> <li>i. Senate Term – Bill <ul style="list-style-type: none"> <li>1. Bill’s senate term ends in April. <ul style="list-style-type: none"> <li>a. 1 year term - must be above 50% FTE.</li> <li>b. Elections to be had soon. A survey will be created and distributed on P-Academy.</li> <li>c. Timelines could run as followed: <ul style="list-style-type: none"> <li>i. Announce – February</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> | <p>4. b. iii. Q: <b>Ask Michael about list of positions under review.</b></p> <p>4. b. iii. Q: <b>Colleen to look into information about data comparison/APs on 3 campuses.</b></p> <p>II. A. 1. b. <b>Tracy to confirm a survey mechanism for voting/elections</b></p> |

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| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. Vote – March</li> <li>iii. Completed – April</li> </ul> </li> <li>d. New John Marshall employees will be interested.</li> <li>e. Nester is interested in the position.</li> <li>d. Communications - APAC News           <ul style="list-style-type: none"> <li>i. Bill to retire May 31st and must train someone to take over.</li> <li>ii. Consider Joy Valentine (new member) to take on roll?</li> </ul> </li> </ul> <p>Nester: Is there a standard operating procedure for how to execute APAC News?<br/> Bill: It is essentially a newsletter; a collection of stories, news pieces, etc. In the past we have paid freelancers to write pieces, and if there's room in the budget to start doing this again, that would be a relatively easy way to go about publishing it. I also have binders of newsletters in print when we used to run volumes 2x-4x a year so I can pass that along to the new editor as well.</p> <ul style="list-style-type: none"> <li>e. Building Community/Education           <ul style="list-style-type: none"> <li>i. Expo Day               <ul style="list-style-type: none"> <li>1. Mariola sent out a survey for Expo Day. Feedback indicates we should shorten it (potentially to 3 hours).</li> </ul> </li> <li>ii. Climate Survey Committee               <ul style="list-style-type: none"> <li>1. Meeting next Monday (Feb 18th); Tracy is attending.</li> <li>2. The Provost, faculty, and staff will be in attendance.</li> <li>3. Offering up recommendations/questions regarding: professional development, job security, job satisfaction, and governance.</li> </ul> </li> </ul> </li> <li>f. Professional Development           <ul style="list-style-type: none"> <li>i. 10 out of 49 applicants awarded in PD program.</li> <li>ii. Speed networking event: SPH, 38 people signed up so far.</li> </ul> </li> <li>g. CAPE           <ul style="list-style-type: none"> <li>i. No updates</li> </ul> </li> <li>h. Bylaws           <ul style="list-style-type: none"> <li>i. Nester &amp; Kathy – to review and prepare summary based on roles, committees, and responsibilities outlined in Bylaws.</li> </ul> </li> <li>i. Grievances           <ul style="list-style-type: none"> <li>i. No updates</li> </ul> </li> </ul> | <p>4. d. iii. Q: <b>Amber to assist and remind Tracy to get position filled.</b></p> <p>4. h. i. <b>Nester &amp; Kathy to review Bylaws and summarize at next meeting if any changes are to be made</b></p> |
| <ul style="list-style-type: none"> <li>I. <b>Liaison &amp; Partnership Updates:</b> <ul style="list-style-type: none"> <li>A. SUAA Liaison               <ul style="list-style-type: none"> <li>1. No updates</li> </ul> </li> </ul> </li> </ul>   |   |
| <ul style="list-style-type: none"> <li>II. <b>Special Topics:</b> <ul style="list-style-type: none"> <li>A. VOTE – Joy Valentine               <ul style="list-style-type: none"> <li>1. Joy: APAC member – all signatures completed by APs</li> </ul> </li> </ul> </li> </ul>   | <p>II. B. 1. Motion to approve:<br/> All 9 members present vote yes<br/> II. B. 1. <b>Mary to email confirmation to Joy</b></p>   |
| <ul style="list-style-type: none"> <li>III. <b>Budget Update</b> <ul style="list-style-type: none"> <li>A. No updates</li> </ul> </li> </ul>   |   |
| <ul style="list-style-type: none"> <li>IV. <b>Next Meeting March 13<sup>th</sup>, 12:30-2:00, UH 2650</b></li> </ul>   |   |
| <ul style="list-style-type: none"> <li>V. <b>Adjourn</b></li> </ul>  |   |