



**Academic Professional
Advisory Committee**

**Agenda, Monthly Business Meeting
December 13th, 2017 from 12:30PM to 2:00PM
MBRB, Room 1152
Conference Number: 1-877- 402-9753
Access Code: 5893537**

Agenda Item & Discussion	Action Items
<p>I. Attending:</p> <p>A. Representatives: <i>Benjamin Ramirez, Marelet Kirda, Colleen Piersen, Julie Kong, Mary Berta, Jennifer Pietka, Tracy Sikorski, Onesima Martinez</i> <u>On the Phone:</u> <i>Jacqueline Berger, Stacey Valuch, Kimberly Mayfield</i></p> <p>B. Guests: Paul Hixon, Katherine Aldag</p> <p>C. Ex-Officio Members: <i>Michael Ginsburg</i></p>	
<p>II. Approval of September and October Minutes:</p> <p>A. September minutes approved</p> <p>B. October minutes approved</p>	
<p>III. Campus Liaison Updates:</p> <p>A. Vice Chancellor for Human Resources, Michael Ginsburg</p> <p>1. Job Analysis Update</p> <p>a. HR finished the conversion for the College of Medicine</p> <p>b. One more College left to finish up in January – School of Public Health</p> <p>c. Review new jobs and reviewing each job by college: 80% of the new ones are classified as Academic Professionals</p> <p>d. College of medicine – how many jobs have been converted? The number is in the high 100s.</p> <p>e. If the job was already determined to be a civil service job it will remain a civil service job, but if the job description needs to be updated because 3 years had passed or if the unit requests an update due to a change, it can be reclassified as AP.</p> <p>f. How many new positions coming in as civil service that used to be APs?</p> <p>i. There is no statistic on this, as this metric is not tracked</p> <p>ii. Of the 1,400 jobs HR looks at daily, 80% are APs</p> <p>g. Research administration positions:</p> <p>i. If a position used to be AP and the job has been converted to Civil Service classification, is the goal to place these employees in the grants and contracts associate position, even</p>	<p>A.1.d. Michael Ginsburg to send the exact percentage</p>

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<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> i. 20 individuals from University of Illinois schools ii. APs with management experience are the ideal candidates iii. Training, programming, management, leadership, networking opportunities among others iv. Formal announcement coming soon v. University leaders are nominating people 4. State Health & Dental Claims Update <ul style="list-style-type: none"> a. State is now paying these claims b. No movement on the lawsuit B. Officer of the Chancellor Representative, Teresa Soto-Plutz <ul style="list-style-type: none"> 1. Teresa Soto-Plutz not present 	
<p>IV. Subcommittee Updates:</p> <ul style="list-style-type: none"> C. Executive Committee <ul style="list-style-type: none"> 1. Board of Trustees meeting <ul style="list-style-type: none"> a. Meeting was truncated – with most business happening during subcommittee meeting b. No major updates c. Curtis Granderson returning to UIC as a graduate business student D. UPPAC <ul style="list-style-type: none"> 1. Meeting with UPPAC liaison Sarah Zehr in January (Tracy and Colleen) E. Representation Committee <ul style="list-style-type: none"> 1. No updates F. Communications - APAC News <ul style="list-style-type: none"> 1. Picture from the Board of Trustees meeting should be included in the APAC newsletter G. Building Community/Education <ul style="list-style-type: none"> 1. Ice Cream social for Spring 2. Money needs to be spent before June 30 H. Professional Development <ul style="list-style-type: none"> 1. Speaker from Integrated Physiological Lab <ul style="list-style-type: none"> a. March 16 – nutrition month b. Excellent testing in basal metabolic rate and bone density <ul style="list-style-type: none"> iii. \$150 for all 3 tests together c. Facility tour 2. Tai Chi instructor: <ul style="list-style-type: none"> a. \$50 per hours from instructor on campus b. Should this be series of 3-4 classes? c. A month session for people <ul style="list-style-type: none"> iii. Stress management and exercise are usually well attended 	<p>G.2. APAC members will bring ideas for January meeting</p> <p>H.2.b. Julie to ask instructor is 3-4 sessions would give people more grounding.</p>

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<ul style="list-style-type: none"> d. Is there a capacity? <ul style="list-style-type: none"> iii. School of public health gym capacity iv. Instructor may have a capacity as well e. Submit a mini proposal to Kim and request funding <p>I. CAPE</p> <ul style="list-style-type: none"> 1. No updates <p>J. Bylaws</p> <ul style="list-style-type: none"> 1. No updates <p>K. Grievance</p> <ul style="list-style-type: none"> 1. Katherine Aldag on behalf of two employees: <ul style="list-style-type: none"> a. Is it standard for email to be deactivated as soon as the notice of termination? <ul style="list-style-type: none"> iii. Campus advocacy network: 90 days – Dan Harbor should be able to answer this (labor and employee relations) b. Termination letter from Board of Trustees: <ul style="list-style-type: none"> iii. Letter from their unit 4-6 weeks out to the Board, and the Board generates the permanent letter, which will be mailed to their current address in Banner. iv. One sentence letter: notice of non-reappointment 	<p>H.2.d. Julie to talk to the instructor to check if there's a maximum number of participants</p>
<p>IV. Liaison & Partnership Updates:</p> <p>A. SUAA Liaison</p> <ul style="list-style-type: none"> 1. No update 	
<p>V. Special Topics:</p> <p>A. Committees:</p> <ul style="list-style-type: none"> 1. Reexamine APAC committees 2. See if there is any overlap, and if some committees can be merged, condensed or eliminated 3. Consolidated Human Resources Committee <ul style="list-style-type: none"> a. Ongoing group with 1-2 meetings per semester b. Recurring topics in the committee: AP/CS conversion, improving hiring for IT positions, Easing the hiring of foreign national graduates of UIC at UIC c. APAC, SAC, and the Support Services committee could collaborate to improve HR processes through engagement with UIC HR and University administration d. If anyone is interested in being on the subcommittee please email Tracy <p>B. Faculty Senate: non-APAC member APs on senate (anyone can join)</p> <ul style="list-style-type: none"> 1. APAC should reach out to these senate members about joining APAC 	<p>A.1. Tracy and APAC members to read bylaws for next meeting</p>

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<ul style="list-style-type: none"> C. Holiday party D. Subcommittee for research positions E. Impact of new tax legislation on AP employees <ul style="list-style-type: none"> 1. If tax legislation passes, graduate assistants may not be billed tuition. 2. This idea may not be feasible 	
<p>VI. Budget Update</p>	
<p>VII. Next Meeting WEDNESDAY January 10, 12:30 – 2:00, UH 2650</p>	
<p>VIII. Adjourn</p>	