



## The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

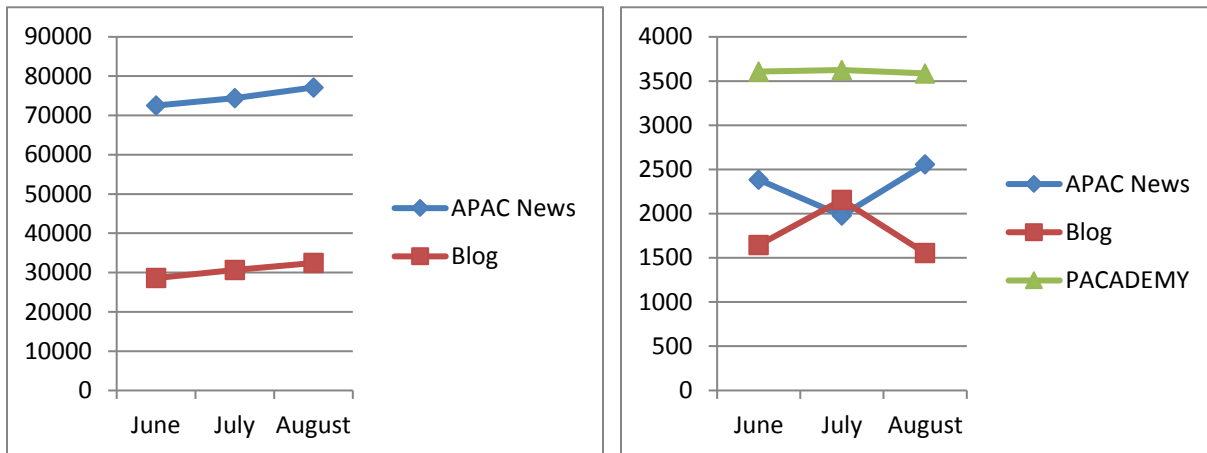
August 14<sup>th</sup>, 2013 from 12:30 PM to 2:00 PM

Room 8175, COMRB, 835 South Wolcott

- I. **Introductions**
- II. **Approval of July Minutes**, Marelet moved, 2nd, Jen R approved with corrected typos.
- III. **Roundtable Discussions**
  - a. Policy Council: APAC is to draft letter regarding Job Analysis for final candidates in CS searches
    - i. Some of the items currently included are outside the scope of APAC, so it needs to be narrowed. APAC thinks that the analysis should cover both the position and the individual who is in the position.
    - ii. Working group will come together to meet in 2 weeks to write the draft.
    - iii. March 3, 2011 was the last time the estimates were dispersed. We would like to know how many positions have been analyzed and how many have been converted to Civil Service.
    - iv. First, we need to define the one problem that is our top priority and then ask them to solve that only. All the rest of the information is for context.
    - v. Our primary concern is advancing the issue of APs losing their sonority when they move to a CS position while they are waiting to be analyzed.
    - vi. We still need to know which titles have been converted and what positions that they have been converted to.
  - b. APAC collaboration: President Easter will be speaking for the UIC UNITED Fall Forum
    - i. Student Center West in the Thompson Room
    - ii. APAC is interested in collaborating, Michael will ask what type of partnership they are interested in- monetary? work?
  - c. Website: "Links" section?
    - i. One section for links that are of interest to APs, like OBFS, etc
    - ii. Please send all pages you are interested in seeing in this section over the next month.
- IV. **Old Business**
  - a. July APAC News Complete
  - b. Next Member Profile – We need a volunteer. Jean will volunteer to go next. Donn , Uma, Nester, John, and Margaret have not had a profile completed yet. They will go next.
  - c. Liz has moved to a CS position and may not be continuing with APAC.
- V. **New Business**
  - a. Mary: SAC/Provost Kaufman Lunch
    - i. We will collaborate with Staff Advisory Council to plan this lunch.
    - ii. Who should we invite? We will send invites to all committee chairs and co chairs of each committee. Lets reengage with each chair and let them know this is open to issues outside AP issues. Invite two from each committee, tell them provost will attend and then ask them to submit agenda items.

- iii. If possible, let's break up tables with place cards to create smaller blended groups.
  - iv. We are currently in 2750 in University Hall. Jen will ask Sumanth for room 2800 on October 9th.
- b. Donn/Uma: CCSW/Professional Development Series
  - i. Donn and Uma presented plan for Professional Development Series
  - ii. See attached.
- c. Agnes: Job Analysis Town Hall (September 26th 11:30-1:00 MBRB Herman Auditorium)
  - i. Maureen Parks & Robert Crouch & Ron Pulskaritis/ Registration opens 9/6/2013
  - ii. Asking APAC to send Agnes a list of questions by next meeting to give to panel ahead of time.
    - 1. We will send speakers an unedited list of questions and they will cherry pick the questions they want to answer. In addition, we will also ask them to touch on certain topics.
    - 2. What are these topics/ questions?
      - a. Explain the new CS conversion process
      - b. Define timeline for this process
      - c. Background information: What's being done right now? Who has been analyzed? What are their numbers? What is the retention rate after conversion?
      - d. How long does a typical conversion last?
      - e. Can each person have someone assigned to them throughout the conversion process.? (Some think this question is too narrow for the town hall)
      - f. What are the general job categories of those most often being converted?
  - iii. Will send this potential agenda around APAC, before the event.
  - iv. Discuss Topics (EG overview of new process, timeline, etc)
  - v. Pilot Project
    - 1. Maurine has said pilot project will move forward with business managers at SPH and not wait for feedback on the pilot project. APAC has suggested meeting with several people but she has chosen not to.
      - a. APAC asks Ahlam to go back to them and say APAC would like to comment on the research position. Also to ask what the timeline is for his project and to see how we can comment on projects in the future.
    - 2. Chancellor made a three year goal for the project that may include asking APs to mentor undergrads. We might hear about this idea in the future.

## VI. Monthly Statistics



## VII. Budget Update

- a. \$3100 allotted for FY2014 (7/1/13-6/30/14)
- b. 4 MOU's for APAC news reporters (\$75 per article)
- c. 2 articles paid for (\$150)
- d. Available Balance: \$2950
- e. Want to spend the money throughout the year instead of at the end.
- f. We will now need to get money approval before an event since they are reluctant to spend money of food.
- g. Agnes will get the standard rules for event spending since other departments are spending money on food.
- h. If possible, APAC would like to allot some money to PD for food to increase enrollment at events. Will allot \$500 to PD for events.

VIII. Next Meeting September 11<sup>th</sup>, 12:30 – 2:00, 2750 UH; 601 South Morgan

IX. Adjourn



**The Academic Professional Advisory Committee**  
 APAC News Story, Professional Development, and Event Ideas  
 Updated for August 14<sup>th</sup>, 2013 Meeting

PROFESSIONAL DEVELOPMENT	
Idea	Logistics
Cultivating Talent	Vanessa Peoples
Professional Development Resources Fair	
Peer Learning	Mary Malcolm & Laurie Schellenberger
Share a Professional Development Tip	Newsletter (Tip Corner)

EVENTS	
Topic	Speaker and Format
Pension Update	Aug/Sept update (speaker TBD)
Job Analysis & Conversions Update	Aug/Sept update (speaker TBD)
OVCR/DS/OBFS/HR panel	Invite reps for a panel discussion from all 4 areas to discuss topics/issues on our minds as well as orient participants to the respective offices
Next Chancellor's Committee Luncheon	Invite Chancellor / Provost?

APAC NEWS	
Topic and Contact	Questions for Contact
Collaborate Lunch	
UPPAC Meeting with President Easter	
Updates on Campus Initiatives (ARR, HCS, Etc.)	
UIH Voluntary Separation Program	

REPRESENTATION	
Topic and Contact	
Conversion for AP New Hires in CS Positions	HR Policy Council?



## The Academic Professional Advisory Committee

Interests & Concerns

Updated for August 14<sup>th</sup>, 2013 Meeting

### **Background:**

Many positions that have in the past been traditionally academic professionals on the UIC campus (i.e., Assistant to) are being converted to civil service in keeping with the SUCSS audits. The job analysis process for current academic professionals is still ongoing and not in-line with the originally communicated timelines. New positions opening on campus are undergoing the job analysis process as part of the posting and are classified as civil service (i.e., business administrative associate).

### **Concern:**

As a result of the delayed timeline on the job analysis process, Academic Professionals who have not yet undergone the job analysis process in their department or those who have undergone the process but have not yet been notified of the outcome are at a promotional, career-hampering disadvantage as it relates to newly opened positions on campus.

### **Currently, Academic Professionals that apply for civil service positions:**

- come in as “new” civil service employees without seniority;
- are subject to a probationary period. This means that if it doesn’t work out in the new department, this employee will not have any “seniority” to fall back on.

### **Proposal:**

If an Academic Professional who has not yet undergone the job analysis process applies for and is selected for a civil service position, the Academic Professional will undergo the job analysis process. If their position is determined to be civil service, the seniority for those positions will be documented for the employee.

### **Pros:**

I believe that this proposal recognizes:

- The overwhelming amount of work that is for the HR system to complete the campus job analysis. We are only asking for analysis of the small subset of “non-analyzed” APs who have been selected for employment in civil service position.
- The need for hiring managers and departments to have a more robust application pool from which to hire.
- The fear that many APs have when contemplating the move to a new position that is civil service despite having the same job duties as the positions that they currently hold.
- Fairness to both the Academic Professional staff person and those civil service employees already in their positions.

### **Cons:**

- There is not a process for this currently. I do not know whether this could be a simple HR process change/step or if we would have to push hard to have it recognized by SUCSS (another demonstration process? rule change?)
- Will add a bit of time to the already lengthy hiring process.

- There may be reluctance on the part of the supervisor of the exiting employee to complete the analysis (although the job analysis will be a necessary part of their hiring the replacement person).

<b>AP PERSONAL INTERESTS &amp; CONCERNS</b>	
<b>Personal Interests &amp; Concerns</b>	<b>Priority</b>
SURS/Pensions	Moderate
Delayed Insurance Payments	high
Seniority for Converted Employees	High
Conversions	High
Compensation (Define compensation) do we want an AP pay range	Low
Equity (Salary Equity Across job families)	High
Fringe Benefits	moderate
Professional Development	moderate
Employee Perks & Discounts	Low
Flex Time	Low
Job Security	Low
Morale tied to other issues as we address other issues	Moderate
Grievance Process (already in the human capital report)	low

<b>AP PROFESSIONAL INTERESTS &amp; CONCERNS</b>	
Create a Chancellor's Committees List Serv	High
Professional Interests & Concerns	Priority
Job Analysis- Concerns about New Process	High
Conversions	High
Civil Service Hiring Delays	Moderate
Civil Service Termination Concerns	High
Limitations Inherent to Civil Service System	High
Civil Service Concerns Related to Soft Funds	High
Dated Position Descriptions on CS	Low
Dated Testing Materials	Low
State Budget	Moderate
AP Retention	Ongoing Task
Morale	Ongoing Task
Maintain Conduit for AP Concerns to UA	Ongoing Task
AP Peer Networks	Ongoing Task/high
Propose Changes to Senate	Ongoing Task
Policy Council, CVC, Dean's Counsel, AP, CS, Faculty	Ongoing Task

<b>CAMPUS-WIDE INTERESTS &amp; CONCERNS</b>	
<b>Campus-Wide Interests &amp; Concerns</b>	<b>Priority</b>
Pensions	
Diversity	
Equity	



**The Academic Professional Advisory Committee**

APAC Meeting Speaker Ideas

Updated for August 14<sup>th</sup>, 2013 Meeting

	1 <sup>ST</sup> WEEK	2 <sup>ND</sup> WEEK	3 <sup>RD</sup> WEEK	4 <sup>TH</sup> WEEK	5 <sup>TH</sup> WEEK
<b>APRIL</b>		APAC MEETING NEW MEMBERS BEGIN		SENATE MEETING APAC RESUME WKSP	
<b>MAY</b>		APAC MEETING		PROFESSIONAL DEVELOPMENT OPPORTUNITIES 5/21/13	MEMORIAL DAY
<b>JUNE</b> Must Spend All \$\$\$		APAC MEETING EXEC ELECTIONS BUDGET OUTLOOK 6/13/13	SUMMER 1 ENDS		FY13 BUDGET ENDS
<b>JULY</b>	JULY 4TH	APAC MEETING			
<b>AUGUST</b>		APAC MEETING SUMMER 2 ENDS			FALL BEGINS
<b>SEPTEMBER</b>	LABOR DAY PD NETWORKING	APAC MEETING		<b>JOB ANALYSIS</b>	
<b>OCTOBER</b>		APAC MEETING <b>PROVOST LUNCH</b>			
<b>NOVEMBER</b>		APAC MEETING		THANKSGIVING	
<b>DECEMBER</b>		APAC MEETING FALL FINALS FALL ENDS		HOLIDAY BREAK	HOLIDAY BREAK