



Academic Professional Advisory Committee

September 9th, 2015 from 12:30 PM to 2:00 PM
UH, Room 2750
Conference Number: 1-877-336-1831
Access Code: 2881258

Agenda, Monthly Business Meeting

Agenda Item & Discussion	Action Items
<p>I. Attending:</p> <p>A. <u>Representatives:</u> Ahlam Al-Kodmany, Colleen Piersen, Jacqueline Berger, John Brach, Julie Kong, Margaret Moser, Mary Berta, Michael Moss, William Bike, Kathy Stauffer, Kimberly Mayfield, <u>On the phone:</u> Nester Komolafe</p> <p>B. <u>Ex Officio Members:</u> Michael Ginsburg</p> <p>C. <u>Guests:</u> Tracy Sikorski, Jennifer Pietka</p>	
<p>II. Approval of August Minutes:</p> <p>A. August minutes approved</p>	
<p>III. Campus Liaison Updates:</p> <p>A. HR representative: Michael Ginsburg, Interim Vice Chancellor for Human Resources</p> <ol style="list-style-type: none">Has been meeting with deans in each college to learn more about college needs and expectations. Said that communication was the key to good relationships between HR and colleges. HR is trying to create a central phone number and dedicated staff to be main contact for employees with questions.The Job Analysis (JA)<ol style="list-style-type: none">Gave brief overview of the reasons for JA and emphasized that there are no easy solutions. Need to find a way to resolve this issue without creating more problems.HR is trying to identify a small number of job titles that colleges have been most concerned about such as academic advisors in colleges, IT people, and business operations job classifications. Perhaps some of these classifications should remain AP depending on the job duties and responsibilities.The JA survey showed many of the issues resulted from a lack of communication between employees, HR, and the colleges.Questioned whether every AP should be able to appeal since this may create more inequalities. APAC stressed that each person should have the right to appeal.Suggested that the colleges who have completed the process (SPH, COM, etc.) will continue moving through the job conversion process.	

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<p>III. Campus Liaison Updates (cont'd):</p> <ul style="list-style-type: none"> f. APAC suggested that a better approach would be to look at the job categorization before these colleges finish the process so it is equitable. Need to untangle what people are doing and how that relates to their classification. Need to make some determinations and come up with job descriptions that clearly identify when a position is AP and when it is CS. g. APAC questioned if Academic Advisors that are reverted, will get notice rights restored? h. APAC noted that APs are stalled in their careers because of the JA. They can't take their seniority with them so they are not applying for positions on campus. Would HR reconsider the proposal submitted by APAC to immediately analyze APs that are finalists for CS positions? Allows departments to recruit internal candidates and keeps talent at UIC. Could someone be assigned to look through this? i. HR did not keep a database of approved AP job descriptions so had no reference point when a new JD was submitted. <ul style="list-style-type: none"> i. MG: HR is creating this database so they will be able to compare duties and responsibilities and be consistent in their determinations. <p>3. APAC reminded HR that there is an APAC grievance committee for individuals who request representation. Not sure if this is widely known but wanted to make HR aware of this.</p> <p>B. Chancellor's representative: Caryn Bills</p> <ul style="list-style-type: none"> 1. Unable to attend 	<p>A.2.h. Send Lynn any special scenarios in regards to JA that HR might not have considered, and we can draft a memo to Michael Ginsburg</p> <p>A.2.h. Margaret will send the write-up about enabling employees to move internally to Michael Ginsburg</p> <p>A.3 John will send info about the Grievance committee to Michael Ginsburg</p>
<p>IV. Subcommittee Updates:</p> <ul style="list-style-type: none"> A. Executive Committee <ul style="list-style-type: none"> 1. New members <ul style="list-style-type: none"> a. Tracy submitted her application. Colleen moved to approve her as member, Jacqueline seconded. b. There is one other potential recruit for APAC B. UPPAC <ul style="list-style-type: none"> 1. Response to UPPAC endorsement of CIUS Statement of Concern <ul style="list-style-type: none"> a. The Interim Director (until October) wrote back thanking for the letter and stating that SUCSS welcomes all suggestions. <ul style="list-style-type: none"> i. Jeff Brownfield is the new Executive Director C. Representation Committee <ul style="list-style-type: none"> 1. Nothing to report 	

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<p>IV. Subcommittee Updates (cont'd):</p> <p>D. Communications - APAC News</p> <ol style="list-style-type: none"> 1. August APAC Newsletter has been sent out <ol style="list-style-type: none"> a. Asked if the reporters will get paid since APAC doesn't have a budget for AY15. b. Bill will send invoices from reporters to Kathy and Kathy will contact Sarah and see if they have been paid. 2. Survey Release <ol style="list-style-type: none"> a. Bill will write a story for APAC news with link to survey. The release of the story will be coordinated with the release of the survey. <p>E. Building Community/Education</p> <ol style="list-style-type: none"> 1. Nothing to report <p>F. Professional Development</p> <ol style="list-style-type: none"> 1. Committee is exploring no-cost events since there's no budget yet 2. Upcoming session entitled: "Your Productivity Toolbox: Maximizing Efficiency in your Workplace". Session will cover Lean Six Sigma principles and how to create pivot tables. The announcement went out last night and 33 people have already signed up. It will be Sept. 30, 12pm to 1:30pm. <ol style="list-style-type: none"> a. Excel has a new Slicer feature that might be useful to cover in workshop. <p>G. CAPE</p> <ol style="list-style-type: none"> 1. There were 6 awardees and the recipients have been notified as well as their units. 2. Received a question from liaison to chancellor, was any member of APAC on CAPE committee? No, it is stated in the bylaws that there cannot be APAC members on the CAPE committee. <p>H. Bylaws</p> <p>I. Grievance</p>	<p>D1. Bill to send invoices to Kathy, Kathy will follow-up with Sarah Tapper</p>
<p>V. Liaison & Partnership Updates:</p> <p>A. SUAA Liaison</p> <ol style="list-style-type: none"> 1. October 1st Fall Forum. Please try to attend; Ben cannot. <p>B. UIC Human Capital Strategy Working Group</p> <ol style="list-style-type: none"> 1. APAC should ask for representation on strategic planning committees. There should be APAC members present at these meetings or an election for a group of members that would like to be at the meetings. 	<p>A.1. APAC will discuss alternating schedule Spring Semester meetings</p> <p>B.1. Margaret will e-mail Caryn from the Chancellor's Office about representation on UIC's strategic planning committee meetings</p> <p>B.1. Colleen will circle back with UPPAC about having representation at the strategic planning committee meetings</p>

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<p>VI. Special Topics:</p> <p>A. Release of JA Survey</p> <ol style="list-style-type: none"> 1. Need to do a coordinated link between the APAC news release and the Massmail. 2. The Massmail will come first, and then APAC News will publish a story after the Massmail. 3. SRL weighed in and Anne agreed to send a follow up link to all the survey respondents. <p>B. Questions for Vice Chancellor for Health Affairs and Provost candidates</p> <ol style="list-style-type: none"> 1. Suggestion that APAC develop a set of questions to ask all VCHA candidates. Possible questions: <ol style="list-style-type: none"> a. How will you bring down barriers between colleges and incentivize collaboration? b. How do we position ourselves to go for large projects? c. How do you draw in the East side? d. What experience you have working in both union and nonunion environments? e. Have you done this in the past? f. What are you most proud of in engaging employees? g. What experience have you had managing these kinds of things? 2. Discussion about the first VCHA interview: interview went well and ask candidates lots of questions. 3. For the next interview session we need at least 3 representatives. Please let us know as soon as possible. 	<p>A.1. Lynn will put a link to the survey on the website and send out a Massmail with the letter and survey</p> <p>A.1 Please send your comments about the letter and survey by Friday</p> <p>A.3. Colleen and Ahlam will follow up with Anne and get the SRL follow-up timed with the Massmail</p> <p>B.1. Lynn will start a document to enable APAC members to collaborate on a list of questions for Vice Chancellor for Health Affairs and provost candidate interviews</p> <p>3. Please let Lynn know your availability for interview sessions</p>
<p>VII. Budget Update</p> <p>A. Allocated Budget: no update</p> <p>B. Available Balance: no update</p>	<p>IV. Please send outstanding budget requests to Kathy</p>
<p>VIII. Next Meeting October 14th, 12:30-2:00, 4175 CMRB</p>	
<p>IX. Adjourn</p>	