



## The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

September 10, 2014 from 12:30 PM to 2:00 PM

Room 2750, UH

Conference Number: 1-877-336-1829 Access Code: 3397417#

### I. Introductions

*Ahlam Al-Kodmany, Colleen Piersen, Donn Kamm, John Brach, Jacqueline Berger, Julie Kong, Marelet Kirda, Margaret Moser, Mary Berta, Nester Komolafe, Kate Pravera, Kathy Stauffer, Kimberly McGee* On the phone: Ben Ramirez Guest: Caryn Bill-Windt (first 15 minutes)

### II. Visit from Caryn Bills-Windt

- a. Contacting the President's Office
  - i. The chancellor's office should be contacted prior to APAC contacting the President's Office directly
  - ii. This protocol is in place for Deans and Vice Chancellors as well unless there is an emergency or some ongoing project in place.
- b. Questions regarding purpose and goal of town hall
  - i. APAC informs - open forum to give President the opportunity to speak and answer questions solicited during the registration process.

### III. Approval of August Minutes

- a. Motioned by Kate. Seconded: Jacqueline.
- b. Note that town hall referenced in 9c was cancelled.

### IV. Subcommittee Updates:

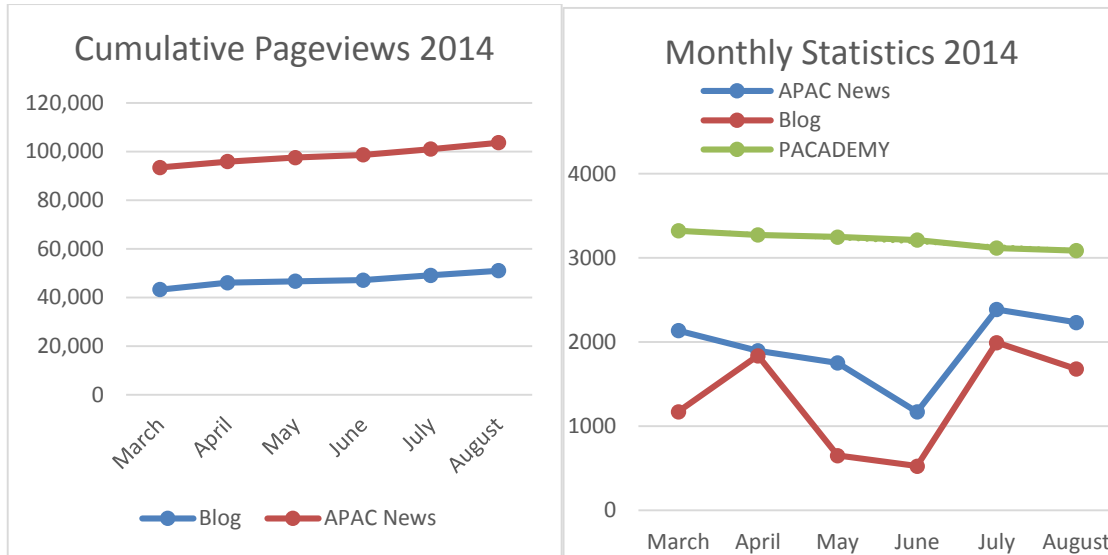
- a. Bylaws
  - i. No updates
- b. Exec Committee
  - i. Questions submitted by members of the committee to draft survey questions. Rough draft to look at and get input today.
- c. APAC News
  - i. No updates
- d. Building Community/Education
  - i. Still looking for a chair.
  - ii. The President's town hall counts as an applicable event.
- e. Professional Development
  - i. Speed networking only had a total of 18 people registered on both sides of campus. Decided to invite everyone to Sept. 22 event.
  - ii. SUAA town hall is also sept. 22 which may impact numbers. Should we move it to October?
  - iii. Kate volunteers to look at dates in October and report back to committee.
- f. CAPE
  - i. The 6 names moved forward and the Chancellor approved. Announcement in November.
- g. UPPAC
  - i. Meeting in November. Michael is chair this year.
  - ii. Email for an update on the President's search met with generic response.

### V. Liaison & Partnership Updates:

- a. UIC Human Capital Strategy Working Group
  - i. Still on hold.

- b. SUAA Liaison
  - i. SUAA looking for volunteers to collect index cards for questions for the speakers at the Sept. 22 event.
  - ii. Request for APAC organize a list of questions.
  - iii. SUAA board meeting at the end of the month.
- c. SURS Board
  - i. Meeting at the end of next week.

**VI. Website and Listserv Statistics**



**VII. Budget Update**

- a. Allotted budget: \$3,100 (07/2014-07/2015)
- b. Available Balance: ---- had not posted to account at time of meeting.

**VIII. New Business**

- a. President's Town Hall
  - i. What is appropriate protocol?
    - 1. Allow person time that they have to ask the question. Timeframe for questions is only 15 minutes. People will line up, limit to 1 question per person.
  - ii. What is our role?
    - 1. It is our meeting, so we need to moderate. Be clear about instructions at the beginning.
  - iii. Make sure to notify campus security of the event.
  - iv. Need to recognize the Chancellor if she attends the event.
- b. Survey
  - i. Review survey tool to see if survey can branch.
  - ii. Time it and give about a week with a reminder on the last day so that people can complete survey. Let them know the survey will not take more than 5 min.
  - iii. Do we need to ask employees to complete the survey outside of work? IRB suggestions??
  - iv. Let Robert Crouch know that we are creating a survey. Look at the language in the last survey.
  - v. Send out copies of 2010 survey to use a question from.
  - vi. *Additional questions:*
    - 1. *Has it impacted your research?*

2. *What, if anything, would you like APAC to work on in the upcoming year? Only to the AP survey*

**IX. Next Meeting October 8, 12:30 – 2:00, 4175 CMRB**

**X. Adjourn**