



## Academic Professional Advisory Committee

October 14<sup>th</sup>, 2015 from 12:30 PM to 2:00 PM  
CMRB, Room 4175  
Conference Number: 1-877-336-1831  
Access Code: 2881258

### Agenda, Monthly Business Meeting

Agenda Item & Discussion	Action Items
<p><b>I. Attending:</b></p> <p><b>A. Representatives:</b> Ahlam Al-Kodmany, Colleen Piersen, Jacqueline Berger, John Brach, Julie Kong, Marelet Kirda, Margaret Moser, Nester Komolafe, William Bike, Kathy Stauffer, Tracy Sikorski, <u>On the phone:</u> Ben Ramirez</p> <p><b>B. Guests:</b> Jennifer Pietka</p> <p><b>C. Ex-Officio Members:</b> Kim Morris Lee</p>	
<p><b>II. Approval of September Minutes:</b></p> <p><b>A.</b> September minutes approved</p>	
<p><b>III. Campus Liaison Updates:</b></p> <p><b>A.</b> HR representative: Kim Morris Lee</p> <ol style="list-style-type: none"><li>HR is trying to group jobs by title for APs. They have a list of all APs on campus but notice there is some duplication where one person has more than one job title<ol style="list-style-type: none"><li>One person may functionally need two or three titles</li></ol></li><li>HR wants help sorting through this list and deciding what titles can be deleted or removed<ol style="list-style-type: none"><li>People who have gotten their T-contract will be flagged</li></ol></li><li>The end result should be an accurate count of FTEs and an understanding of how positions are categorized so we can sort them into job families. This categorization should help elucidate (a) career path(s) for professional development</li><li>HR has heard professional development is something APs want and HR wants to know how they can help<ol style="list-style-type: none"><li>Urbana has a Fund for AP research and we could imitate that which would help us see what kind of things people are asking for funding for to help see where interests lie</li><li>We also discussed having “protected time” that APs could devote towards their professional development</li></ol></li><li>Kim would be happy to work with APAC to help write a policy and present to the Chancellor a business case for “protected time” and an AP fund</li><li>A library of AP titles of the Illinois universities would be helpful so that we can have access to titles across campuses. We may be able to pull from other campuses for our job descriptions and titles. This may help us fill some of the gaps in career ladders and save administrative time</li></ol>	

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<ul style="list-style-type: none"> <li>7. There was a suggestion to maintain a catalog of approved job descriptions on the UIC campus. It would save administrative time and provide transparency regarding the qualifications for and responsibilities of positions               <ul style="list-style-type: none"> <li>a. Kim will take this back to HR directors and management team</li> </ul> </li> <li>8. HR worked with the College of Dentistry and started a model career path for development officers. The College of Dentistry is now going through restructuring so the model is on the backburner until that is done. Once the model is finalized, it can be adapted for use in other areas.</li> <li>9. Kim will clean the list and then share it with APAC. Right now, it is only full-time employees but includes visiting employees</li> <li>10. Invite Ron Puskarits and Michael Ginsburg to November meeting to discuss why there are long delays in reviewing job descriptions and hiring academic employees</li> <li>11. HR should come prepared to every meeting with an update on JA</li> </ul>	<p>A.9. Follow up with Kim and thank her for the opportunity to review the list. We would appreciate if HR advocates for APAC to have a professional development fund and protected time policy.</p> <p>A.10. Colleen and Lynn will draft an email invitation to be sent to Michael Ginsburg and Ron Puskarits.</p>
<p><b>IV. Subcommittee Updates:</b></p> <ul style="list-style-type: none"> <li><b>A. Executive Committee</b> <ul style="list-style-type: none"> <li>1. Need diplomatic response to the email sent to the APAC committee questioning whether or not SAC or Civil Service employees can attend APAC events</li> </ul> </li> <li><b>B. UPPAC</b> <ul style="list-style-type: none"> <li>1. Mike Bohlmann on campus-level strategic planning committee               <ul style="list-style-type: none"> <li>a. Several individuals from UIC on the committee</li> <li>b. The UIC Steering Committee consists of the Chancellor, Barbara Henley, Mark Murphy, Sarah Roush, Dion Thomas</li> <li>c. The Chicago meeting is on November 30<sup>th</sup> in SCE Room A Chicago meeting.</li> <li>d. There an on-line form where individuals can submit comments                   <ul style="list-style-type: none"> <li>i. We should submit an official APAC comment and send Mike our thoughts.</li> </ul> </li> </ul> </li> <li>2. Agenda topics for 11/17/15 meeting               <ul style="list-style-type: none"> <li>a. Discuss the possibility of a University level repository of titles to cut down on administrative waste</li> <li>b. Update from Springfield on what's happening with their conversion process</li> <li>c. How can we get our larger units together to set</li> </ul> </li> </ul> </li> </ul>	<p>A.1 Colleen will send quick response to the email that there is no intent to exclude</p>

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<p>policies consistent across all the units for a research university?</p> <ul style="list-style-type: none"> <li>d. How do we start getting adequate representation on the task forces? <ul style="list-style-type: none"> <li>i. We could take excerpts of the APAC letter and submit that with a letter detailing how we are the backbone of the university</li> </ul> </li> <li>e. We want an APAC member on the UIC task force committee. Ahlam appointed as APAC representative on Chancellor's Resource Strategy Team.</li> </ul> <p>C. Representation Committee</p> <ul style="list-style-type: none"> <li>1. APAC 12/17/13 Proposal <ul style="list-style-type: none"> <li>a. Sent proposal and Chancellor's response to proposal to Michael Ginsburg but have yet to hear a response</li> </ul> </li> <li>2. Impact of State budget on employee insurance group <ul style="list-style-type: none"> <li>a. Rauner told CMS to cease payments to insurers, though many hospitals will continue to take employees without having them pay.</li> <li>b. The Illinois Connection petition is a larger petition currently in the works but it only includes Illinois state universities.</li> <li>c. APAC has successfully run a petition in the past. Should we run a petition encouraging legislators to pass a budget? <ul style="list-style-type: none"> <li>i. The steps are: Compile a list of all the legislators. Draft petition language and campus communications. Send the drafts to the Chancellor, HR, and other departments. Check with UPPAC. Open petition. Send reminders. Send the final to legislators.</li> <li>ii. State the benefit, dollar return, number of employees, number of students, and to date what has happened. Give a statement of impact and say we urge you to put a budget in place.</li> </ul> </li> </ul> </li> <li>d. In order to do a petition APAC will need buy-in from the University. Need to engage with the Chancellor's Office to do this on behalf of the University <ul style="list-style-type: none"> <li>i. First, send an introductory note. Forward official mail and tell them APAC is considering a petition.</li> <li>ii. Then, reach out to Michael Redding or Katie Ross for language of petition</li> </ul> </li> <li>e. We could also, as an alternative, ask SUAA to start a petition and we could offer to push the petition out to everyone in the university.</li> </ul>	<p>C.2.d. Margaret will start by drafting a letter to the Chancellor</p>

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<ul style="list-style-type: none"> <li>D. Communications - APAC News               <ul style="list-style-type: none"> <li>1. Nothing to report</li> </ul> </li> <li>E. Building Community/Education               <ul style="list-style-type: none"> <li>1. Nothing to report</li> </ul> </li> <li>F. Professional Development               <ul style="list-style-type: none"> <li>1. Report on 09/30/15 workshop                   <ul style="list-style-type: none"> <li>a. It was a good session; 36 people attended. The subcommittee sent Bill a write-up on workshop for APAC News. Pivot table video and PDF are available on the APAC website</li> <li>b. Next session we are hoping to do yoga in the office but it will depend on the budget</li> </ul> </li> </ul> </li> <li>G. CAPE               <ul style="list-style-type: none"> <li>1. Nothing to report</li> </ul> </li> <li>H. Bylaws               <ul style="list-style-type: none"> <li>1. Nothing to report</li> </ul> </li> <li>I. Grievance               <ul style="list-style-type: none"> <li>1. Nothing to report</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>V. <b>Liaison &amp; Partnership Updates:</b> <ul style="list-style-type: none"> <li>A. SUAA Liaison                   <ul style="list-style-type: none"> <li>1. Report on 10/01/15 Fall Forum                       <ul style="list-style-type: none"> <li>a. Problems with the conference call. This will be reported on at the next meeting.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>VI. <b>Special Topics:</b> <ul style="list-style-type: none"> <li>A. Release of and feedback on Job Analysis Survey                   <ul style="list-style-type: none"> <li>1. There were a lot of positive feedback from the survey, and we will get an Appeals Process from it</li> </ul> </li> <li>B. APAC involvement in campus leadership searches</li> <li>C. Follow up on special JA scenarios to forward to HR                   <ul style="list-style-type: none"> <li>1. We will continue to collect any special scenarios</li> <li>2. What is the point of the new (Credit Check, Criminal Background Check) checks? Who is paying for them?</li> </ul> </li> </ul> </li> </ul>	<p>C.1 Send any special JA scenarios to Lynn</p>
<ul style="list-style-type: none"> <li>VII. <b>Budget Update</b> <ul style="list-style-type: none"> <li>A. Allocated Budget: no update</li> <li>B. Available Balance: no update</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>VIII. <b>Next Meeting November 11<sup>th</sup>, 12:30-2:00, 2750 UH</b></li> </ul>	<p>VIII. Photo at the beginning of the next meeting</p>
<ul style="list-style-type: none"> <li>IX. <b>Adjourn</b></li> </ul>	