



## Academic Professional Advisory Committee

December 9<sup>th</sup>, 2015 from 12:30PM to 2:00PM  
CMRB, Room 4175  
Conference Number: 1-877-336-1829  
Access Code: 3397417

### Agenda, Monthly Business Meeting

Agenda Item & Discussion	Action Items
<p><b>I. Attending:</b></p> <p><b>A. Representatives:</b> <i>Ahlam Al-Kodmany, Colleen Piersen, Jacqueline Berger, John Brach, Julie Kong, Marelet Kirda, Kimberly Mayfield, Margaret Moser, Mary Berta, Nester Komolafe, Kathy Stauffer, Tracy Sikorski</i> <u>On the Phone:</u> <i>Ben Ramirez</i></p> <p><b>B. Guests:</b> <i>Jennifer Pietka</i></p> <p><b>C. Ex-Officio Members:</b> <i>Michael Ginsburg</i></p>	
<p><b>II. Approval of November Minutes:</b></p> <p><b>A. November minutes approved</b></p>	
<p><b>III. Campus Liaison Updates:</b></p> <p><b>A. HR representative: Michael Ginsburg</b></p> <ol style="list-style-type: none"><li>UIC HR Welcome Center opened on 12/01/15<ol style="list-style-type: none"><li>Aimed at helping HR with customer service and productivity</li></ol></li><li>Involvement and implementation of background check policy<ol style="list-style-type: none"><li>Background checks have always been done for hospital and security positions</li><li>They are working with campus legal counsel to make the policy clearer and plan to present a revised version of the policy at the January BOT meeting. This work will not change the intent or procedures of the policy, just make it clearer</li></ol></li><li>Just concluded tenured and non-tenured faculty contracts and SEIU contracts. The terms of contract are clearer with fewer retroactive terms<ol style="list-style-type: none"><li>HR will present a webinar to guide employees on the reconciliation process. Employees will be able to use Salary Planner, which will be easier</li></ol></li><li>HR began negotiations with other SEIU, GA and police unions</li><li>HR and Civil Service (CS) are working together to make changes to the converted Academic Advisor position. Jeff and his staff are reviewing the title of Academic Advisor and have given HR a chance to reshape and possibly eliminate it</li><li>Effective 12/01/15 the typing test which was required for many positions has been dissolved. HR can use it if they want for certain positions and can select the test to administer.</li><li>Effective 12/01/15, with professional, semi-professional and managerial CS positions, departments are now allowed to recruit</li></ol>	

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<p><b>III. Campus Liaison Updates (cont'd):</b></p> <p>from out of state. The recruit must establish IL residency within 180 days.</p> <ul style="list-style-type: none"> <li>8. Effective 12/01/15, changes have been made to Rule of 3. HR will now present a larger pool of applicants when recruiting</li> <li>9. HR and Civil Service are now looking at IT and Business Administrative Associate positions in regards to the Job Analysis <ul style="list-style-type: none"> <li>a. Many IT titles will remain CS but categorized differently</li> <li>b. The Chancellor will appoint Michael Ginsburg and Cynthia Lindstrom to co-chair an IT advisory committee. This advisory committee model is being considered for other areas and positions.</li> </ul> </li> <li>10. The College of Medicine has restarted the job analysis. There is no definite timeline, but it will be finished</li> <li>11. APAC: Why are internal hires being delayed because there is a 10% increase in the salary? <ul style="list-style-type: none"> <li>a. It is hard to make salary exceptions when we are trying to demonstrate that the state budget is hurting the university.</li> </ul> </li> <li>12. If there is no State budget by February, Eastern, Western, Chicago State, and Northeastern Illinois campuses may have difficulty making payroll</li> <li>13. APAC: There is a need for communication about the Job Analysis. People are unsure about the appeals process or if they are being (un)converted. There is a lack of communication and misinformation. It would be valuable to hear from HR that people are valued and the process is being worked on. It has been a year since the last communication</li> </ul> <p><b>B. Chancellors representative: Caryn Bills unable to attend</b></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. BOT Meeting report <ul style="list-style-type: none"> <li>a. Discussion of the State financial situation. There were plans to leverage bonds but as the bonds are now at junk bond status this is no longer viable.</li> <li>b. Discussion of Student Aid and MAP assistance and how this will be honored through the Spring Semester</li> <li>c. Introduction to the Vice Chancellor of Health Affairs, Robert Barish and the Provost, Susan Poser</li> </ul> </li> <li>2. You and UIC event 01/26/15 <ul style="list-style-type: none"> <li>a. The format will be one-minute elevator speeches by each group and then an open table session for a meet-and-greet. Only around 30 or so employees are</li> </ul> </li> </ul> </li> </ul>	<p>Colleen Piersen, Kimberly Mayfield, and Kathleen Stauffer to participate</p>

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<p><b>IV. Subcommittee Updates (cont'd):</b></p> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>expected</li> <li><b>b.</b> This event will be sponsored by HR and will be pared down from last year</li> </ul> </li> <li><b>3.</b> Latest Quarterly report           <ul style="list-style-type: none"> <li><b>a.</b> In the second quarter of 2015 APs lost another 130 total APs. Around 60 went to Civil Service</li> </ul> </li> <li><b>B.</b> UPPAC           <ul style="list-style-type: none"> <li><b>1.</b> November meeting summary               <ul style="list-style-type: none"> <li><b>a.</b> Reports from other Campuses                   <ul style="list-style-type: none"> <li>i. UIUC talked about leadership changes and how they participated in meetings</li> <li>ii. UIS APs participate in service activities ; APAC could explore this. The Chancellor has suggested MLK day as a day of service.</li> <li>iii. Urbana discussed their audit. Elyne Cole said they are reviewing some positions but will try to avoid conversions</li> <li>iv. Discussion about the budget crisis and State budget in regards to insurance. There was no discussion of a petition.</li> </ul> </li> </ul> </li> <li><b>2.</b> Further feedback for AP Rep on Strategic Planning Steering Comm.               <ul style="list-style-type: none"> <li><b>a.</b> Colleen drafted a paragraph detailing how APs could contribute to this process. If everyone thinks it is worthwhile, it can be sent out.</li> </ul> </li> </ul> </li> <li><b>C.</b> Representation Committee</li> <li><b>D.</b> Communications - APAC News</li> <li><b>E.</b> Building Community/Education</li> <li><b>F.</b> Professional Development           <ul style="list-style-type: none"> <li><b>1.</b> Found an opportunity to work with campus recreation to do a Stress Management class introducing yoga in the office on 02/18/16</li> </ul> </li> <li><b>G.</b> CAPE</li> <li><b>H.</b> Bylaws</li> <li><b>I.</b> Grievance</li> </ul>	<p>Colleen Piersen will distribute/post</p>
<p><b>V. Liaison &amp; Partnership Updates:</b></p> <ul style="list-style-type: none"> <li><b>A.</b> SUAA Liaison</li> </ul>	
<p><b>VI. Special Topics:</b></p> <ul style="list-style-type: none"> <li><b>A.</b> Feedback on UIC Strategic Plan meetings           <ul style="list-style-type: none"> <li><b>1.</b> Campus Town Hall</li> <li><b>2.</b> APAC/SAC Focus Group               <ul style="list-style-type: none"> <li><b>a.</b> Informative discussion about the Strategic Plan</li> </ul> </li> </ul> </li> <li><b>B.</b> Feedback on Resource Strategy Team           <ul style="list-style-type: none"> <li><b>1.</b> Working with a consulting company that is doing a</li> </ul> </li> </ul> <p><b>VI. Special Topics (cont'd):</b></p>	

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<p>project/resource management system to help with savings</p> <p>C. Professional Development proposal</p> <p>1. Agenda item deferred.</p> <p>D. Staff Leadership Mentor Program</p> <p>1. HR now manages this program and is relatively active.</p> <p>Agenda item deferred.</p>	
<p><b>VII. Budget Update</b></p> <p>A. Allocated Budget: no update</p> <p>B. Available Balance: no update</p>	
<p><b>VIII. Next Meeting TUESDAY January 12<sup>th</sup>, 12:30-2:00, UH 2750</b></p>	
<p><b>IX. Adjourn</b></p>	