



The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

April 10th, 2013 from 12:30 PM to 2:00 PM

Room 4175, College of Medicine Research Building (COM-RB), 909 South Wolcott

I. Introductions

Ahlam opened meeting at 12:35

Members in attendance include: Mary B, Bill B, Virginia B, Uma S, Marelet K, Ben R, Jen R

Guest: Donn Kamm

II. Approval of March Minutes

Approved

III. Guest Speakers (If Applicable)

none

IV. AP Representation Updates

- a. Senate- asked to see if APs can sit on new committees. they are looking into it but this will take some time. bill will keep on it. at Urbana they sit on more committees. Senate seemed amiable to adding them. April was last meeting until September.
- b. UPPAC- none today
- c. Human Capital Strategy- Wayne will send out a final version yet to come.
- d. 3-Year Strategic Outcomes Plan Task Force- VP for Faculty asked the chancellor and provost to comprise a task force. Ahlam is serve as APAC rep. there will be several meeting to look at what is the how we should look how to spend the money coming in. tuition should not be the only revenue. Ahlam will write up a paragraph about this task force for APAC news. Will send to Bill Bike
- e. Other- none today

V. Roundtable Discussions

- a. Elections, Nominations and Number of APAC Seats maybe a run off - if not Ahlam will send new members to Bill for APAC news
- b. Subcommittee Brainstorm
 - i. Professional Development Ideas - (see updated chart)
 - ii. Events Calendar (see updated calendar)
 - iii. APAC News Articles- in a transition period and can soon send out ideas to staff reporters. Ideas for stories: Please feed Bill new story ideas.
- c. AP Personal Concerns (see updated table)
- d. AP Professional Concerns (see updated table)

VI. Old Business

- a. CAPE Committee: Announcement sent to HR for the Chancellor that Ahlam is new Committee Chair
- b. March APAC News Complete
- c. Demonstration Project- a document for SUCs about position titles. Wanted to invite Maurine Parks since they are redrafting it. Will keep on asking along with Michael and try to get her to meet with us.

VII. New Business

- a. Representative Committee: Marelet would like to consider reassigning this committee to “ad-hoc” to be convened as needed
 - a. Colleen, Jacquie, and Jen R also on this committee. The issues discussed here are those currently being addressed by the whole group. Will table discussion until Bylaws allow changing the status of this committee. (Note: Later inspection revealed that Bylaws do not mention that this must be a standing committee)
- b. Other New Business- Looking for update on the status of the Demonstration Project. APs still concerned at CS conversion and the impact on soft funded employees as CS contracts require 30 days notice if funding goes away. Idea for a panel discussion event regarding soft funded employees

VIII. Adjourn



The Academic Professional Advisory Committee
 APAC News Story, Professional Development, and Event Ideas
 Updated for April 10th, 2013 Meeting

see paper agenda

PROFESSIONAL DEVELOPMENT (VIRGINIA)	
Idea	Logistics
Cultivating Talent	Vanessa Peoples
Professional Development Resources Fair	(CCSB already did this - check for potential to partner with them on this event)
Peer Learning	Mary Malcolm & Laurie Schellenberger
Share a Professional Development Tip	Newsletter (Tip Corner) (write ups about the following events. Good way for people to be involved) May include: Political items, motivational speakers, partner with Women's Leadership Conference, HR Professional development workshops, CCSW Motivational Event, CCSW Mentoring event (Also should meet with them about partnering with them on this)
EVENTS (AHLAM)	
Topic	Speaker and Format
Pension Update	Aug/Sept update (speaker TBD)
Job Analysis & Conversions Update	Invite Ron Puskaritis/R. Crouch for update in July/Aug (invite Chancellor's committee)
Chancellor's Committee Luncheon	APAC host a luncheon inviting all Chancellor's committees to discuss collaboration in events
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
1 or 2 day Middle Management training	Work with Mary Malcolm from HR. Potential topics include: How to Get to the Next Step; Leveraging your Network; Leadership Skills. Also potential professional coaching/ Career coaching opportunities- a possible town hall event. OBFS and UAFR do this in Urbana.
Ice Cream Social	In summer - maybe postpone to invite Chancellor's committees
Luncheon for Chancellors Committees	In Fall- Chancellor's committees don't meet in the summer.
OVCR Event	Have an expert panel to engage the audience on various topics. Will take up this discussion with new committee members. Should poll business managers for topic ideas.
APAC NEWS (BILL)	
Topic and Contact	Questions for Contact
Updates from SURS Board	



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AP Personal Interests & Concerns

Updated for April 10th, 2013 Meeting

AP PERSONAL INTERESTS & CONCERNS (AHLAM)	
Personal Interests & Concerns	Priority
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	mod
Professional Development	Moderate (Event Potential)
Employee Perks & Discounts	Low
Flex Time	Low
Job Security	Low
Morale tied to other issues as we address other issues	Moderate (Event Potential)
Grievance Process (already in the human capital report)	low



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AP Professional Interests & Concerns

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AP PROFESSIONAL INTERESTS & CONCERNS (AHLAM)	
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 (HR, Finance, Research, IT not just business managers other groups too)	Ongoing Task/high
Propose Changes to Senate	Ongoing Task
Policy Council, CVC, Dean's Counsel, AP, CS, Faculty Do we want to influence policies through these avenues?	Ongoing Task



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APAC Meeting Speaker Ideas

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	1 ST WEEK	2 ND WEEK	3 RD WEEK	4 TH WEEK	5 TH WEEK
APRIL		APAC MEETING NEW MEMBERS BEGIN		SENATE MEETING APAC RESUME WKSP	
MAY		APAC MEETING		SUMMER BEGINS	MEMORIAL DAY
JUNE Must Spend All \$\$\$		APAC MEETING EXEC ELECTIONS	SUMMER 1 ENDS		FY13 BUDGET ENDS
JULY	JULY 4TH	APAC MEETING			
AUGUST		APAC MEETING SUMMER 2 ENDS			FALL BEGINS
SEPTEMBER	LABOR DAY	APAC MEETING			
OCTOBER		APAC MEETING			
NOVEMBER		APAC MEETING		THANKSGIVING	
DECEMBER		APAC MEETING FALL FINALS FALL ENDS		HOLIDAY BREAK	HOLIDAY BREAK



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APAC Meeting Budget Update

Updated for April 10th, 2013 Meeting

Vchr date	Vchr #	Payee/Vendor	Description	Acct	Ledger	Expense
09/27/12	ER00141302	Walk the Talk Communications	writing article re: AP's applying for civil service jobs	142900	Oct, 12	\$ 75.00
10/11/12	J1797652	SUAA	partial payment for Prof Kindt honorarium	142900	Oct, 12	\$ 150.00
10/16/12		Public Affairs	massmail re: pension/SURS town hall on 10/18			
10/23/12	J1799608	SUAA	reverse honorarium	142900	Oct, 12	\$ (150.00)
10/18/12	ER00160746	Walk the Talk Communications	writing article re: HR Modules for civil service education	153900	Nov, 12	\$ 75.00
Total Expenses:						\$ 150.00
Budgeted:						\$ 1,400.00
Budget Balance:						\$ 1,250.00
-						
-						
FYI: Charges from Foundation Funds						
Total Foundation Expenses:						\$ -
Budgeted:						\$ 1,700.00
Budget Balance:						\$ 1,700.00
TOTAL EXPENSES:						\$ 150.00
TOTAL BUDGET						\$ 3,100.00
TOTAL BUDGET						
BALANCE:						\$ 2,950.00