



## The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

July 10<sup>th</sup>, 2013 from 12:30 PM to 2:00 PM

Room 2550, University Hall (UH), 601 South Morgan

- I. **Introductions**
- II. **Approval of May Minutes**
- III. **Guest Speakers: N/A**
- IV. **Timely Items**
  - a. Election Results
    - i. Chair: Michael Moss
    - ii. Vice Chair: Ahlam Al Kodmany
    - iii. Secretary: Mary Berta
    - iv. Treasurer: Agnes
    - v. Communications: Bill Bike
    - vi. CAPE: Ahlam Al Kodmany
    - vii. BCE: Agnes
    - viii. Donn Kamm & Uma Sriram
    - ix. Representation: Margaret
    - x. Web Master: Jeff
    - xi. Bylaws: Mary Berta & Colleen Pierson
    - xii. UPPAC: Marelet Kirda & Ahlam (chosen in a lot between Ahlam and Jacquie)
    - xiii. UPPAC Alternative: Mary Berta & Deidre & Jacquie Berger
  - b. Election results will be sent to Bill Bike to publish in APAC news.
- V. **Old Business**
  - a. June APAC News Complete
    - i. Ben \_\_\_ will be profiled in the next APAC news.
    - ii. Donn requested a delay of the grievance story to incorporate to upcoming policy changes.
  - b. Events Update
    - 1. KUDOS to AGNES on Budget Town Hall!! Was a very successful event.
    - 2. APAC has reached out to Robert Crouch and Maurine Parks to do a jobs analysis town hall update in September. Agnes will contact Susan Balmes to get the event started.
- VI. **New Business**
  - a. **Brainstorm for Subcommittees**
  - b. **Set PD Budget for food**
    - i. **APAC would like to buy pizza for the events**
  - c. Increase APAC News budget to \$1,000 per year to support writers and include three issues dispersed through mass mail.
  - d. Events Brainstorming for professional development
    - i. Uma would like to see Vanessa Peoples set up a PD Cultivating Talent event  
Would also like to add a PD Cultivating Talent article in the APAC news.  
Idea: Have a panel with reps from Provost office, Chancellor's office, ACCC, OBFS, HR, to get to know who people are and what they do, etc. It's very confusing for the new people to

know which office to contact and what they can do for them.  
Potential January event.

APAC sends a letter to new APs welcoming them to campus.  
Every two months Michael, gets a list of new APs and adds them to PACADEMY and welcome to PACADEMY email. He can give the info to PD to rework. Ahlam wants to know how to group the APs and meet there specific needs. Maybe this event should be focused on New Hires.

Jacque coordinated a Resource Fair where all departments came to share information with employees. Jacquie think about how APAC could do this again and will put together a cohesive idea by next meeting.

#### Events Brainstorm

##### Next Chancellor's Committee Luncheon

APAC would like to increase the event to twice a year or even quarterly. They would like to invite the Chancellor or the Provost to comment on a pre selected issue.

APAC would like to ask each committee what they would like to address. We would like to collaborate with the other committees to meet there needs as well. For example, How do we insure diversity moving forward?"

Action Item: Ahlam will ask about potential topics on Collaborate Listserv.

#### **VII. Monthly Statistics**

- a. PACADEMY Subscriptions: 3,608\*
- b. APAC News Page Hits: 74,358 All Time / 2,037Month (Down 300 from previous month)
- c. UIC Retirement Matters Page Hits: 30,643 All Time / 2,160Month (Up 500 from previous month)

#### **VIII. Adjourn**

#### **IX. Next Meeting August 14th, 12:30-2:00, 8175 COMRB**



**The Academic Professional Advisory Committee**  
 APAC News Story, Professional Development, and Event Ideas  
 Updated for July 10<sup>th</sup>, 2013 Meeting

<b>PROFESSIONAL DEVELOPMENT (VIRGINIA)</b>	
<b>Idea</b>	<b>Logistics</b>
Cultivating Talent	Vanessa Peoples
Professional Development Resources Fair	
Peer Learning	Mary Malcolm & Laurie Schellenberger
Share a Professional Development Tip	Newsletter (Tip Corner)
<b>EVENTS (AHLAM)</b>	
<b>Topic</b>	<b>Speaker and Format</b>
Pension Update	Aug/Sept update (speaker TBD)
Job Analysis & Conversions Update	Invite Ron Puskaritis/R. Crouch for update in July/Aug
Chancellor's Committee Luncheon	APAC host a luncheon inviting all Chancellor's committees to discuss collaboration in events- Will invite the Chancellor or Provost to join the next lunch event.
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
<b>APAC NEWS (BILL)</b>	
<b>Topic and Contact</b>	<b>Questions for Contact</b>
Collaborate Lunch-	Reporter will call Michael prior to write up of Pompei event. Nester will send pictures to Bill
UPPAC meeting with President Easter	Reporter will talk to Michael, Ahlam, Marelet
Updates on Campus Initiatives (ARR, HCS, Etc)	
UIH Voluntary Separation Program	
<b>REPRESENTATION</b>	
<b>Topic and Contact</b>	<b>Questions for Contact</b>
Conversion for AP New Hires in CS Positions	HR Policy Council
Margaret has outlined proposal	Asking for APAC working group to devote some time to this
1) define the scope of the concern 2)collect statistical and policy information 3) will make recommendation	Jean, Colleen, Jen Rowan, Jacquie on working group. First send this to Policy Council, then to Provost@ quarterly meeting, lastly to HR. Will include Karen Bills on these comuncations



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AP Personal Interests & Concerns

Updated for July 10<sup>th</sup>, 2013 Meeting

<b>AP PERSONAL INTERESTS &amp; CONCERNS</b>	
<b>Personal Interests &amp; Concerns</b>	<b>Priority</b>
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	moderate
Professional Development	moderate
Employee Perks & Discounts	Low
Flex Time	Low
Job Security	Low
Morale tied to other issues as we address other issues	Moderate
Grievance Process (already in the human capital report)	low

<b>AP PROFESSIONAL INTERESTS &amp; CONCERNS</b>	
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

<b>CAMPUS-WIDE INTERESTS &amp; CONCERNS</b>	
<b>Campus -Wide Interest and Concerns</b>	<b>Priority</b>
SURS/Pensions	
Diversity	
Equity	

Michael proposes this third section to address concerns as we move ahead with collaboration events. Looking at bigger concerns will place more of a spotlight on AP specific concerns.



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APAC Meeting Speaker Ideas

Updated for July 10<sup>th</sup>, 2013 Meeting

	1 <sup>ST</sup> WEEK	2 <sup>ND</sup> WEEK	3 <sup>RD</sup> WEEK	4 <sup>TH</sup> WEEK	5 <sup>TH</sup> WEEK
<b>APRIL</b>		APAC MEETING NEW MEMBERS BEGIN		SENATE MEETING APAC RESUME WKSP	
<b>MAY</b>		APAC MEETING		PROFESSIONAL DEVELOPMENT OPPORTUNITIES 5/21/13	MEMORIAL DAY
<b>JUNE</b> <b>Must Spend All \$\$\$</b>		APAC MEETING EXEC ELECTIONS BUDGET OUTLOOK 6/13/13	SUMMER 1 ENDS		FY13 BUDGET ENDS
<b>JULY</b>	JULY 4TH	APAC MEETING			
<b>AUGUST</b>		APAC MEETING SUMMER 2 ENDS			FALL BEGINS
<b>SEPTEMBER</b>	LABOR DAY	APAC MEETING			
<b>OCTOBER</b>		APAC MEETING			
<b>NOVEMBER</b>		APAC MEETING		THANKSGIVING	
<b>DECEMBER</b>		APAC MEETING FALL FINALS FALL ENDS		HOLIDAY BREAK	HOLIDAY BREAK

