



The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

February 12, 2014 from 12:30 PM to 2:00 PM

Room 5175, CMRB

Conference Number: 1-877-336-1831 Access Code: 2881258#

- I. **Introductions and members in attendance:** *Ahlam Al-Kodmany, Jacqueline Berger, Mary Berta, Virginia Buglio, Marelet Kirda, Michael Moss, Colleen Piersen, Ben Ramirez (late arrival), Jennifer Rowan, Uma Sriram (phone), John Brach, Donn Kamm, Nester Komolafe (phone), Julie Kong*
Guest: Robert Crouch

- II. **Approval of December Minutes:** minutes approved

- III. **Subcommittee Updates**
 - A. Exec Committee
 - i. Chancellor Committee looking for nominations, so far we have:
 - (1) Beth Brand
 - (2) Jack McEnery,
 - (3) Stephanie Whitaker
 - ii. The executive committee will meet after the close at noon on Monday (2/17/2014) to review nominations. Mary Berta will send the committee a list of all the nominations for comment.
 - B. APAC News
 - i. Bill B. not here, Michael Moss notes that the newsletter continues to go out.
 - ii. Potentially do a piece on the faculty union since there are parallel themes such as: what is a collective bargaining union, what does that mean to people, what does it mean that the faculty is negotiating? Is there anyone outside of HR who could contribute?
 - C. Building Community/Education (Town hall event)
 - i. Had the pension town hall with a turnout of 350 people. Lots of positive feedback. Jeff Houch from SURS provided great detailed insight. People appreciated webcasting it and seeing it on youtube.
 - D. Professional Development
 - i. Part 2 of the art of persuasion took place on Feb. 3 - date changed because of weather-related closures.
 - ii. About 20 people attended both sessions.
 - iii. Hoping to schedule another event for mid to late February.
 - E. By-laws
 - i. Addressing the grievance process – APAC should have a subcommittee for this.

1. All things in the spirit of representing issues and concerns of the academic professional. Committee needs to understand what the campus process is so that we don't duplicate it and are a part of it.
 2. Subcommittee John Brach volunteers to work with others to define how APAC is going to describe grievance committee in standing rules and bylaws for the committee. Michael would like to see other campus policies on grievances. There is a faculty and student process. More detailed procedure to reference.
- ii. Line 27 – Michael reached out to other schools, one does and one doesn't have an ex-officio HR member to be a part of the committee. In the process of getting HR and Chancellor more involved in meetings. Don't need to set specific language about alternating meetings.
 - iii. Noted what might happen if there is an odd number of officers (Urbana has 5 on the executive),
 - iv. Line 63 – what are our current ad hoc committees (Add professional development)
 - v. Margaret was taking the lead on representation and did put together a letter to the chancellor to see if she wants to combine efforts or have two separate initiatives.
 - vi. Balloting
 1. In April before the April senate meeting which this year is on April 24.
 2. Need to ballot in March (early march do collection of nominations and then late march do the elections) the longer it lingers people forget about it.
 3. Need an accurate list of all academic professionals on campus. Michael to ask for one.
 - vii. Next Agenda to include:
 1. Continue talking about elections
 2. Consider standing rules

F. CAPE

- i. Investigated campus rules, individual can only win one award at a time.

G. UPPAC

- i. Discussion of search for new president, might be representation of APs.

IV. Liaison & Partnership Updates:

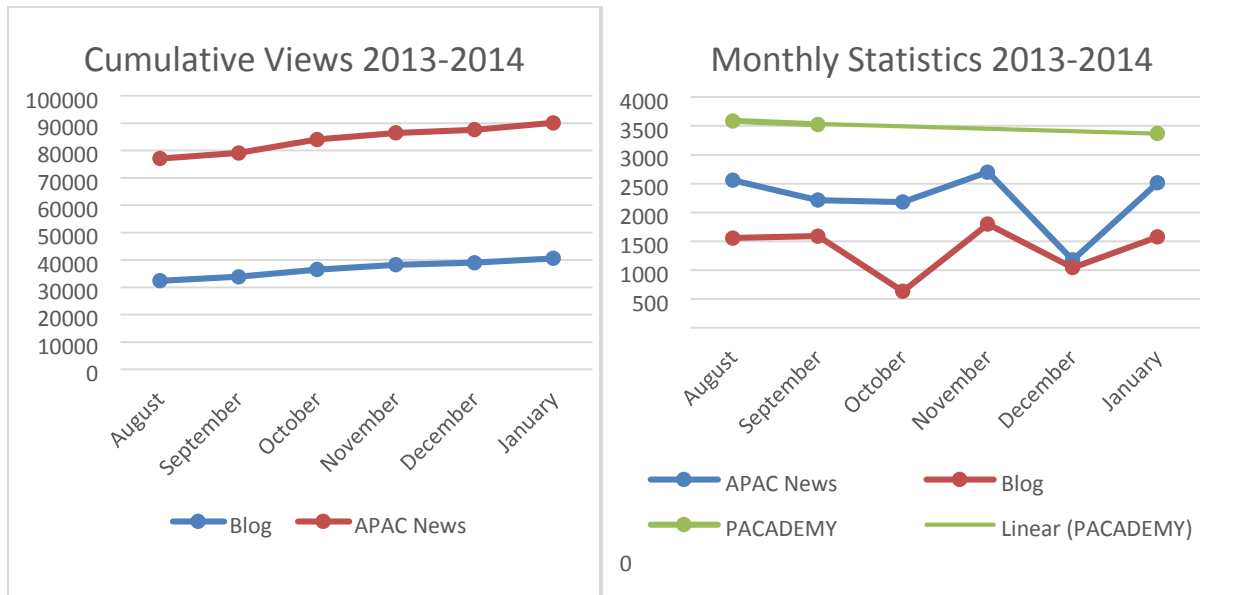
A. COLLABORATE

- i. Meeting focused on valuing service.
- ii. Next Meeting: professional development.
- iii. Committee seeks to have a good interaction with the campus, sharing success stories of service.

B. SURS Board

- ii. Waiting for the rest of the court cases to be filed, will be about 2 years before anything comes down for that,
- iii. Board must fulfill the new laws going into effect June 1
- iv. April 26 is next big SURS workshop, units should plan on a possible mass exodus soon (money purchase formula changing June 1

V. Website and Listserv Statistics



VI. Budget Update (See attached spreadsheet for detail)

- a. \$3100 allotted for FY2014 (7/1/13-6/30/14)
- b. Available Balance: \$1,221.51

VII. Human Resources Updates - Robert Crouch

A. New Civil Service Hiring Model:

1. Develop a new service delivery model
 - a. Assign one HR Specialist to each college/administrative unit for all positions.
 - b. HR Specialist will learn needs and hiring patterns for the unit
 - c. Builds a partnership and sense of mutual ownership of hiring outcomes
2. Create new customer service delivery standards and appropriate metrics.
 - a. Adds accountability and transparency
 - b. Allows for clearer identification of bottlenecks
 - c. HR will be able to track progress to achieve best practices
 - d. Set customer expectations on key deliverables
3. Transition key elements of the hiring process to Colleges and Administrative units.
 - a. Units will schedule their own interview to eliminate middleman and streamlines the process
 - b. Department creates job posting (with HR oversight) and places ads
 - c. Eventually, departments will perform all onboarding tasks.

4. Design website and system enhancements

- a. HireTouch will begin use of prequalification questions for custom titles. This leads to better screening and faster applicant processing time
- b. HireTouch will be used more robustly for all CS hires. Departments will be able to monitor all steps in the hire process, will be able to review qualified candidate credentials
- c. Fewer pages in the application documents. Instructions will be clearer and unnecessary information fields will be eliminated

B. Starting a pilot project next week with new civil service functionality test group:

1. ACCC
2. College of Medicine
3. LAS
4. Hospital

IX. Next Meeting March 12th, 12:30 – 2:00, 2650 UH

X. Adjourn

PRIOR MEETING MINUTES:



The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

December 11th, 2013 from 12:30 PM to 2:00 PM Room

3175 COMRB; 909 S. Wolcott Ave.

Conference Line: 1-877-402-9753 Access Code: 5893537#

- I. **Introductions and members in attendance:** *Michael Moss, Donn Kamm, John Brach, Julie Kong, Marelet Kirda, Jennifer Rowan, Jacquie Berger, Ahlam Al-Kodmany, Mary Berta, Nester Komolafe, Margaret Moser, Bill Bike. Agnes Kawalec, (on phone) Ben Ramirez and Virginia Buglio arrived later.*
Guests: Elizabeth Cruz & Karen Nash
- II. **Approval of November Minutes** Donn moved as amended, Mary 2nd, Approved.
- III. **Where are Provost meeting minutes at?** Mary has inquired but Provost still looking them over.
- IV. **Who will APAC put up for Chancellor' search committee if they inquire?** Donn is interested in serving. Will we engage the campus in a campus-wide election?
- V. **Roundtable Discussions**

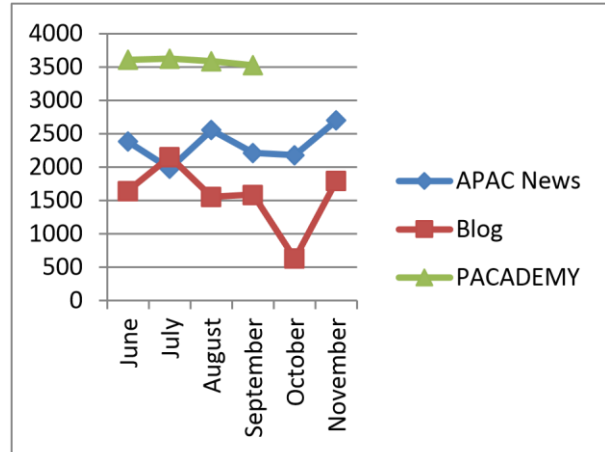
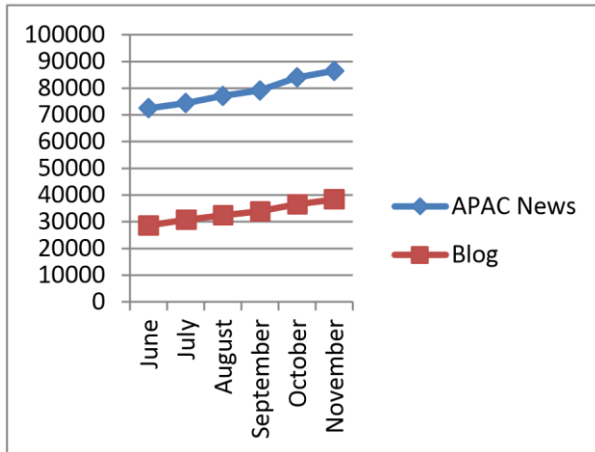
- VI. **Old Business**
 - a. COLLABORATE update
 - i. Two COLLABORATE members who will lead the next meeting: Jacquelyn Jancius and Philip Vasquez
 - ii. Ideas for the upcoming meetings.(see attached template) These will help guide the discussion and how this impacts each group and how we should move forward together. "Cultivating and Fostering Service Among Faculty and Staff" is the overall theme.
 - b. November APAC News Complete

- i. No December News, will pick up in January
- c. Donn/Uma/Virginia : Update on Professional Development Series Part I
 - i. Had 33 people for part one. Second part will be January 16 in COMRB 8175. Got lots of positive feedback every seat was taken. Vanessa Peoples is leading the session. ii. Would like to order pizza for next event. Agnes will take care of processing the request.
- d. Margaret: Letter Finished and send out to listserv. Approval granted to send it out to Theresa at the Chancellors office. Thanks to Margaret for putting the letter together.

VII. New Business

- a. Upcoming BCES Event:
 - i. "Retirement Benefit Changes: Why Employees Who Aren't Retiring Should Care"
 - ii. Presenters: Brenda Russell iii. Wednesday, January 29, 2014 iv. Date: January 29, 2014 Wednesday
 - Time: 10.45 am to 11.45 am
 - Location: Molecular Biology Research Building (MBRB), 900 S. Ashland Ave, Herman Auditorium or 5175 COMRB, 909 S. Wolcott, depending on format and attendance. Will start advertising and open registration two weeks before the event.
 - 1. Jacquie will ask someone from SURS (one of the lobbyists) to come speak as well. Might want to rename - (Should I stay or should I go?) Should more clearly be marketed to mid-career professionals. What are the legislative changes? Should I stay? Also what is the legislative process going ahead with the bill?
 - 2. Can we extend the session to 1:00pm? We currently have the room from 10-11:45am. Agnes will hold a room at Student Center West from 11:30-1pm.
 - 3. Additional thoughts: Do we want Avijit Ghosh to come? Let's revise this event posting and post this back to the group to recap. SURS said they will send up a lobbyist but we may need to be flexible on the date. \$314 to rent a room.
- v. Registration and advertisement opens early January.
- b. Donn/Uma/Virginia : Professional Development Series Part II
 - i. January 16
 - ii. COMRB 8175

VIII. Monthly Statistic



IX. Budget Update (See attached spreadsheet for detail)

- a. \$3100 allotted for FY2014 (7/1/13-6/30/14)
- b. Available Balance: **\$1937.76**

X. Events in the New Year

- a. January 16 PD event Part II
- b. Spring APAC Retreat
- c. Possible event Spring "What does it mean to be an AP?"
 - i. Ahlam outlined the new plan going to the BOT about how to decrease the administrative burden on the researchers by seeking legislative relief from the audit. It offers APAC a foot in the door for this discussion. This is coming from the research perspective as an action item to BOT in March. Want the board to then request justification from the campus to continue the audit process for research arms and look into any legislative options we might have.
 - ii. APAC question: Has the potential bias of SUCCS conducting the audit been brought up? Ahlam: Yes, but it is something that we would like to escalate. Question: Perhaps we bring this up at the Chancellors on person meeting in January? Decision: To postpone this at this time and focus only on letter.
 - iii. Next UPPAC meeting in February. Do we want to have this conversation at the UPPAC meeting?
- d. Pension legislation: will be challenged legally and then there will be corrected legislation in the spring to update and fix the legislation that was just past.

XI. Next Meeting January 8th, 12:30 – 2:00, UH

- a. Tentative agenda items:
 - i. Bylaws
 - ii. Questions for Chancellor's Representatives or for HR
 1. Confirm to see if Chancellor is coming.
 2. Follow up on listserv with topics or that meeting.

XII. Adjourn 1:38

XIII. One last thing: Ask Jim Limber to broadcast the SURS meeting.