



The Academic Professional Advisory Committee

Minutes, Monthly Business Meeting

May 8th, 2013 from 12:30 PM to 2:00 PM

Room 2750, University Hall (UH), 601 South Morgan

I. Introductions (Welcome New Members)

1:06 - Michael gave overview of APAC activities

II. Approval of April Minutes

a. Approved

III. Guest Speakers: Update on CS Conversion

a. 12:40 Robert Crouch (12:40- 1:06)

- i. How will Comp Quals be handled in a conversion (i.e. For someone that applies for an HR position but doesn't have an HR degree)
 1. They can have their credentials reviewed through a qualification summery. They will be handled on a case by case basis
- ii. How long does this take?
 1. Haven't seen any longer than two weeks.
- iii. Does this process go across the board, not just for HR
 1. Yes, same process applies.
- iv. Do Specialty factors follow the same process?
 1. No, specialty factors can't be waived
- v. How to handle reducing employees on Soft Funding
 1. If soft funding is reduced, the department will have to keep the employee in the position at 100% unless the Chancellor and CVC can call for a round of position eliminations. This could reduce the employee to 50%, then the employee would have bumping rights. The CS system has a very defined process that can only be overwritten by the chancellor
- vi. What are our options for raising this issue?
 1. This is a problem between the provost due to financial implications and HR policies.
- vii. How will the Demonstration Project change this?
 1. Its intent is that CS people working in soft funded positions will not have bumping rights. This only will affect future employees. This is currently just a proposal going to the Merit board. Maurine will come talk to APAC about this. APAC feels this project will eliminate a lot of pressure from the departments. Target date is in August.
- viii. Will the Differential Pay rule for terminating soft funded positions remain?
 1. It's a campus rule that is you lose soft funding o that a person making 60 bumps to another position making 40, the last dept must pay the differential 20 for perpetuity. This policy will involve unions and is not likely to be changed.

IV. AP Representation Updates

- a. Senate (See minutes attached)
- b. UPPAC (Jen, Michael, Marelet?)
 - i. Meeting with President Easter- meets twice a year next June in Urbana
 - ii. What is the agenda that we want Reps to take to them about?
 - iii. Do we want to open this up to the APs for input?
 - 1. Would like to provide a summary and then the list of unedited comments.
 - 2. We will provide a report of what APs bring the campus.
- c. Human Capital Strategy
- d. 3-Year Strategic Outcomes Plan Task Force
 - i. Ahlam is on committee- VP wants to look at three year plan, with academic, financial, Chancellor and the Provost all coming together to form a report that will be finalized at the end of June. As of this meeting the committee hasn't met yet.
- e. Other

V. Roundtable Discussions

- a. Subcommittee Brainstorm
 - i. Professional Development Ideas
 - 1. New members please look at the ideas and bring this up next year
 - ii. Events Calendar
 - 1. AP members know what is going on before hand. (add to webpage)
 - iii. APAC News Articles
 - iv. June 28th, CAPE deadline
- b. AP Personal Concerns
 - i. no new updates
- c. AP Professional Concerns
 - i. no new updates

VI. Old Business

- a. April APAC News Complete and posted

VII. New Business

- a. 1:30 Update from the Chancellor's Office
 - i. There have been some staffing changes in the Chancellor's office. They look forward to working with APAC in the future.
- b. Lunch at Pompei for meeting with Chancellor's Committees
 - i. Jacquie will look into Restaurant
 - ii. Mary will create invite list
- c. Will look into Flash Drives with APAC logo as marketing swag
 - i. Donn will look into this
- d. Let over funds may be used for recording equipment

VIII. Adjourn



The Academic Professional Advisory Committee
 APAC News Story, Professional Development, and Event Ideas
 Updated for May 8th, 2013 Meeting

PROFESSIONAL DEVELOPMENT (VIRGINIA)	
Idea	Logistics
Cultivating Talent	Vanessa Peoples
Professional Development Resources Fair	
Peer Learning	Mary Malcolm & Laurie Schellenberger
Share a Professional Development Tip	Newsletter (Tip Corner)
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
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
APAC NEWS (BILL)	
Topic and Contact	Questions for Contact
Updates from SURS Board	



The Academic Professional Advisory Committee

AP Personal Interests & Concerns

Updated for May 8th, 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	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



The Academic Professional Advisory Committee
 AP Professional Interests & Concerns
 Updated for May 8th, 2013 Meeting

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
Increase in Health Premiums	



The Academic Professional Advisory Committee

APAC Meeting Speaker Ideas

Updated for May 8th, 2013 Meeting

	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		PROFESSIONAL DEVELOPMENT OPPORTUNITIES 5/21/13	MEMORIAL DAY
JUNE Must Spend All \$\$\$		APAC MEETING EXEC ELECTIONS UPPAC MEETING 6/11 BUDGET OUTLOOK 6/13/13	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



The Academic Professional Advisory Committee

APAC Meeting Budget Update

Updated for May 8th, 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
-						
-						
<u>FYI: Charges from Foundation Funds</u>						
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

Upcoming Event Details

Professional Development Opportunities on Campus and How to Find Them

Presenter: Laurie A. Schellenberger

Human Capital Development Coordinator, UIC

Date: Tuesday May 21, 2013 from 11 a.m. to 12.30 p.m.

Location: 1020 College of Medicine Research Building Moss Auditorium

Registration starts: 5/6/2013

Budget Outlook

Presenter: Frank Goldberg

Vice Provost for Resource Planning and Management

Date: Thursday June 13, 2013 from 2 p.m. to 4 p.m.

Location: 1020 College of Medicine Research Building Moss Auditorium

Registration starts: 5/22/2013

Next Meeting June 12, 2013 (New Meeting Location**)**

June 12, 2013

12:30pm - 2:00 pm

College of Medicine West, Room 119 A

1853 West Polk St

Note: Meeting place changed to COMRB 3175