



## The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

July 9, 2014 from 12:30 PM to 2:00 PM

Room 2750, UH

Conference Number: 1-312-994-8410 Access Code: 7065716

### I. Introductions

### II. HR Updates - Robert Crouch and Ron Puskarits (12:30pm)

#### a. Job Analysis Updates:

- i. Analyzing College of Liberal Arts & Sciences. Starting on the College of Medicine, which is the biggest college and most complex given their appointment structure. (500-700)
- ii. On track to be done in June 2015 with the full analysis. (Funding runs out June 2015, so that's why it's the deadline.)
- iii. The process has been initiated in all the colleges.
- iv. Analyzing based on duties rather than the title of their position. Some job descriptions were very old.
- v. Analyzed 2100 positions so far. About half turn out to be AP, half turn out to be civil service.
- vi. It's hard to track exact number of people converted, because some people resign or leave positions.

#### b. Questions/Comments from APAC:

- i. Suggestion of communicating with individuals or departments that may take longer to go through conversion process. Give regular updates to college about the timeline.
- ii. How was the questionnaire developed? Answer: Follows the job description format (or information included therein), and what is typically included. Looking for top 5 job duties in some fields on the form.
- iii. What implications on our side if Urbana goes through conversion? Appears that there was an audit and it wasn't good. They went back and looked at a larger sample size. Found things were not well. As a result of the audit report, there was a recommendation that the auditors return to do a follow up audit to see if the University has made any changes. Appears on paper that Urbana is going in the same direction.
- iv. Aren't red flags raised by the audit process if this is happening in both locations? Robert spoke with Tom at Urbana about the issue.
- v. Robert – civil service audit completed for one week period, but auditors were here half the time. Significant reduction in sample size. No major findings in the audit. Do have some concerns regarding extra-help. Since UIC is doing well, they reduced the scope of the audit.
- vi. Rule that job descriptions will be updated every 3 years. If there are significant changes then an analysis may occur, but if it's minor changes then there may not be any formal process.

- vii. It appears there may be some auditing happening based on titles and seems there may be potential issues (pulled from Banner). In the future they are no longer be able to enter own field, drop down option.

**c. APAC future actions:**

- i. APAC perform a survey so that there is backing from community and representation of opinions when communicating with HR.
- ii. Push out the survey in the foreseeable future. Entailing a series of primarily email correspondence to identify what questions we want to ask. Making sure we ask responsibly. Do we limit who we are surveying? Or, whole community? Ask: What impact has this process had on different people on campus to gauge the perception of the impact? Do you feel that the title you are converted to is an appropriate title? Why or why not?
- iii. Ahlam, John, Mary, Colleen volunteer to help. Email to be sent by Michael to ask for additional input from committee.

**III. Update on meeting with President Easter tomorrow.**

- a. Prior to meeting, agenda topics were consolidated. All concerns were re-written to be supportive of HR, which was not the point of APAC's list of questions or issues or concerns.
- b. Would like to narrow down to what are the one or two critical items that relate to the job analysis.
- c. What is of most concern from the group? That APs are not part of the conversation.
- d. Continue to put on the President's radar:
  - i. APs can't go to a civil service job because they give up seniority.
  - ii. APs can't be promoted if they haven't gone through analysis.

**IV. Approval of June Minutes**

- a. Donn motion to approve June's minutes. Edits to by-laws were done.
- b.
- c. Seconded by William Bike and approved.

**V. Subcommittee Updates:**

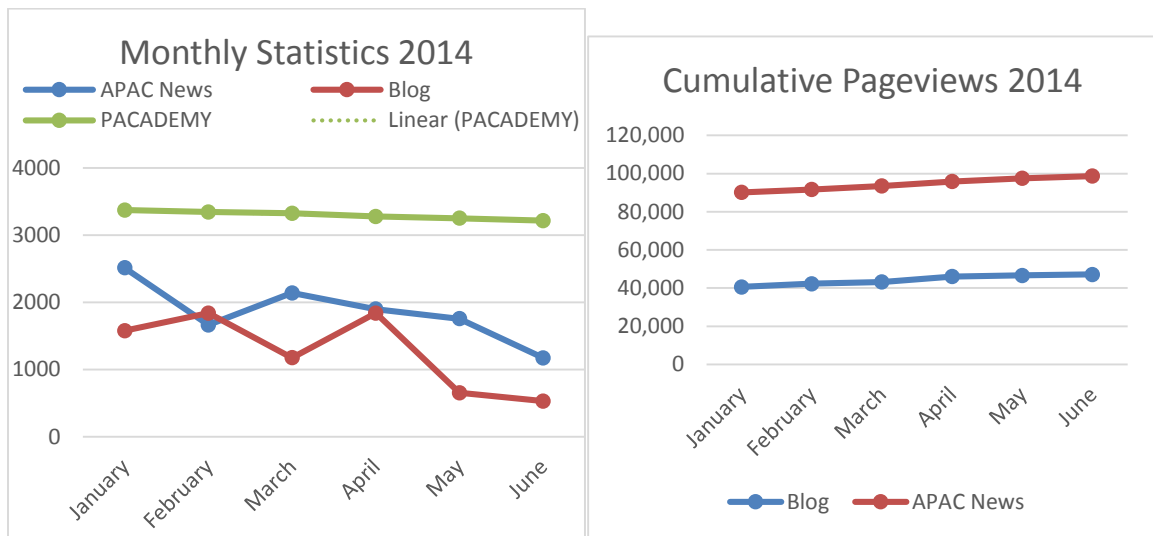
- a. Bylaws
  - i. Posted this morning to box account, edits are exactly what was discussed.
- b. APAC News
  - i. No June issue, working to get one out in July.
  - ii. Suggested topic: Supreme Court turned down healthcare law and people may want to know more.
- c. Building Community/Education
  - i. Marelet gave brief overview to exec community, 22 people and 12 walk-ins to ice cream social.
  - ii. Seems AP conversion is still a hot topic. Limited turn out, but good conversation.
  - iii. Spent \$425.
  - iv. Do something in the fall on the east side of campus. Go somewhere more visible in the future?
- d. Professional Development
  - i. First team meeting on July 16 to develop plans for upcoming academic year.
- e. CAPE

- i. Meeting next Thursday.
- ii. 17 applications this year.

**VI. Liaison & Partnership Updates:**

- a. UIC Human Capital Strategy Working Group –
  - i. John Brach - Asked for volunteers to help college of dentistry. Timeline they have is 8 months.
- b. SURS Board
  - i. Questions and concerns about Supreme Court ruling.
  - ii. If the state has less money, will they still make payments for health insurance?

**VII. Website and Listserv Statistics**



**VIII. Budget Update**

- a. Allotted budget: no official budget yet (07/2014-07/2015)
- b. Available Balance: owe \$54.00

**IX. Chancellor's Office Updates – Teresa Soto (1:30pm)**

- a. Chancellors Search:
  - i. No updates right now.
  - ii. What's the deadline for the application pool? No specific dates released besides Thanksgiving date.
- b. President's search committee meeting on Friday:
  - i. Log on through Springfield website. Understanding is that both searches continue and conclude around Thanksgiving.
  - ii. The town hall meetings were held last month and according to nomination process is in full swing.
  - iii. Collecting various views on the role of the president and interviewing senior staff for their opinions.
  - iv. Board meeting at the end of this month focusing on helping new president during the transition.

- c. General updates:
  - i. Obama presidential library
    - 1. UIC sent in proposal, 13 other proposals sent to presidential library committee. UIC has identified 3 possible sites for the library-2 on campus and one in North Lawndale
  - ii. Next phase: The foundation announced that it would issue a request for qualifications (RFQ) in February to interested organizations, and a request for proposals (RFP) in May to the most competitive responders..
  - iii. October 4 chancellor is proposing an admin forum/town hall meeting
    - 1. Senior administrators will talk to campus about what their roles are so you can put a face to the names and function of different offices.
  - iv. Hope to break ground on advanced chemical technologies building which has been 11 years in planning phase in spring 2015.
  - v. College of Dentistry: new dean on October 1.
  - vi. Proposal to create a new College of Medicine in Urbana jointly run by U of I and Carle Health System
    - 1. UIC engaged consultant to analyze the proposal and assess why that would not be a good thing for the University.
    - 2. Senate was asked to evaluate the proposal and they submitted their recommendations.
  - vii. Chancellor's urban forum:
    - 1. Theme is neighborhoods and the impacts of neighborhoods.
    - 2. Nothing in relation to health, suggestion by APAC to include.
    - 3. Event in September.

**X. Next Meeting August 13, 12:30 – 2:00, 4175 CMRB**

**XI. Adjourn**