



The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

November 13th, 2013 from 12:30 PM to 2:00 PM

Room 2750 UH; 601 South Morgan

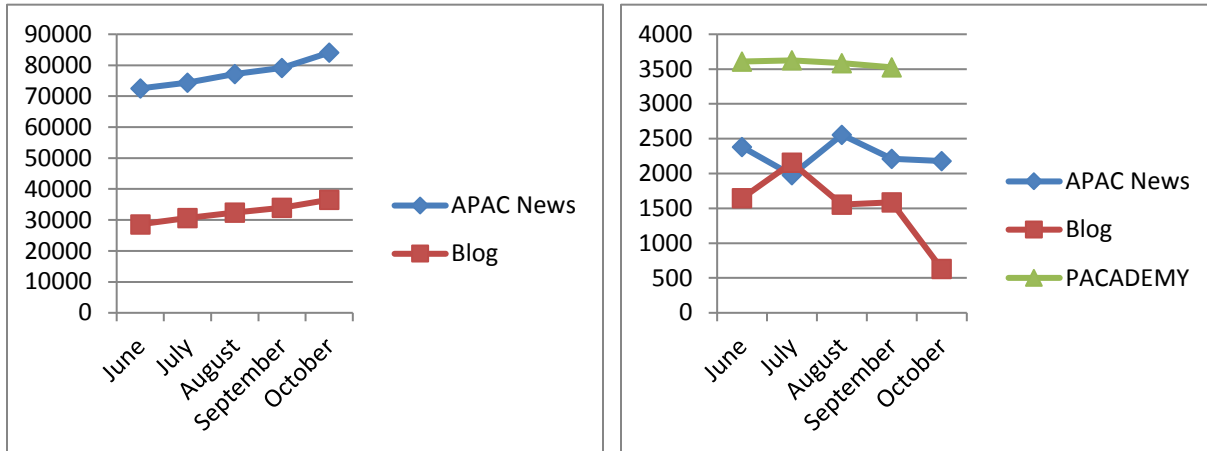
- I. **Introductions**
- II. **Approval of September Minutes**
- III. Nester, Agnes, and Ben on phone
- IV. **Roundtable Discussions**
 - a. Julie Kong would like to join APAC and fill open position. Michael moved to add Julie to APAC pending the next election, Donn second and all in favor, none opposed.
 - b. Update from COLLABORATE/Provost Lunch
 - i. Will see minutes when they are approved by Provost's office. Those seated at the far end they had trouble hearing on that end of the table. It was very well attended and people wanted to participate. Two members were really interested in running the logistics so they will take up some of the planning on.
 - ii. Would like to see the Provost come to talk with APAC exclusively in the Spring to address APAC issues specifically with the Provost. We need to solidify the role of COLABORATE and the messaging would be more cohesive.
 - c. Ideas for UPPAC Meeting
 - i. Meeting of UPPAC is scheduled for next Monday. We have noticed from these meetings that often talk about Pensions as the Job Conversion process isn't the same at all campuses.
 - ii. Also, SUCS report came out. SURS held a meeting about it that was very popular.
 - iii. Town hall event idea- what pension reform means mid career professionals . This needs to be tabled until something happens with pension reform- other side, I don't even understand the different options and COLA changes.
 - iv. Maureen Parks, Robert Crouch and their counterparts from the other campuses will be at Monday's UPPAC meeting. There was recently an update released about the Demonstration Project. It was been pulled back and now and will be reconfigured. Again it is our duty to point out that a cookie cutter solution will not work for grant and soft funded APs. Currently RAC and Deans counsel don't seem to agree on this point. We will ask for an update from UPPAC. Marelet will send RAC PowerPoint.
 - d. PD funding (UIUC/UIS versus UIC)
 - i. Urbana and Springfield both have large amounts of money &75K/ 55K for professional development. They give away \$500 awards or conference money as needed. APs apply and they are in a position to fill all those requests. Michael has not heard back from his request to the provost's office for the same chunk of money.
- V. **Old Business**
 - a. October APAC News Complete
 - b. November APAC News nearly complete

- c. Agnes: Job Analysis Update Town Hall September 26th with Maureen Parks & Robert Crouch.
 - i. 150 registered, 120 attended. Ron Pulskaris presented . Presentation took 20 min and rest of time was open to questions. He gave background of job analysis, goals of Job Analysis, timeline of Job Analysis.
 - ii. Anyone who missed the event can find the presentation on HR website. hr.uic.edu (Campus Communication) second link down.
 - iii. People were engaged and asked lots of questions but many were quite situational and couldn't be answered. Many of the questions were basic about what is an AP versus CS and didn't seem to understand the common thread that binds APs.

VI. New Business

- a. Vote Julie Kong onto APAC Committee completed earlier in meeting.
- b. Letter to the Policy Counsel:
 - i. Maurine drafted the letter but learned that the policy counsel is not the proper place to send it. She now thinks it should go to the Chancellor directly. Maurine has drafted letter, will send out digitally. Michael was hoping research and business would team up with APAC when it went through the policy counsel. Jen R doesn't think Policy counsel is not the right place either, she doesn't think they will take it up. Now that Robert is directly under the chancellor, it may be better to go to the chancellor.
 - ii. Who else can we include in this? We can ask to take this up as an agenda item on CVC. Maurine will add this. Please comment by next Wednesday and will send out on Friday.
- c. Donn/Uma/ Virginia: Professional Development Series
 - i. December 4 and January 16
 - ii. Two part session with Vanessa Peoples will be holding called "The Art and Science of Persuasion: How to influence others with Effective Communication." She will compress this into two 90min sessions for 25-30 people. No charge for event. Initial invite will be sent to APs.
 - iii. Donn wants a clean mailing list. We could get this list from Maria Salbacon if he's looking to have an AP only list. Donn will ask if HR to send it on their behalf.
 - iv. Would like to see the Staff Advisory Council list up and running and then there would be a way to access those people who are not APs still. Michael would like to hold off on the new list and not make a rash decision.
 - v. Location: get COMRB 11-1:30. Get Phone and computer equipment .
- d. Reps art meetings: We have to invite Chancellor and HR reps two weeks ahead of time, and send topics we want them to address if we want them to come.

VII. Monthly Statistics



VIII. Budget Update (See attached spreadsheet for detail)

- a. \$3100 allotted for FY2014 (7/1/13-6/30/14)
- b. Available Balance: \$2518.76

IX. Events in the New Year

- a. January 16 PD event
- b. Spring APAC Retreat
- c. Possible event Spring "What does it mean to be an AP?" Should ask HR to host this event at the next UPPAC meeting. What are the rights of an AP?

X. Next Meeting December 11th, 12:30 – 2:00, 3175 COMRB

XI. Adjourn



The Academic Professional Advisory Committee
 APAC News Story, Professional Development, and Event Ideas
 Updated for November 13th, 2013 Meeting

PROFESSIONAL DEVELOPMENT	
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	
Topic	Speaker and Format
Pension Update	Aug/Sept update (speaker TBD)
Job Analysis & Conversions Update	Completed September 26
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
Next Chancellor's Committee Luncheon	Completed October 9th

APAC NEWS	
Topic and Contact	Questions for Contact
Collaborate Lunch	
UPPAC Meeting with President Easter	
Updates on Campus Initiatives (ARR, HCS, Etc.)	
UIH Voluntary Separation Program	

REPRESENTATION	
Topic and Contact	
Conversion for AP New Hires in CS Positions	HR Policy Council?



The Academic Professional Advisory Committee
Interests & Concerns
 Updated for November 13th, 2013 Meeting

AP PERSONAL INTERESTS & CONCERNS	
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

AP PROFESSIONAL INTERESTS & CONCERNS	
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	Ongoing Task/high
Propose Changes to Senate	Ongoing Task
Policy Council, CVC, Dean's Counsel, AP, CS, Faculty	Ongoing Task

CAMPUS-WIDE INTERESTS & CONCERNS	
Campus-Wide Interests & Concerns	Priority
Pensions	
Diversity	
Equity	



The Academic Professional Advisory Committee

APAC Meeting Event Calendar

Updated for November 13th, 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 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 PD NETWORKING	APAC MEETING		JOB ANALYSIS	
OCTOBER		APAC MEETING PROVOST LUNCH			
NOVEMBER		APAC MEETING		THANKSGIVING	
DECEMBER	PD SESSION	APAC MEETING FALL FINALS FALL ENDS		HOLIDAY BREAK	HOLIDAY BREAK