



The Academic Professional Advisory Committee

Minutes, Monthly Business Meeting

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

Room 2750 UH; 601 South Morgan

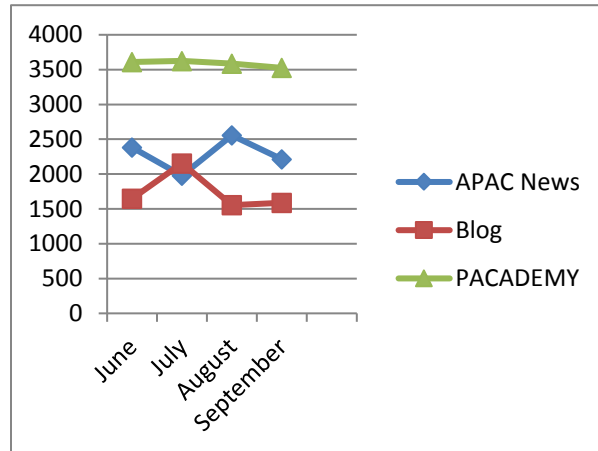
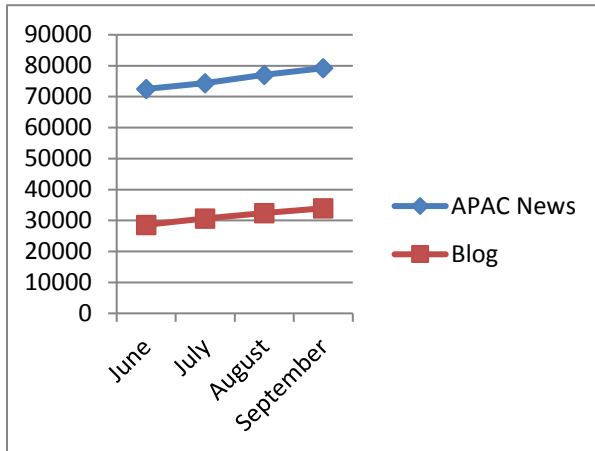
- I. **Introductions:** David Flint: visitor, Michael, Ahlam, Uma, Virginia, Agnes, John, Nester in attendance. Marelet, on phone. Donn and Dedre on phone
- II. **Approval of August Minutes:** Michael moved, Ahlam 2nd, all in favor with Maureen's name changed.
- III. **Roundtable Discussions**
 - a. Collaborate Committee: Provost Lunch Topics, Mission Statement (see below)
 - b. Representation Committee: Letter
 - i. See below for redrafted letter regarding to APs that apply to CS position will lose seniority.
 - c. PD Committee: CCSW PD Funding Request
 - i. Asked us to sponsor a professional development award for \$500. Do we want to participate? Do we want to have our own? It seems that awardees are restricted to CCSW. Michael would like to join in the spirit of collaboration. they can help us later if we help them. We will pull the \$500 out of the general fund.
 - ii. Michael moved to support CCSW, Agnes 2nd, all ten (including Marelet on phone) Motion passed. Will budget \$500 for award.
 - d. Possible Retreat: Used to have a retreat every year but havening in two years. Lets plan for one maybe in the spring.
 - i. Have lunch, goal setting about 4hrs long
 - ii. Plan for March, Uma will take charge. Will send out doodle and look for room.
- IV. **Old Business**
 - a. BCES Committee: Job Analysis; SUAA / President Easter
 - i. Agnes needs more questions for the event from APAC.
 - ii. Goal: general status update of the progress of the conversion and statistics
 - iii. Ahlam will work on wording for demonstration project question. Marelet will send her an update on its presentation at the Deans Counsel
 1. General update (20min)
 2. New process, introducing it to the counsel (30min)
 3. Prepared questions (30min)
 - iv. President Easter Event with SUAA (October 14th)
 1. Our role is just to do the online registration for the event.
 2. Agnes will create the registration and send it out to our listserv, PACADEMY and Faculty Voice. CS listserv is not ready yet.
 - b. PD Committee: Speed Networking
 - i. Sept 5 at NBRB. Event was very successful. More than 20 participants. Brought bottled water and fruit. Didn't hand out umbrellas, and flash drives. Will start passing them out at events. Have 120 flash drives and 60 umbrellas available. Had a nice representation from departments. If we don't have enough events, we can do it again in May. Nester would like to see us do it again this year if time allows.

- ii. Thought 5min was not enough time - would like to have longer and not meet everyone.
- iii. Michael, please write up a summary for APAC news.
- c. Communications Committee: August Published, September May Not Happen
- d. Budget – “Food” and “Other”
 - i. Can we use our funding to pay for food? Half of our money may be able to be used for food. Uma has pulled the policy and it is being looked at closely. It looks as though we can use it for food. We will give Sarah lots of advanced noticed before events.
- e. PACADEMY – September Updates Pending from HR
- f. HR event in November

V. New Business

- a. Website: Check Name & Title (sent info around) complete
- b. Possible Event: What Does it Mean to Be an AP?
 - i. For Agnes. Who can we have to present? From HR- someone who has been around a while. This event would be a good spring event.

VI. Monthly Statistics



VII. Budget Update (needs update)insert spreadsheet in email from Agnes

- a. \$3100 allotted for FY2014 (7/1/13-6/30/14)
- b. Available Balance: \$2703.79

VIII. Next Meeting October9th, 12:30 – 2:00, 2750 UH; 601 South Morgan

IX. Adjourn (1:38)



The Academic Professional Advisory Committee

Interests & Concerns

Updated for September 11th, 2013 Meeting

Background:

Many positions that have in the past been traditionally academic professionals on the UIC campus (i.e., Assistant to) are being converted to civil service in keeping with the SUCSS audits. The job analysis process for current academic professionals is still ongoing and not in-line with the originally communicated timelines. New positions opening on campus are undergoing the job analysis process as part of the posting and are classified as civil service (i.e., business administrative associate).

Concern:

As a result of the delayed timeline on the job analysis process, Academic Professionals who have not yet undergone the job analysis process in their department or those who have undergone the process but have not yet been notified of the outcome are at a promotional, career-hampering disadvantage as it relates to newly opened positions on campus.

Currently, Academic Professionals that apply for civil service positions:

- come in as “new” civil service employees without seniority;
- are subject to a probationary period. This means that if it doesn’t work out in the new department, this employee will not have any “seniority” to fall back on.

Proposal:

If an Academic Professional who has not yet undergone the job analysis process applies for and is selected for a civil service position, the Academic Professional will undergo the job analysis process. If their position is determined to be civil service, the seniority for those positions will be documented for the employee.

Pros:

I believe that this proposal recognizes:

- The overwhelming amount of work that is for the HR system to complete the campus job analysis. We are only asking for analysis of the small subset of “non-analyzed” APs who have been selected for employment in civil service position.
- The need for hiring managers and departments to have a more robust application pool from which to hire.
- The fear that many APs have when contemplating the move to a new position that is civil service despite having the same job duties as the positions that they currently hold.
- Fairness to both the Academic Professional staff person and those civil service employees already in their positions.

Cons:

- There is not a process for this currently. I do not know whether this could be a simple HR process change/step or if we would have to push hard to have it recognized by SUCSS (another demonstration process? rule change?)
- Will add a bit of time to the already lengthy hiring process.

- There may be reluctance on the part of the supervisor of the exiting employee to complete the analysis (although the job analysis will be a necessary part of their hiring the replacement person).

COLLABORATE Mission

To serve the diverse needs of UIC's faculty, staff and students through collaborative efforts to ensure shared issues and concerns are communicated to campus and University administration and addressed, and to commit pooled resources for the advancement of common goals.

Reviewed by group. Michael to have group to think of this before taking it to the Collaborate group. Will ask the Provost at the meeting how they see us working together. Ahlam reached out to the other departments in the benefits. Many responded. Also need to ask for feedback on the long hiring times. Now that we have COLLABORATE, we can delve into this items more thoroughly.

- Facilitating Communications
 - Assisting with the promotion of an event
 - Collaborating to communicate a shared concern to administration
- Sharing Resources
 - CCSW Request – Financial Support
 - Event Co-Sponsorship (Provost Lunch)
 - CCSB – Job Analysis Update
 - CCSW – APMP, Speed Networking
- Sharing expertise
 - Listserv establishment & management
 - Website development & maintenance
 - Event planning & logistics

APAC CALENDAR

AUGUST		APAC MEETING SUMMER 2 ENDS			FALL BEGINS
SEPTEMBER	LABOR DAY PD NETWORKING	APAC MEETING		JOB ANALYSIS	
OCTOBER		APAC MEETING PROVOST LUNCH	SUAA/PRES EASTER		
NOVEMBER		APAC MEETING		THANKSGIVING	
DECEMBER		APAC MEETING FALL FINALS FALL ENDS		HOLIDAY BREAK	HOLIDAY BREAK