



**Academic Professional  
Advisory Committee**

November 13, 2019 from 12:30PM to 2:00PM  
104 COD, Office of Student Affairs  
Agenda, Monthly Business Meeting

| Agenda Item & Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Items                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <p><b>I. Attending:</b></p> <p><b>A. <u>Representatives:</u></b> <i>Tracy Sikorski, Mary Berta, Colleen Piersen, Michael Wesbecher, Nester Komolafe, Joy Valentine, Stacey Valuch, Ben Ramirez, Anne Burkhart, Jacqueline Berger</i></p> <p><b>B. <u>On the Phone:</u></b> <i>Agnes Herget, Aginah Muhammad, Michael Ginsburg</i></p> <p><b>C. <u>Other Staff:</u></b> <i>Amber Ghosh</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                               |
| <p><b>II. Approval of September and October Minutes:</b></p> <p><b>A.</b> September minutes approved</p> <p><b>B.</b> October minutes approved</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>September approved by: <i>Mary 2nd by: Michael</i></p> <p>October Approved by: <i>Jacquie 2<sup>nd</sup> by Stacey</i></p> |
| <p><b>III. Campus Liaison Updates:</b></p> <p><b>A. HR Representative Update (Michael)</b></p> <ol style="list-style-type: none"> <li><b>1. Staffing</b> <ol style="list-style-type: none"> <li><b>a.</b> Search committee: Associate Vice Chancellor, HR<br/>-Quick decision to be made</li> <li><b>b.</b> All Civil Service vacancies filled this fall (5 positions)<br/>-Position filled in service center to work on “E-verify”<br/>-New employee in compensation transactions<br/>-New special programs position</li> </ol> </li> <li><b>2. Annual Employee Recognition Award</b> <ol style="list-style-type: none"> <li><b>a.</b> Three awards               <ol style="list-style-type: none"> <li><b>i.</b> CAPE</li> <li><b>ii.</b> 23, 30, 35, 40, 45 years at UIC milestones</li> <li><b>iii.</b> Janice Walker</li> </ol> </li> </ol> </li> <li><b>3. Overtime Salary Threshold</b> <ol style="list-style-type: none"> <li><b>a.</b> \$35,605 -&gt; revised, minimum: \$35,400 for APs</li> <li><b>b.</b> Most issues were in the College of Medicine (increase is approved, just not eligible for overtime)</li> </ol> </li> <li><b>4. Questions</b> <ol style="list-style-type: none"> <li><b>1. Tracy:</b> Any news on BAA/job families inquiry discussed from a few meetings ago?<br/><b>Michael:</b> No news yet, but will mention it to SUCCS</li> <li><b>2. Tracy:</b> Can there be a more negotiable structure for residual PD funds for our PD program?<br/><b>Michael:</b> I will ask Janet, but I would just ensure quality applications are awarded and meet your criteria. I will mention that late notification of funds has caused the addition of accepting retroactive PD activities in apps.</li> </ol> </li> </ol> |                                                                                                                               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>B. No Chancellor’s Representative Update</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                            |
| <p><b>IV. Subcommittee Updates:</b></p> <p><b>A. Executive Committee</b></p> <p><b>1. Past and Upcoming November Meetings:</b></p> <p><b>a. APAC Executive Committee</b></p> <ul style="list-style-type: none"> <li>i. Discussed having responsibilities of members explicitly defined in the bylaws</li> <li>ii. Determined budgets for Building Community/Education, PD, and Recruitment subcommittees (out of the total budget of \$3,100). Will pass this along to Mary. <ul style="list-style-type: none"> <li>- \$1,000 to undergraduate assistant</li> <li>- \$500 to Kate / PD events</li> <li>- Hull House rental for Know Your U (?)</li> <li>- Guest speakers</li> <li>- Refreshments</li> <li>- \$ to t-shirts</li> <li>- \$ to End of the Year picnic</li> <li>- \$ to travel + parking reimbursement</li> </ul> </li> <li>iii. Have Executive committee vote on budgets</li> </ul> <p>Mary: Having recruitment in charge of merch / giveaways could be possible in the future.</p> <ul style="list-style-type: none"> <li>b. BOT Meeting: Thursday November 14</li> <li>c. UPPAC Meeting: Monday November 18</li> <li>d. PD Meeting: Wednesday November 20</li> </ul> <p><b>B. Representation</b></p> <p><b>1. Recap on Senate Meeting</b></p> <ul style="list-style-type: none"> <li>a. Senate notes to be sent from Jacquie, Agnes, or Aginah</li> </ul> <p><b>2. Ideas for HR Policy Improvement (APs)</b></p> <ul style="list-style-type: none"> <li>a. Sit on more search committees</li> <li>b. Keep the criteria for membership on these committees to be diverse and reliant on subject expertise</li> <li>c. Have Chair of APAC to be Chair of Representation committee<br/> <b>Michael:</b> Yes, most requests for search committees go to the Chair anyway.</li> </ul> <p><b>C. Communications – APAC News</b></p> <p><b>1. Nester:</b> 95% complete draft of stories</p> <ul style="list-style-type: none"> <li>a. Bill has made some edits</li> <li>b. Kate provided photos from Treewalk</li> <li>c. Nester will send the newsletter to Jeff to publish in 1 week</li> <li>d. Michael will develop a more robust communications strategy after this issue is published</li> </ul> | <p><b>IV. B. 2. c. Motion to approve Chair suggestion in Bylaws by: Tracy<br/>2nd by: Michael</b></p> <p><b>IV. C. Members take a look at the website and confirm their contact information and positions.<br/>IV. C. 1. c. Nester to send draft newsletter to APAC to review + provide any ideas.</b></p> |

**Tracy:** We should publish the recent PD winners in the next issue. We can also hyperlink the newsletter to the website.

**D. Building Community/Education**

1. Will have a subcommittee meeting soon.
2. End of the Year Picnic plans will be finalized before January

**E. Professional Development**

1. **Stacey:** PD Subcommittee Meeting (October)
    - a. Discussed bringing in experts for topic-based events
    - b. Begin holding events in February / March
    - c. Ideas:
      - i. Fair Trade Compliance
      - ii. Virtual Tour
      - iii. **Mary:** AP Orientation
- Tracy:** Yes, and begin to tailor events to APs.

2. **Tracy:** PD Funding Program

- a. Applications for fall cycle closed October 31
- b. 50 applications (including 2 which were late x)
- c. Michael has advised we may not be able to front load funds for this cycle of the program (ie. two \$10,000 cycles)
- d. Retroactive activities are possible (ie. can take place during another cycle)
- e. Leftover funding to have a summer cycle is TBD
- f. We will encourage unsuccessful applicants to reapply

**H. Bylaws**

1. Process / Suggestions

- a. Members will come to a consensus on bylaws, then Nester & Michael will ensure standing rules match.  
**Anne:** Any inconsistencies can be trumped by Bylaws  
**Colleen:** CAP roles both aspects into one (preferred).  
**Tracy:** Position descriptions should not be fluid, but need to be well defined. Generic / broad scopes can bring flexibility to other aspects of the Bylaws.  
**Mary:** CAPE committee description needs to be updated: not just discuss award.

b. Quorum

- i. **Nester:** Rather than having an ambiguous definition of quorum (who is present at the time, etc) - I am proposing six as quorum.
- ii. Must also define permanent vs. visiting position voters and entire electorate vs. only APAC

c. Filling Senate Position (if needed)

- i. Executive committee nominates for an appointed member to fill out the remaining term of a member who may resign early from

**I. H. 1. a. Motion to discuss consolidating standing rules and bylaws:**  
**Tracy**  
**2nd by: Jacquie**

**IV. H. 1. c. i. Tracy will email Elizabeth to confirm what is acceptable for the process of filling a Senate seat.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <p>Senate seat OR runner-up who had the second most votes from senate election process</p> <ul style="list-style-type: none"> <li>d. Attendance <ul style="list-style-type: none"> <li>i. Ensure a spreadsheet of some kind (likely to be kept track of by the GA) to make sure members are attending at least (4?) meetings a year.</li> </ul> </li> <li>e. Other Comments <p><b>Nester:</b> Online voting to approve Bylaws if it is not done at the December meeting.</p> </li> </ul> |                                                                                                                         |
| <p><b>II. Liaison &amp; Partnership Updates:</b></p> <ul style="list-style-type: none"> <li>A. No SUAA Liaison update</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                         |
| <p><b>III. Special Topics:</b></p> <ul style="list-style-type: none"> <li>A. New SURSMAC Representative <ul style="list-style-type: none"> <li>1. Kathy has converted to a CS position, therefore is no longer an AP and cannot serve on APAC</li> </ul> </li> <li>B. T-shirts <ul style="list-style-type: none"> <li>1. Will put Recruitment committee in charge of this after Bylaws are implemented</li> </ul> </li> </ul>                                                            | <p><b>III. A. 1.</b> Tracy or Amber will send out information on the SURSMAC position for those who are interested.</p> |
| <p><b>IV. No Budget Update</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                         |
| <p><b>V. Next Meeting WEDNESDAY December 11<sup>th</sup>, 12:30-2:00, UH 2750</b></p>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                         |
| <p><b>VI. Adjourn</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                         |