

Academic Professional Advisory Committee
September 11, 2008 Agenda
Brookens 204 D

1. Call to order – meeting began at 9:04 AM
 - a. Members present – Jerry Burkhart, Barbara Cass, Dick Schuldt, Natalie Taylor, Shawn Shures, Tammy Craig, and Tyler Tanaka. Absent were Clay Bellot, Bryan Leonard and Lori Giordano.
 - b. Visitors – Ed Wojcicki, Mary Ellen McElligott, Carmalita Kemayo, Teresa Szabo, Aaron Shures, and Wes Weisenburn
2. Approval of agenda
 - a. Motion to approve by Barbara and 2nd by Tammy
 - b. Motion passed
3. Approval of minutes
 - a. Motion to approve by Barbara and 2nd by Shawn
 - b. Motion passed
4. Old business
 - a. Committee Appointments – postponed – see #8 below
 - b. October 16 Meeting Date – Chancellor/Provost is one week later than our normally scheduled meeting. If anyone wants to discuss something specific please let Jerry know.
 - c. Evaluation
 - i. Item 3 – add a statement to a sentence.
 - ii. Will get on chancellor's schedule to discuss.
 - d. Welcome Shawn Shures
5. New business
 - a. Non-monetary compensation
 - i. Flex time program is an example.
 - ii. Wes passed out some ideas that HR has created on “Alternative Non-Compensation Ideas.”
 - iii. Jerry would like to see a campus wide formal committee including HR and staff including AP's and Civil Service to discuss. Ideas could be submitted to this committee by various people or groups like APAC or CSAC. This committee should meet occasionally may be 2 times a year?
 - iv. Ed said that it is a great idea to have a formal campus wide committee.
 - v. Wes said that he invites everyone to submit ideas and also supports a campus wide committee and discussed how information would be dispersed to staff.
 1. Wes clarified that there are two separate flex programs.
 - a. One which flexes the day – start early or end late or no lunch.

- b. Second one flexes time during the work week – Examples include working 4 days or 4.5 days a week – which is popular over the summer.
- 2. Wes discussed cautions of flex programs.
 - a. Fairness as some departments don't or can't utilize them.
 - b. There maybe disputes or complaints to the fairness.
 - c. More issues in the future due to complaints.
 - d. U of I doesn't subscribe to the 4-day work week according to Wes.
- 3. Ed commented that the administration is taking a new look at 4-day work week. It is not correct to say that the administration does not support these efforts.
- 4. Some clarification of a work week ensued.
 - a. Wes commented that the campus is not officially closed on any one specific day.
 - b. Wes and Ed confirmed that it is unlikely that we would ever officially close on a day because of the larger on campus population and other implications.
- vi. Dick motioned to make a recommendation to the Chancellor that a committee be formed to investigate and create ideas to explore non-monetary compensation and other ideas that can be implemented with input from APAC, CSAC and HR representatives. Barbara Cass 2nd the motion.
- vii. Motion passed – Tyler to create resolution with Barbara. Jerry will then circulate and also get input from CSAC and HR
- viii. Any other comments about flex time?
 - 1. Recognition for time served on committees including search committees, CSAC/APAC etc.
 - 2. This can be as simple as a piece of paper in your file or on your record.
 - 3. CSAC had many ideas on other forms of non-monetary compensation.
- b. Hearing panel
 - i. Jerry has an email from Harry Berman and discussed.
 - ii. No new mediators trained recently.
 - iii. Currently policy that there by 18 APs on a list like jury duty in case there is cause for a hearing.
 - iv. The Provost and APAC Chair to create a list of 18 AP's serve on staggered 3 year terms.
 - v. Jerry would like to suggest the current APAC names plus looking for 8 additional names before noon on 9/12/08 – then Harry and Jerry will select the 18.
 - vi. Clarification needed if training is necessary on the 18 AP's on this list.
 - vii. October 10 Conflict resolution training.

- 91 c. Welcome Committee AP Handout
92 i. CSAC has a handout to give to new employees.
93 ii. Barbara has some ideas on what should be given to APs.
94 iii. Shawn to create the handout with Barbara – the handout includes
95 information from the website and who their district rep would be.
96 Shawn then to distribute to APAC to review prior to
97 implementation.
98 d. Deanie Brown Meeting
99 i. Deanie contacted Jerry to meet.
100 ii. This meeting is set for September 24, 2008 at 11:00 AM in TV
101 Studio to meet with Jerry and executive committee of APAC.
102 Jerry opened this meeting to all APAC members.
- 103 6. Committee Updates
104 a. CRC
105 i. Did not meet last month but will meet next month & will identify
106 topics to put on informational sheet which is a bit different from
107 the Welcome Committee handout.
108 ii. Health Services – (additional topic)
109 1. HS is going to start charging employee trying who want to
110 see HS personnel.
111 a. Example – Employee wanted blood pressure check
112 by professional
113 b. Example – Employee had something in eye and
114 wanted it checked real quick
115 2. Dick would like to further discuss this issue.
116 3. Ed wanted to know who told Dick (or Dick's constituent)
117 about the potential fee to be charged to the employee. Ed is
118 concerned.
119 4. Aaron stated that Health Service is funded by student fees
120 but also by state funds.
- 121 b. Grievance Committee
122 i. Dick will send information from CRC to Barbara.
123 ii. Barbara will schedule a meeting with the campus in late Oct or
124 early Nov.
125 iii. Get input from AP's about grievances.
- 126 c. APPAC Website
127 i. No one present
- 128 d. CSAC
129 i. Non-compensation ideas discussed during last meeting.
130 ii.
- 131 e. Professional Development
132 i. You have until September 15, 2008 at 5:00 PM to submit requests.
133 ii. Committee to make decision announced October 1, 2008.
134 iii. May be another Covey training in the future.
135 iv. Two new members on the committee.
- 136 7. Salary Equity

- 137 a. Dick has had people thank him for the APAC email reminders.
138 b. Tammy wanted people to know that the Equity Pool money is not
139 available to those staff paid by fees.
- 140 8. Revisit Committee Appointments
- 141 a. ATC
- 142 i. Candidates include Clay Bellot, Jeri Frederick, Rae Lynne Kynion,
143 and Shari McCurdy Smith
- 144 ii. 7 members voting, 4 Clay, 2 Shari, 1 Rae Lynne
- 145 b. Diversity, Equal Rights, Opportunity and Access
- 146 i. Candidate include Teresa Szabo
- 147 ii. Teresa will be the AP representative.
- 148 c. Committee on the Library
- 149 i. Candidates include Emily Welch Boles and Lisa Whelpley
- 150 ii. 7 members voting, 6 for Lisa and 1 for Emily
- 151 d. Committee on Admissions, Recruitment and Retention
- 152 i. Candidates include Kim Hayden, Andy Egizi, Jan Kirkham, Kelly
153 Thompson, Pete Kowall
- 154 ii. 8 members voting (Jerry voting for Lori by proxy), 5 Andy, 2 Kim,
155 1 Kelly
- 156 e. Committee on Sustainability
- 157 i. Candidates include Rose Schweikhart, Donna Haynes
- 158 ii. 8 members voting (Jerry voting for Lori by proxy), 7 Rose and 1
159 Donna Hays
- 160 f. Committee on Student Discipline
- 161 i. Aleta Carlsburg has agreed to continue on the committee
- 162 ii. Tyler's term has expired – and was reappointed by APAC
- 163 g. Academic Integrity Council
- 164 i. No interests in this committee
- 165 ii. Since no one applied, Mary Ellen will ask Kim, Jan, Kelly, Rae
166 Lynne, Shari, and Emily if any of them are interested and then
167 APAC to vote by email
- 168 h. Mary Ellen McElligott to notify everyone on the outcome of the votes
- 169 i. Kathy Rutherford – campus senate makes their appointments in April
170 effective August. The committee on admissions, recruitment and retention
171 has already met once and discussed schedules. Mary Ellen suggested we
172 make these appointments earlier. The suggestion was discussed.
- 173 9. Public Comments
- 174 a. Wes stated that the supervisory development tool is in survey research.
- 175 b. Dick said the survey will go out next week.
- 176 c. Lori's campus senate report will be attached to this meeting's minutes
- 177 d. Shawn – Thursday, August 21 – people were up in arms about the District
178 186 meeting. Maybe an email should be sent out? Table this discussion
179 until Bryan is present.
- 180 e. More discussion on the 4-day work week/flex time.
- 181 10. Adjournment
- 182 a. Barbara motioned to adjourn and Natalie 2nd

- b. Motion approved and meeting adjourned at 10:50 AM.
c. Next meeting October 16 at 9:00 AM in Brookens 204D.

Campus Senate Meeting Report by Lori

Campus Senate Meeting Notes
August 29, 2008

The Chancellor spoke and expressed concern about the budget, but stated that those concerns are becoming the norm now. The campus Priority for this year will be retention, which is a problem at all levels. Sustainability will be another priority for this year. 98% of the lights have been changed to florescent, the green roof, etc. They have raised the thermostats by 2 degrees this summer and will lower them by 2 degrees this winter. Also, security will be a concern – they will be installing a PA system this year and will work on personal awareness. Private Fund raising is another goal, and he has been meeting with developers about the possibility of a campus town.

Reports – Pat Langley reported that there are 4 new committees that will need to get up and running. She will be meeting with them to give them their charge. She also wants to review all the old committees to make sure that they are really necessary and that people aren't just wasting their time with them.

The Provost reported about the US News and World Reports ranking of UIS and stated that there will be a campus-wide meeting to provide more information about how those rankings are actually arrived at, and Laura Dorman from Institutional Research will be there to discuss that. The provost also talked about the importance of retaining our students and wanted to settle the rumor that faculty will be asked to compromise their academic integrity to keep students. He assured them that they would not. He also announced that we would be applying to be a member of COPLAC this year.

Report from SGA – Marcellus Leonard came to SGA to talk about the Center for 1st year Programs. Also they are going into elections and there is a lot of interest from the freshmen. The SGA will also be doing a voter registration drive.

Report about the ESL curriculum. It was a report only – not coming for a vote because it is not major, minor, certificate, etc. Dana Atwell was complimented on the thoroughness of the curriculum review.

Visual Arts Program Review – the safety concerns expressed in the review are being addressed this year. 1st reading.

The Community Arts Management Concentration was eliminated from the MPA program. 1st and 2nd readings, and voted unanimously to eliminate.

1st reading for reducing the minimum number of hours in the MBA program from 39 to 36 because so many courses are now 3 hours instead of 4. The College of Business is

229 also recommending the creation of a minor in Management. Current existing courses will
230 be used and no new resources will be necessary.
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