Academic Professional Advisory Committee
December 11, 2008
Minutes

1. Call to order
    a. Jerry began the meeting at 9:06 AM Brookens 204 D
    b. Members present include Jerry, Natalie until 9:56 AM, Shawn, Lori, Barbara, Dick, Tyler, Tammy. Clay arrived at 9:14 AM. Bryan arrived at 9:18 AM.
    c. Guests present include Kathy, Sherry Hutson, Patti, Wes until 10:21 AM,
2. Approval of Agenda
    a. Lori motioned and Natalie 2nd
3. Approval of Minutes (October 16 & November 13)
    a. Barbara moved and Lori 2nd to approve October 16 minutes
    b. Motion passed
    c. Discussion on November 13 minutes
        i. 3c change notion to motion
    d. Motion to approve November 13 minutes by Natalie and Barbara Cass 2nd
    e. Motion passed
4. Guest – Sherry Hutson
    a. Discussion of concerns. Sherry talked to Jerry about an issue – the budget crisis and how a GA graduated early, and she is unable to replace the GA. Jerry encouraged Sherry to bring issue to APAC.
    b. Sherry would like to see help for supervisors to deal with the issues of not being able to replace positions. How you determine priorities and issues when employees have to keep doing more and more? How do you deal with the additional stress? UIS is hiring 18 new faculty but unsure of the good reasons why these positions are approved when other campus positions cannot be filled. How can we solve problems of retention of good employees? UIS needs leadership from the campus to explain which positions are being filled and why. This is an excellent opportunity for leadership and or explanation. Maybe a request for more guidance on how to manage these difficult times.
    c. Lori stated that during a Campus Senate meeting Harry Berman said that the hiring freeze did not cancel on-going searches (assuming searches that have already begun) but no new searches will be opened.
    d. Jerry continued that we are not under a hiring freeze but a cautious hiring time, and UIS will fill positions that are necessary. Maybe more communication and explanation of which positions can and cannot be filled and why is needed. What will be done with the work of the unfilled position? Look at requesting more information from administration.
    e. Sherry stated that the burden may be AP and Staff positions (that are not replaced). How can we continually be asked to go without? But what about retention efforts?
    f. Patti mentioned that information is being gathered on retention of faculty. Administration collects information from faculty when they leave if they

are not retiring. Personal, money reasons, and career changes etc. are examples of why faculty leave. The University does track when people leave and for what reasons. Retention is being looked at by administration.

g. Jerry stated that the Compensation Review Committee is un-tasked at the moment except for the informational sheet. Jerry wants to ask AP's to find out if there are issues with positions being unfilled. Looking for a plan or bigger picture of how the university will deal with this situation especially knowing this may happen again and again.

h. Barbara suggested this should be a topic for the general meeting in the Spring

i. Tammy suggested it might be dealt with the Non-monetary Compensation Committee? Retention perspective?

j. Wes stated that HR can assist in reorganization plans for departments to help redistribute work. There are departments that have asked for this advice from HR, and it is appropriate to ask. We should be prepared to deal with the additional stress of the additional work being assigned to employees.

k. Natalie stated that if there were some non-monetary compensation it might help ease the stress for the additional work.

l. Lori commented that other things that people don't think about is how to use technology better

m. Shawn stated that communication is lacking and maybe we can survey AP's of how they are coping with the loss of employees.

n. Dick stated that responsibilities have trickled down to the department level even though that department may be short staffed. There are campus specific issues that could be handled by offices for the entire campus versus department specific issues that should be handled by the departments. Review across the organization on how we adopt policies to allow departments to do functions which may be better handled by another office for the whole campus.

o. Jerry asked that the CRC develop a document to do two things. One is to review how local level units deal with the loss of staff and other issues of money and budget and resources. The second is explanation and communication from administration of the rationale of cuts by the end of Spring semester.

p. Statements were made 'Why can't we have a plan to deal with budget crisis similar to other plans we have for disasters etc.?' And 'Why are decisions made on this campus without consideration of the impact on the campus?' Senate is also requesting information and communication from administration.

q. A suggestion of 4-5 question survey to send out in January 2009 by CRC. APAC should email suggested questions to Dick. Paper survey is more expensive because of the data input and supplies. Let's start with an email survey and see where we get.

5. Old Business

a. Holiday Party
   i. Great success to all those that were involved
   ii. Very good job!!
   iii. $108.06 was our balance prior and we raised $410. We spent a total of $345.29 on the party with a new ending balance of $172.77 in our account.
b. Non-Monetary Compensation Committee
   i. Determined terms of service – 2 year terms with half of the committee only serving 1 year to stagger the terms.
   ii. We are in the process of developing a mailbox and website.
   iii. Melanie Smith discussed flex time and the various options to flex time within days or weeks etc.
   iv. Meeting again in January and will solicit ideas from the campus.
   v. Hopefully within 60 days will make suggestions of things to implement.
   vi. Wes stated that the email address is available (for this committee), and right now we are drafting a survey and drafting language to send out to the campus about the committee. All items will be submitted to the Chancellor and for approval. Then the chancellor will announce to the campus about the committee.
c. Evaluation Document
   i. A copy sent out to APAC.
d. APAC Brochure
   i. Hand out to give to Welcome Committee.
   ii. Discussion on document.

6. New Business
   a. Budget Issues
      i. No one is quoting reasons but there is general optimism that the rescission will be smaller than initially thought – maybe 2.5% or less than 5%. It will be hurtful but we can handle it
   b. Board of Trustees meeting attended by Barbara
      i. Jerry did not attend due to commitment with the Illinois Deaf and Hard of Hearing Commission meeting
      ii. Barbara reported:
         1. President White reported on goals of U of I
            a. Academic Quality
            b. Students must get courses needed
            c. Sharing fairly of resources during hard times
         2. Ringeisen reported on:
            a. Welcome of attendees
            b. State government internship program
            c. Civic engagement provided to students
            d. Relationship of Springfield to UIS
         3. President White additionally reported on:
            a. Global Campus

            i. Not friendly with UIS about our lack of receptivity of UIS and the Global Campus
            ii. Provides quality education especially to students at risk
            iii. Seeking permission to get accreditation of Global Campus and authorized with partnership by UIC by Board of Trustees
    4. Contract of President White
        a. Extension approved
    5. Master Plan Update of UIS - approved

7. Committee Updates
    a. CRC – Dick reporting
        i. Some APs have asked Dick what recourse they have when the supervisor does not forward equity on to the higher-ups.
        ii. Supervisor survey compiled data and main results and performance review committee will be meeting tomorrow morning
        iii. About 50% response rate from AP and Civil Service employees
    b. Campus Senate – Lori reporting from 11/21/08
        i. Discussion on planning and budget
            1. Concerns about cuts and decisions being made
            2. Administration should take faculty input about budget decisions
            3. The President is in support of this.
            4. Discussions of creating a new committee on budget and planning
        ii. Concerns about untenured faculty teaching general education courses. Untenured faculty get the 'crappy' courses.
            1. Pat believes that all courses should be taught equally and Pinky agreed.
            2. Faculty make up policy about summer courses.
            3. Open forum for tenured faculty to talk to other tenured faculty.
        iii. Harry Berman reported on budget: 50% from state and 50% from tuition
            1. Planning on a 5-10% rescission
            2. Talked about hiring freeze except for those that are already in place
            3. Library taking a large part of the budget cuts
            4. Still discussion on furlough days – not likely mandatory for AP and Faculty because of the contracts in place
            5. Layoffs may be more civil service employees
            6. Enrollment is moderately up for Spring
            7. Asked programs to raise caps for enrollment
        iv. SGA reported elections and did a safety walk and pointed out lights and sidewalks for students
        v. Academic Integrity

        1. Website is not up yet
    vi. Student Grievance Policy
        1. Classroom related issues should be under academic affairs instead of student affairs?
    vii. Global Campus
        1. Online survey
        2. UIS should be used as a resource since we have award winning programs
        3. President thought we wanted to take over the global campus
        4. MIS is going to have two certificates offered by Global Campus
    viii. Numbers
        1. Up with total amount of students
        2. Down for transfer students on campus
        3. Up online
        4. We lost money on summer school Summer 2008
        5. Gen-ed courses online during the summer
    ix. Athletics
        1. Concerns with budget spent on athletics
    x. Chancellor discussed the UIS Updated Master Plan for development outside of ring road
    xi. Reduction of hours for accounting for graduate degree program from 32 hours to 30 hours
    xii. Campus Senate Representation
        1. Faculty senators discussed representation on campus
        2. Discussion on adding more faculty representation to campus senate
        3. Lori inquired about AP
        4. There would need to be a rewrite of the constitution
        5. Representation of AP will be reviewed – there may not be an increase in seats or even a seat for AP
    xiii. Lori suggested maybe someone discussing with someone from Campus Senate the AP seats on Campus Senate and even an representative to the Campus Senate Steering Committee
    xiv. Jerry suggested setting up a meeting with the sub-committee looking at the constitution
c. Grievance Committee
    i. Will meet in January
    ii. Will have discussion in Spring Meeting
    iii. May want to give out the ombudsman handout to all APs on grievances
d. APPAC Website - Clay
    i. Will be in Contribute soon
    ii. Need additional information on committees
    iii. Mary Ellen sent information

        iv. Clay needs update from CRC etc. on membership list
        v. Committees should be responsible for updating
    e. CSAC reported by Kathy
        i. March 26 is the date of the scholarship auction – funded three scholarships
        ii. Bryan said that Dave asked if APAC had received the $250 from Harry
    f. Professional Development
        i. Used $21,000 of $30,000.  Concerned about not having the remaining $9,000 for next semester
        ii. Barbara will have to check in January to see if the $9,000 remains for Spring 2009.
        iii. Someone stated that there might be a hold on all travel
8. Public Comments
    a. None
9. Adjournment
    a. Tyler moved and $2^{nd}$ by Bryan
    b. Motion passed and meeting adjourned

Next meeting – January 8, 2009, 9:00 AM Brookens 204 D