

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 March 12, 2009

4 9:00 a.m. Brookens 204D

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6 1) Call to Order

- 7 a. Jerry Burkhart began the meeting at 9:02 a.m. in BRK 232
- 8 b. Members present include Jerry Burkhart, Dick Schuldt, Barbara Cass,  
9 Clay Bellot, Shawn Shures, Lori Giordano, Bryan Leonard, Natalie  
10 Taylor until 9:55 a.m., and Tyler Tanaka. Absent was Tammy Craig.
- 11 c. Guests present include Patti Simms, Aaron Shures, Rose Schweikhart  
12 Cranson, Amanda Jillson & Deanna Boyer until 9:27 a.m., Wes  
13 Weisenburn until 10:25 a.m., and Jeannie Mingeaud Capranica.

14  
15 2) Approval of Agenda

- 16 a. Barbara motioned and Clay 2<sup>nd</sup>
- 17 b. Motion approved.

18  
19 3) Approval of Minutes

- 20 a. Clarify Deanie Brown's statement. Tyler to obtain clarification if she  
21 meant to distinguish the difference between AP and Civil Service  
22 layoff or if she meant something otherwise.
- 23 b. Clarification provided – change Deanie Brown's statements (item  
24 4.b.vii.) to "Deanie wanted to say that Layoffs suggest a return to the  
25 job when times get better. APs are also vulnerable, as if they are laid  
26 off, their contracts are not renewed and there is no guarantee of return  
27 to work."
- 28 c. Barbara motioned to approve minutes from 2/12/2009 with changes.
- 29 d. Natalie 2<sup>nd</sup>
- 30 e. Motion approved.

31  
32 4) Guests: Amanda Jillson (TRAC), Deanna Boyer (HR) – Wellness Program

- 33 a. Wes introduced the co-coordinators of the newly created Wellness  
34 Collaborative
- 35 b. Deanna and Amanda discussed that the mission of the new  
36 collaborative was to foster culture of wellness by educating and  
37 seeking partnerships with other departments on campus since everyone  
38 owns their own wellness. Amanda continued by stating that by having  
39 partnerships, it promotes different resources and uses other people's  
40 experiences to help cultivate a wellness program. Every department  
41 has a mission and it should coincide with the university's and so we  
42 want to help out the mission. Amanda stated that they will start a  
43 website. Emails will be sent out from a wellness collaborative and not  
44 specifically from one person.
- 45 c. Deanna continued that since almost everything on campus seems to be  
46 all inclusive, why not have a collaborative? The website will make

47 sure that everyone in the campus community knows about the various  
48 events that are available including fitness classes which are open to  
49 everyone whether you have a membership or not to the TRAC, Health  
50 Services, Smoking Cessation, and there will be a kickoff event this fall  
51 with information about dealing with weight loss, disease management,  
52 etc.

- 53 d. Amanda stated that they will send out a campus email about the  
54 collaborative, and that JT Timmons (TRAC Director) had started one  
55 before at his previous school. The collaborative will not send an email  
56 to the entire campus about activities but instead by having people buy  
57 in and ask to be included on the distribution list as opposed to sending  
58 email to the entire campus each time.
- 59 e. Lori commented on how the collaborative will know if there are any  
60 gaps in offerings.
- 61 f. Amanda and Deanna stated that collaborative will do it (assess if there  
62 are gaps) and reminded us that JT Timmons has done it previously.  
63 They also restated that there would be a kickoff event this fall possibly  
64 with a fun run/walk and a health fair. For right now they are trying to  
65 gather more support and make sure everyone can participate and not  
66 just staff.
- 67 g. Amanda distributed a sign-up sheet for people to list their email  
68 addresses if they wanted to join the email distribution list.
- 69 h. Barbara was concerned that a distribution list may limit participants  
70 since only those on the distribution list will receive information.
- 71 i. Aaron stated that other contributors to the collaborative do send out  
72 emails to the entire campus like the HR email/announcements, Health  
73 Services, and other groups.
- 74 j. Deanna commented that they are starting at the leaders of the campus  
75 like Senate, SGA, APAC, etc., and that they eventually would like to  
76 meet people at department meetings to discuss the wellness collaborate  
77 and have a personal relationship. Hopefully all of these initiatives will  
78 get the word out to the entire campus.

## 79 80 5) Old Business

- 81 a. APAC Campus Wide Meeting
- 82 i. Jerry reviewed the last campus meeting and asked for  
83 feedback.
- 84 ii. Jerry thinks that the time of year was a good time to catch  
85 people at a less busy time.
- 86 iii. Jerry thanked people for participating.
- 87 iv. Barbara thanked Natalie for taking notes.

## 88 89 6) New Business

- 90 a. Research Board
- 91 i. Jerry handed out a report from Lenore Killam who is the AP on  
92 the Research Board Committee.

- 93 ii. Jerry stated that he will reach out to other committee members  
94 to give a report once a year.  
95 iii. Jerry presented information from Teresa Szabo on the ROAD  
96 Committee, and they will be making some changes to their  
97 bylaws and wanted to let us know and will give us an update  
98 later.  
99

100 b. APAC Districts

- 101 i. Jerry commented that some of the designations are out of date.  
102 For example, the building formerly known as CBM has been  
103 changed to WUIS. Additionally there are no more offices in  
104 Blue Bell anymore. Furthermore, Founders Hall will have a  
105 new Resident Director.  
106 ii. Barbara stated that she emailed Kim Hayden for a new list of  
107 APs on campus. Barbara continued that maybe we should  
108 review the list to see if the distributions have changed?  
109 Barbara also noted that she will provide this AP list to Clay.  
110 iii. Jerry will send out the distribution list and have APAC  
111 members review and discuss at the next meeting.  
112 iv. Jerry stressed the importance of holding district meetings. He  
113 also stated that with this new list, district reps should be able to  
114 hold a district wide meeting. He asked for district reps to send  
115 out a report from the APAC meetings from each of their own  
116 points of view to APs in your district.  
117 v. Barbara stated that if anyone needs help with their district  
118 meeting and since she is a member-at-large, she can help hold  
119 meetings with any district reps.  
120

121 c. Accumulated vacation/sick time

- 122 i. Lori stated that an AP contacted her, and she has talked to Wes  
123 about it. One issue was that an AP that had left had  
124 accumulated 50-54 vacation days. The AP thought he should  
125 have been paid out for all vacation days. However, APs can  
126 only be paid out a total of 48 vacation days. Additionally, he  
127 was a Civil Service (CS) employee prior to his position as an  
128 AP. Moreover, he had accumulated vacation days from AP  
129 employment and CS employment.  
130 ii. Lori continued that HR has previously paid out all days. But  
131 she has learned there is a discrepancy because CS can be paid  
132 out 56 days but the way APs are paid, they can only be paid for  
133 up to 48 vacation days.  
134 iii. Lori continued that in a separate circumstance an AP that is  
135 retiring mid-year was using the vacation paid out to elevate  
136 his/her salary to receive a larger pension check (but not under  
137 the money purchase formula). Thus, allowing 56 days would  
138 create a larger pension.

- iv. However, Lori continued that U of I only allows up to 48 days to accumulate or count for payout for APs while other SURS members may allow up to 56 (which is twice the amount of days earned per year as an employee since CS can earn up to 28 days each year).
- v. There is a new exception in NESSIE that if you accrue time as a CS employee prior to becoming an AP then you can use up to 56 total days for pension and payout purposes.
- vi. A statement was made that maybe we should push for a number of days we can accrue or use towards retirement?
- vii. Patti said maybe we could get more accrual but not more cash paid out. She stated that maybe there should be a push for more floating holidays?
- viii. Jerry stated the Non-compensation Committee has received suggestions and that most suggestions are for membership for TRAC and parking.

## 7) Committee Updates

### a. CRC – Dick Schuldt

- i. CRC didn't meet but will send membership list to Clay.
- ii. He continued that a survey should go out by the end of the month. This was the survey about the impact of staff cutbacks and ideas for cooperation / productivity.
- iii. Supervisor Development Survey
  - 1. Email went out about the results of the survey and there was a high return of survey. The data was reported in aggregate form. The report did note where there were significant differences between CS and AP results. He continued that overall results were positive but there are some places that training may be used to remedy. He stated that both CS and AP supervisor emphasizes quality of service.
  - 2. Wes stated that he could not have been more excited about results and has a meeting set up with a training consultant next week. He said he has support from the Chancellor's cabinet.
  - 3. Jerry asked if the committee is going to look at a more formal structure of supervisor evaluation.
  - 4. Wes stated there is a draft of 7-8 questions to look at a 360 model of that evaluation was given to the committee members, but they decided to wait and continue with what they did last fall for now. Additionally, the committee stated that the best thing was that it was anonymous.
  - 5. Jerry stated that anonymity has two sides. If it is that you can say anything then there's no accountability.

- 185 6. Dick stated that the next challenge is to get the  
186 supervisors to come to training;  
187 7. Wes rebutted that HR has not ruled out mandatory  
188 training.

189 b. Campus Senate – Lori Giordano

- 190 i. Lori stated that Campus Senate met once on 2/13. Lori stated  
191 that Pat Langley, Chair, said that the ad hoc committee will  
192 review the language to the constitution soon. Lori asked Jerry  
193 about sending out a formal request to Pat to have a meeting  
194 with her and John Martin.  
195 ii. Lori continued that Harry Berman gave an update on the  
196 budget situation but that UIS is still waiting on State of IL  
197 Budget.  
198 iii. Lori stated that Pat reported on Faculty in grad programs that  
199 need support in recruiting and centralized recruiting at the  
200 graduate level. Harry, though, felt that the current  
201 decentralized format of recruiting was adequate.  
202 iv. Lori noted that there was a small discussion on fees for  
203 graduate students taking just one class and international student  
204 tuition and fee structure.  
205 v. Lori stated that INO which is now LNT will have a graduate  
206 program online in the fall but it is still available on campus.  
207 Additionally, that the MIS undergraduate degree will start at  
208 2010 and was approved.  
209 vi. Lori stated that there were comments that collegiality be part of  
210 the tenure review.

211  
212 c. APAC Website

- 213 i. Clay requested updates on memberships of committees. He  
214 then distributed a handout and a discussion ensued.  
215 ii. There was a discussion on notification terms and rights. It  
216 should be noted that UIS *usually* does not shorten contracts but  
217 if an AP has a year notice rights, that AP will have at least one  
218 year left from the time of notification of non-renewal. If an AP  
219 only has 6 months' notice rights, then that AP will get until the  
220 end of your contract plus the balance of any of the notification  
221 rights remaining time.  
222

223 d. CSAC

- 224 i. Bryan stated that CSAC is gearing up for the staff auction and  
225 is still interested if anyone would like to help with setup. He  
226 reported that Andy Egizi is doing a good job as our AP Rep.  
227 ii. Bryan said that there were questions about our open meeting  
228 and that CSAC might consider to having a CSAC campus  
229 meeting. He also stated that they are working on their website.

230 e. Professional Development/CAPE – Barbara Cass

- 231 i. Barbara said that the Professional Development deadline was 5  
232 PM on 3/11 and that she received 26 requests for \$16,700 but  
233 they only have \$12,000 to award. She continued that 5 people  
234 had to return the award because they had inability to get  
235 matching funds from their department. She said the committee  
236 will meet on 3/23 and make announcements by 4/1 on awards.  
237 ii. Announcements on CAPE went out once already. Another  
238 CAPE notification will be sent out again this week with 9  
239 nominations already. The event is on 4/30. Please come out to  
240 support your fellow APs.

241  
242 8) Public Comments

- 243 a. None  
244

245 9) Adjournment

- 246 a. Barbara motioned to adjourn.  
247 b. Shawn 2<sup>nd</sup>  
248 c. Motion approved. Meeting adjourned at 10:46 a.m.  
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252 Next meeting –April 9, 2009, 9:00 a.m. Brookens 204D