

1 ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

2 Minutes

3 September 13, 2012

4 9:00 a.m. Brookens 204D

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6 1) Call to Order

- 7 a. Teresa Szabo called the meeting to order at 9:04 a.m.  
8 b. Members present include: Raymond Barnett, Jeannie Capranica, Jeri  
9 Frederick, Donna Haynes, Greg Mayes, John Snyder, Teresa Szabo,  
10 Maureen Hoover and Toni Langdon  
11 c. Guests include: Bob Lael, Wendy Johnson and Patti Sims

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13 2) Approval of Agenda

- 14 a. Motion to approve was made by Jeannie Capranica.  
15 b. The motion was seconded by Donna Haynes.  
16 c. Motion approved.

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18 3) Approval of Minutes

- 19 a. Minutes should be changed to remove Donna Haynes name from the  
20 list.  
21 b. Motion to approve was made by John Snyder.  
22 c. The motion was seconded by Jeannie Capranica.  
23 d. Motion approved.

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26 4) Announcements

- 27 a. Jeannie Capranica said that the Diversity Center is responsible for  
28 diversity awareness training. They have planned several events i.e.,  
29 The Cuban Guy which will also feature a free dinner in the PAC  
30 restaurant. Jimmy Cabrera wrote a book titled, "What's in your  
31 backpack" and will be appearing at UIS in addition to over 300  
32 Hispanic young people coming to campus. "Ouch" is a program  
33 featuring tools to communicate in a diverse world and will be a Brown  
34 Bag event and they also have a flutist appearing in the Food Emporium  
35 for a concert. They are also creating a website for students to go for  
36 more information using the SLU Connection website as a template.  
37 <http://www.sluconnection.com/>  
38  
39 b. Patti Sims announced that raises went into effect and will appear on  
40 the next paycheck. Notices will be released on Saturday for the new  
41 fiscal year.  
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43 c. Ray wanted to thank APs for taking time to assist in sharing  
44 information at the sessions for student ambassadors.  
45  
46

47 5) Old Business

- 48 a. Greg spoke with Aaron Shures about APAC's annual stipend. Aaron  
49 said that we are allowed \$250.00 annually to be distributed by Jackie  
50 Gillock as needed. That puts us in good shape for the year as we have  
51 had no expenses to date. Our current balance, including the \$250.00  
52 is, \$564.00
- 53 b. Holiday Party – Amanda and Jeri have not met yet and need to get a  
54 date set for the APAC holiday party. Jeri will contact Pat Sanchez to  
55 get a date on the Chancellor's schedule.
- 56 c. The APAC Executive Committee had a meeting with the Chancellor  
57 on August 30<sup>th</sup> and some of those issues were discussed. Following up  
58 on that meeting, Teresa sent an email to the SGA inviting them to  
59 attend an APAC meeting and to consider the possibility of an ongoing  
60 relationship between the two committees. Additionally, we talked to  
61 the Chancellor about having a Farmer's Market on campus and  
62 inviting the community to come out and be involved. Teresa said that  
63 she received an email from the Chancellor's office explaining that  
64 Food Service will be doing something in that area.

65 We discussed this for quite a while as most of the group didn't think  
66 Food Service would offer anything quite like a true Farmer's Market  
67 and that it wouldn't help us bring community members to campus.  
68 Clay Bellot will be serving on the Wellness Committee and Teresa  
69 will ask him to follow-up on this issue. Maureen remarked that we  
70 need to be mindful of Food Service and not infringe on their plans but  
71 to follow up on our ideas. Ray submitted his idea about Food Service  
72 using the Farmer's Market to prepare a Showtime meal using the fresh  
73 produce purchased through the market. Greg reported that a  
74 refrigerated vending machine had been purchased that was supposed to  
75 hold International food options, but the food that was provided by the  
76 vending company was not found to be an appropriate solution. A  
77 resolution to this issue was not addressed by the committee.

78 Greg told the committee about his conversation during our meeting  
79 with the Chancellor about a partnership with SMTD. He has talked to  
80 Dr. Barnett, but there has been no movement on it at this time.

81 Flex time was another issue addressed with the Chancellor. She said  
82 she thought we should work with Bob Lael regarding best policy used  
83 at other campuses. Committee members discussed the need for this  
84 service and the need to have it advertised so that students know that  
85 extended hours for services are available. Bob suggested that we get  
86 Dr. Barnett involved in the discussion. Ray described the success they  
87 had with the Transfer Express used in Admissions. We all agreed that  
88 customer service should be our goal and that we should make every  
89 effort to assist our students. Maureen proposed that APAC send a  
90 letter to the UA Customer Relations Committee, of which she is a  
91 member, and share our thoughts on the issue. Several people on the

92 committee shared stories about how their department does what is  
93 necessary to best serve the students. Teresa said that she wanted to  
94 talk to someone on SGA before going further. Maureen made a  
95 motion to have Teresa go forward with that effort. Greg seconded the  
96 motion and all but one member approved the motion.

97 Someone mentioned that we should contact the Survey Research  
98 Office about a survey of APs regarding this issue. Jeri and Maureen  
99 will work with SRO regarding the survey. Maureen made a motion  
100 and Ray seconded the motion. All approved. Ray suggested that we  
101 begin the document with an outline of our concerns. Maureen agreed  
102 that it will be important to frame the issue correctly.

103 As time was running out, someone suggested that we email the  
104 minutes of the meeting with the Chancellor to the committee. Donna  
105 made a motion and Maureen seconded the motion. Jeri will forward  
106 those minutes to the committee members.

- 107 d. Donna Haynes has been chosen to serve on the SURSMAC  
108 committee.

109  
110 6) New Business:

- 111 a. Teresa announced that Angie Harbison has left the university and will  
112 need to be replaced on APAC. Robert Skorczewski had run for a  
113 position on the committee during the last election. Teresa would like  
114 to hear from committee members by the end of the week, about asking  
115 him to replace Angie as an At-Large member or suggesting others for  
116 the position.

- 117  
118 b. Welcome Committee  
119 Maureen explained that the Welcome Committee had been disbanded  
120 and the new plan is for someone to go around and hand out the  
121 welcome bags. She is concerned that this doesn't allow for  
122 newcomers to meet other people on campus. She suggested that we  
123 consider holding an Open House for new people, bring snacks,  
124 possibly give the new people a gift, and invite members of campus to  
125 come and meet our new staff members.

126  
127 Someone asked if that meant we would be starting a new committee  
128 and if we should discuss the idea with CSAC. Maureen had already  
129 contacted Bobbi Fults, but she was busy with the Civil Service  
130 Appreciation Day activities. Ray made a motion that Maureen to  
131 discuss the Welcome Committee idea with CSAC and Donna  
132 seconded the motion. Since many of the APAC committee members  
133 were unaware of the event, Toni Langdon will mention that we didn't  
134 receive a notification that the Civil Service Appreciation Day was  
135 being held.

- 136  
137 c. There will be an AP Appreciation Night at the October 7<sup>th</sup>, soccer  
138 game and the October 16<sup>th</sup> volleyball game. Teresa will send out a  
139 notice this week.  
140

141 7) Committee Updates

- 142 a. Campus Senate – Ray Barnett  
143 See full version of minutes at:  
144 [http://www.uis.edu/campussenate/docs/documents/CSMINUTES8-31-](http://www.uis.edu/campussenate/docs/documents/CSMINUTES8-31-12ToBeApproved9-7.pdf)  
145 [12ToBeApproved9-7.pdf](http://www.uis.edu/campussenate/docs/documents/CSMINUTES8-31-12ToBeApproved9-7.pdf)  
146 Highlights of the meeting include:  
147 • Report from Lynn Fisher – Chair  
148 • Dr. Pardie discussed academic goals and achievements  
149 • Student public services achievements  
150 • International Students  
151 • ILSIP Alumni honored  
152 • New Graduate Research person hired  
153 • Focus on retention and completion  
154 • Academic support for recruitment  
155 • Increased accountability  
156 • SGA Town Hall meeting  
157 • Homecoming  
158 • BOT reports  
159 • Academic Integrity Council  
160 • Creation of new concentrations, including one in Marketing  
161 • Modification of the Tenure Review Process  
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163 b. APAC website – no report  
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165 c. CSAC – Toni Langdon  
166 • Discussion of the Professional development fund  
167 • The Chancellor’s reported goals of student growth, talent/staff,  
168 and new facilities (Student Union), renovation of the library,  
169 increasing enrollment means increasing space in labs and  
170 classrooms, increasing course sections and increasing faculty.  
171 (One department had 2 full-time faculty with double overload)  
172 and why aren’t some departments accepting new students?  
173 • Wellness Initiative – Trent left the university so who will be  
174 the key person, we need people from each area and what other  
175 ideas do we have for the program?  
176 • Civil Service Appreciation Day went well and Sheryl Murray  
177 was awarded the CARE Award.  
178  
179 d. Professional Development

- Teresa announced that we are pleased that the amount of money stayed the same and that the Chancellor is pleased with how the money is being allocated and used by APs. Thanks to Barbara Cass for all of her hard work on this committee and to the members who serve with Barbara.

8) Adjournment

- a. Motion to adjourn by Donna Haynes
- b. Jeannie Capranica seconded.
- c. Meeting adjourned at 10:44 a.m.

Next meeting – October 11th, 2012 at 9:00 a.m. Brookens 204D