

APAC Retreat Meeting Minutes
October 9, 2009

Present: Bill Bike, Jacqueline Berger, Holly Burt, Kimberly Clark, Michael Crehan, Jennifer Czak, Jill Davis, Karen Ein, Cathy Foley-Divittorio, Marietta Giovannelli, Rob Morantz, Michael Moss

Called to order: The meeting was called to order at 10:01 am

I. Minutes from the September meeting approved with corrections

II. Committee Reports

A. Open House: Marietta and Cathy reporting

All set, date/time: Cardinal room, 12pm-2pm, October 14th, Dr. Johnson speaking. Pizza ordered, 60 people RSVP'd, round table set-up

Question: Cathy

Is PACADEMY being updated with new employees? Rob will check.

B. Communication Committee: Bill reporting

Kim Morris will send a list of new employees

Article about new APAC officers submitted to UIC News (in Oct 6 edition)

APAC events/meetings sent to UIC announce and UIC calendar

C. AP Senate: Bill, Jackie, and Jill reporting

Written report submitted

Note discussion about TE Biology major

D. Survey Committee: Mike M. reporting

Survey almost complete, doing final revisions, too long, needs to be shortened

To be done: IRB, get money to get it posted

Expecting 30% response rate

Need: volunteers to work on IRB (on hold until questions approved)

Need: money to purchase survey vehicle – approx \$200

Need: discretion to finalize survey questions, shorten survey without more APAC review

Cathy will assist with survey revision (shortening)

Jennifer R. and Jackie will help get survey online and will research IRB requirements for survey question format

Motion to pay \$250 for survey vehicle: Mike M., second: Marietta. Motion passed.

Given discretion to shorten survey

Mike M, Cathy, Adrian reported on HR Survey committee meeting

E. Education Committee: Jackie, Jennifer R., Jill

Planning professional development event for November 18

This will include a panel of individuals to describe the resources available for professional development on campus. Information on the following resource will be presented: Tuition waivers, LLEAP, OBFS training (Mike M will identify), Student Centers (Booker), ACCC, HR, Decision Support (Mark Pollard)

To be held in 2175 College of Medicine

Co-sponsor with CCSW-AP on the table, no response from chairs of that committee.

Will update resource list on APAC web site, will ask for copies of the Resource Guide from Sonya Booth to pass out at the event – Jennifer R will send her an email.

III. New Business – none

Motion to close Business meeting and move on to the Retreat: Cathy, second Holly.
Motion passed.

Retreat meeting minutes

I. Mission Statement

Holly noted it is missing date approved

II. Survey

Discussed during Business meeting

III. Events Calendar

Posting on UIC announce and calendar-Bill

IV. Access and Equity Relationship

HR AP task force working on revision of grievance process/policy – Jen C. will get an update

APAC not involved in writing policy

APAC not involved in grievance process

Discussion of unionization of APs

Question: Can an AP can only file a grievance BEFORE getting a T-Contract?

Answer: No

Grievance process found in University Statutes – Jen R will check with OAE

Need to determine official standing of APAC with the Chancellor and OAE – Jackie

V. 2008-2009 Goals

- Explore / establish APAC's role with Access and Equity in AP grievance process (include AP-HR task force)
- Clarify APAC's authority on the creation / implementation of AP policies / procedures

Note: Donna Knutson will speak at next APAC meeting

- Establish Selection process for individuals to serve on Campus committees when APs are requested

Note: Create nomination form and process for formal review, if time allows we should post requests to serve on committees on the listserv. Adhoc committee formed – “Appointment Selection Committee” – Kim and Jen C will work on a form draft

- Review / Evaluate APAC bylaws

Note: including the issue of visiting employee participate in APAC, Mike C will coordinate

- Establish online elections

Note: Elections online will be easier if ALL APs are included. Holly will coordinate

- Complete, distribute, analyze AP Survey

Note: Mike M will continue to coordinate

- Examine / Establish long range goals

Note: This will include increasing visibility, defining the role and expectations of the campus and the AP constituency, and expanding APAC resources to fulfill that role. Mike M will coordinate

- PDF APAC Archive

Note: Jill and Jackie will coordinate

- Create electronic newsletter

Note: Bill will coordinate, Cathy will assist

VI. Role of the Secretary

Jill volunteered to serve as the secretary, Rob will keep track of the budget (with Sarah). Mike M. will set up financial reports if necessary.

Members will continue to alternate minute taking responsibilities

Nomination of Jill for the secretary position: Holly, second Mike M. Vote: unanimously elected

Motion to close nominations: Holly, second Mike M. Motion passed

VII. AP Senator / APAC relationship

Do Senators need to be APAC members? Current Senators believe this would be a better situation than current requirements.

If committee decides they should be members of APAC the bylaws will need to be changed

Mike M said we need to research how the election process could be changed (for example: making the Senate elections, APAC elections as well)

Jackie will speak with the Senate chair to find out if that is possible