

APAC Meeting Minutes
June 12th, 2008

Present: Holly Burt, Michael Crehan, Kimberly Clark, Adrian Davis, Jill Davis, Karen Ein, Cathy Foley-DiVittorio, Rob Moranetz, Michael Moss, Booker Suggs, Joyce Winn

Guests: Kim Morris-Lee, Elizabeth Budzik

Call to order: The meeting was called to order at 12:40 pm by APAC Chair Booker Suggs.

1) Approval of Minutes: Minutes from the March and April meeting were approved.

2) Introduction of guests: Kim Morris-Lee (Campus HR-Organizational Effectiveness) and Elizabeth Budzik (HR)

3) Standing and Ad-Hoc Committee Reports

a. *Communication:*

Brochures printed to new specifications, distributed to orientation and APAC members.

b. *CAPE:*

CAPE award nominations were announced on PACADEMY with a deadline of August 29th. Karen said that things were moving along and a committee will be formed in August to decide on the nominations.

c. *Building Community/Education:*

Jill met with members of the Chancellor's Committees and began plans for a fall welcome week event. An email was sent to all the co-chairs of the committees. Adrian mentioned that the proposed date conflicted with the APAC meeting, and Holly suggested the date be moved one week later. Jill mentioned that they would explore additional options.

The July networking meeting was discussed. Discussion ensued about the budget, timing in location. It was determined that there was \$248.85 left in the budget for the year and that it must be spent in June, so a date of June 24th was set. Cathy, Jill and Rob agreed to work with the marketing. Michael C. agreed to work with the caterers. Booker and Cathy and Jill agreed to look for space. Booker suggested we all come up with a list of the accomplishments for APAC this year to have on hand for the meeting.

d. *Survey:*

There was a meeting to clear up the status of the IRP and Manu is assisting with it. Final edits to the questions are underway. The UIC Survey research lab costs \$4000 to do the data mining for the survey, but Michael M. believes we can get similar information automatically from the website, Survey Monkey. Michael M. asked to consider using the remaining funds in APAC to establish the website.

4) Additional Reports

a. *Election*

Holly mentioned that the Election subcommittee was not in the agenda but there had been progress and that APAC planned to be online the next election cycle. Michael C. explained that the existing infrastructure exists through the Undergraduate Student Government elections and that he would follow up on restricting the list to eligible voters. Holly agreed that the next step was to explore identifying the UIN list.

b. *Budget:*

Booker reminded the committee that APAC planned to ask for additional funding for food in the next budget cycle and he will make the request to Sarah.

- c. *AP Senators:*
Jill distributed copies of the senate meeting minutes that Bill had written up last month. The Senate does not meet in the summer, but will resume in the Fall.
 - d. *Human Resources:*
Joyce introduced Kim Morris-Lee, Director of Organizational Effectiveness who oversees the HR task force, communications, orientation and training.
 - e. *UPPAC:*
Cathy said that there was nothing to report. Next meeting is in July.
 - f. *AP Task Forces:*
Booker reported that the second meeting was last Tuesday and that the committee agreed on program priorities and would begin to put together focus groups; identify participants with a mix of long term, mid career, and new professionals. Holly mentioned that they should also bring in a mix of hard versus soft money employees. Joyce added that there would be an attempt to provide a diversity of roles. (See attachment for specifics on the program priorities.)
3. *Others:*
Karen reported that the new Chancellor will be announced on Tuesday, June 17th.

6) New Business

- a. *Networking Event:* June 24th was the recommended date, and Cathy moved to spend the final food money on the event, for a total of \$248.85. The motion passed.
- b. *AP Survey:* Michael moved to spend the remaining money in the budget on the Survey Monkey domain. The motion passed.

7) Old Business:

No old business.

8) Next meeting: Thursday, July 10 at 2550 University Hall.

The meeting adjourned at 1:27 PM.

Minutes submitted by Rob Moranetz