

Academic Professional Advisory Committee
Minutes of Meeting
November 13, 2008

Meeting Attendees:

APAC members: Holly Burt, Kimberly Clark, Cathy Foley-DiVittorio, Karen Ein, Marietta Giovannelli, Joyce Winn, Joyce Winn, Jacqueline Berger, Jill Davis, Jennifer Czak, Rob Moranetz, Michael Moss, Michael Crehan, Judith Cohen

Guests: Karza Nash, Linda Casanova Pineda

The meeting was called to order at 12:05.

1. Minutes. The minutes of the October meeting (and retreat) were reviewed, and several corrections were made. The minutes will be sent around electronically for approval.
2. Financial report. Jill Davis reported that we have spent money on one event, the “Con-Con” program, and the advertising for the event coming on November 20th. Right now our balance is listed as \$2592, but we expect \$250 for the survey vehicle.
3. Committee reports.
 - a. Newsletter. Bill was not at the meeting. Rob said that he has gotten compliments on the newsletter. It is hoped that it will be sent out quarterly.
 - b. CAPE. Karen reported that the food, the speeches, indeed the entire event was very good. Kimberly Clark was a CAPE winner. The one problem reported was the event’s location, in the UIC forum. People would like to move the event from the forum, in hopes that more people would attend. It was noted that the UIC Forum is more expensive than SCE or SSB, which would be better locations. There was also discussion of the day of the week and time of day. Later in the day might be better. Some people preferred Tuesday or Thursday. Awardees can invite guests, and former winners, APAC members, administrators, and some others are invited, a list of about 200 people.
Karen will follow up on the suggestions of APAC members.
 - c. Building Community. The event on November 20th will be in Room 2175 College of Medicine research building. Jacqueline reported that a Massmail has gone out, and CCSW is co-sponsoring. Representatives from various programs are coming, and there will be light refreshments.

The room holds about 60-65 people. (note: You can use a Mastercard at Costco, but you cannot use a P-Card.)

4. Survey report. Michael Moss reported that the IRB proposal is 20 pages long. The process is taking a long time. There were given advice to “get it in,” and to file an amendment if necessary. As is, the survey takes about 10 or 15 minutes to complete. This will be a broad survey for AP’s. and the results will be published. Michael Crehan has also spent a lot of time on this survey.
5. Election committee. Holly reported that she is checking with the by-laws committee. There has been discussion of changing the election body (at the retreat). It is not completely clear who the by-laws committee is. Now the election body is made up of people who have permanent appointments of 50% or more. The question is , should the election be opened up to people with visiting appointments. The decision must be made by January for the change to take place this year. Kathy pointed out that any change in our by laws must be brought to APAC three times. (A similar procedure is necessary for a change in the UIC Senate.) It is not clear if a sub-committee is needed to discuss this, or it it should be discussed in the full APAC committee. Because of the questions raised, there was a sign up for a possible committee to look into voting changes.
6. Senate report. Jackie gave a Senate report, which was distributed separately. It was noted that the Global Campus has 120 students and hopes to grow. There was discussion of costs and benefits of separate accreditation. Jackie is chair of the Support Services committee.
7. UPPAC report. Holly is the new chair of UPPAC. The group met with President White. They talked of surveys, job postings, non-monetary compensations, and awards. There was also discussion of whether AP’s will soon have to complete time sheets. University Administration is already doing this. (see notes from Donna Knutson below). Also “Assistant To” may now be a civil service designation. Also, APAC needs to elect a new alternate UPPAC representative. Holly is the regular rep and Marietta and Kathy are alternates. Rob will go to the Board of Trustees meeting.
8. Donna Knutson’s report. (from the Chancellor’s Office)
 - a. Donna explained that there will be something called “positive time reporting.” Now AP’s report negative time, when they are absent. UA has developed a web based tool for this. John Loya has said that this change will be implemented in FY 2010. It will just involve reporting when we start and end work, not what we do.
 - b. Budget. President White sent a memo on October 28th. As of today, there is nothing new. We have not heard from the state. However, a rescission is expected.

- c. Board of Trustees. The B.A. in biology has been eliminated. However, now there is a one year master's for people with certain science degrees.
 - d. Tuition discounts. A tuition for U of I employees enrolling the global campus is being considered. It is not happening yet, but it may in the future. There is also discussion of expanding tuition waivers for AP's to other state campuses. Civil service employees already have this. All the state campuses have to agree to this. Marietta said that there is a traveling scholar program, which allows grad students to take classes at 10 campuses. Joyce added that Continuing education will sometimes give a tuition break if the course is already breaking even.
 - e. Karen asked about the "Assistant To" titles going to Civil Service. Donna said that there is a gray area between Civil Service and AP's. This seems to be a new issue, and at UIUC some titles are changing. Joyce explained that when there are Civil Service audits, they interview some AP's There may be recommendations about changing some positions to Civil Service when the position become vacant.
 - f. Retirement reception for Chancellor Gislason on Wednesday, December 3rd.
9. Human Resources. Joyce suggested that it may be time to look at ex-officio members. Also, there is an AP –H.R. task force. Kathy is a member of that. A group consisting of all college chief H.R. and financial people has met. One topic is how people on grants are treated in terms of terminal contracts.. This has to do with making it easier to terminate people with notice rights. If an AP changes from full time permanent in one position to another full-time permanent position(s), the person keeps notice rights.
10. Old business. PACADEMY housekeeping. Jason has not been receiving new lists. Jill will follow up on lists. She is taking over PACADEMY. Michael Moss can probably pull a new full AP list.
11. The next meeting will be December 11th, at 12:30, in 4250 MRB. It will be a Pot Luck lunch.

Minutes submitted by Judith Cohen.