

APAC MEETING MINUTES

September 10, 2009

2750 UH, 12:30 PM

In Attendance: Jacqueline Berger, William Bike, Holly Ann Burt, Virginia Buglio, Adrien Davis, Karen Ein, Marietta Ann Giovannelli, Julie Harris, Sophia Magill, Rob Moranetz, Margaret Moser, Michael Moss and Jennifer Rowan

Guests: Mona Hurt - Department of Electrical and Computer Engineering, Karyn Nash – Office of Research Services and Kris Zimmermann - Center for Research on Women and Gender.

1) Call to order

The meeting was called to order by Holly Burt at 12:40pm.

2) Introduction of guests

APAC Committee members went around the table and introduced themselves. Holly welcomed guests Mona Hurt, Karyn Nash and Kris Zimmermann and thanked them for attending the meeting.

3) Approval of the minutes from the previous meeting

The July 11, 2009 minutes were circulated for review. Approval of the minutes was not voted on pending the addition of the Building Community report.

4) Report from the Chancellor's Office

Robyn Sato recently replaced Donna Knuston as the Chancellor's assistant. She was not available to attend this meeting but Robyn has the schedule for all future meetings. Holly stated she would follow up with Robyn about attending the next APAC meeting. The change in staffing in the Chancellor's Office led to some confusion about the Chancellor coming to speak on September 24th. Holly thought spring would work better for the Chancellor to meet with APAC. Rob and Bill asked to be notified as soon as the Chancellor confirmed a date so that they can include it in their communications. It was suggested that APAC have 1 person (with an informed back up) serving as a liaison with the Chancellor's Office.

5) Financial report

None.

6) Standing and Ad-Hoc Committee Reports

a. Communication

The APAC newsletter has gone out. The next newsletter will profile Karen Ein. Please forward any new items for the newsletter to Bill within the next two weeks. A question was raised about requesting release forms for people who appear in APAC promotional/communications materials. Rob stated that he would adapt a photo release and put it up on the internet.

b. Chancellor's Academic Professional Excellence (CAPE) Award

The nominations are closed. Karen stated that there are lots of applicants but numbers are never discussed. Applications will be reviewed by the CAPE Committee the week of September 21st. Karen's goal is to have the Committee recommendations to the Chancellor by the 1st week of October.

c. Building Community/Education

There was a brief discussion about the difference between an APAC Open House event and an APAC Brown Bag event. It was agreed that going forward all events should be referred to as APAC events. The APAC web site will need to be updated to reflect this change. Additionally, in light of the current budget climate at the University, food would not be provided at APAC events. The Building Community/Education Committee has been in touch with Annie Lemond, Director of Compensation for UIC Human Resources, to fill the vacancy for the September 24th event from which the Chancellor had to withdraw. The Committee has asked that Ms. Lemond present on the findings of the State University Civil Service System (SUCSS) Audit. The Committee expects a large turnout for the event. The subcommittee will work with Rob on a flyer and send the details about the event out to the Campus via Academy and Pacademy. Several committee members expressed concern about the tone of the meeting and the anticipated large turnout. It was agreed that the subcommittee would work with Michael Moss to develop a registration system which includes a section in which to ask questions that staff would like addressed. These questions would be sent to Annie in advance with the hope that an FAQ would be developed by HR and could be posted on the APAC web site. A question was asked about recording the session. It was noted that this may not be free and a room to record may not be available. In addition, there is a limited time frame as it is unlikely that a recording could be set up prior to the event. Lee Bridges has been contacted by the Subcommittee and will be looking at dates in January and February to do an APAC retirement informational session. There is Committee interest in participating in the East meets West Heart walk on October 9th at Noon. This is a free event. Sophia will create an APAC team on the AHA website for people to join. Jacquie will work with Jill and Rob on locating a banner that APAC walkers could carry.

d. Survey

Michael Moss distributed the attached APAC Survey Update. He reviewed the document with the Committee. He then stated that the Chancellor was interested in adding a question to the survey related to alternatives to help recognize/reward staff in a time where there is not a budget to support raises. Committee members suggested: flex time, establishing a conference fun – such as LLEAP, increasing the number of CAPE winners, have an employee of the month contest and pay for that person's parking for the month or give them a "prime" parking space, offer free/inexpensive quality training, offer a compressed work schedule (10 hour days -4 days a week), telecommuting, offer awards for cost saving ideas quarterly, offer UIC Recreational Center passes or offer free certificate programs for employees that are eligible for tuition waivers. Michael asked that committee members send him any additional suggestions that they may have.

e. Election

No update.

- f. By-Laws
Holly stated that these will be discussed at the APAC Retreat on the 29th.

7) Additional Reports

- a. AP Senators / AP Senate Members

The first meeting of the Senate is the week of September 14th.

- b. UPPAC Representatives

Holly stated that the President will talk to UPPAC in November and that Chris Kennedy, President of the BOT, may come to a future meeting. There will be a formal report next meeting.

- c. HR Representative

Julie Harris stated that there were no updates to share. A question was related to APs receiving terminal contracts and the rights. Julie suggested the committee contact Tom Riley, Director, Labor & Employee Relations. A question was asked about a Furlough Days update. Julie stated that there are currently 5 committees on furloughs and that the process is in its infancy. (Julie had to leave the meeting at 1:15pm). It was suggested that HR Furlough Updates and AP Conversion Updates be added to the standing meeting agenda. It was suggested that APAC do more to partner with HR. It was noted that HR did not follow up with the communications regarding the SUCCS Audit. Holly stated that she would informally follow up with John Loya.

Follow Up item: Ask HR representative the status of the LLEAP program.

- d. AP-HR Task Force Representative

Holly reported that a meeting took place on August 20, 2009. The issues that were covered are the same as the issues that were discussed today by APAC. HR launched a Professional Development website <http://mycareer.uic.edu>.

- e. Trustees Meeting

There was an apology for the Admissions problems. Rich Scholl and Eliot Kaufman were recognized for their service to the University. Global Campus is being renamed and repackaged as e-Learning Initiative, campus centered programs. Students protested the increase in fees. The meeting schedule is as follows:

Date	Location
September 10, 2009	Urbana *
November 12, 2009	Springfield *
January 21, 2010	Chicago **
March 31, 2010 March 10, 2010	Urbana *
May 20, 2010	Chicago **
July 21-22, 2010	Chicago ***

*Meetings begin at 9:00 a.m.

**Meetings begin at 10:00 a.m.

f. Search Committee

The Search for the Vice Chancellor for Research has not concluded.

g. AP Mentoring Program

Jacque reported that Jennifer Czak had sent out an e-mail asking for people to participate as mentors. She anticipated that the next e-mail that would go out would ask for participants seeking mentors.

h. UIC Website Steering Committee

Rob stated there was a focus group meeting in June and that he would send the focus group report out to the Committee.

8) Old Business

Survey Funds (electronic vote)

APAC took an electronic vote on spending \$600 and it passed. It was suggested that voting also be added to the agenda for the APAC retreat.

9) New Business

Confidentiality

In light of the last APAC meeting with Human Resources where sensitive topics were discussed, it was suggested that a confidentiality agreement be developed for APAC members and guest to sign. It was agreed that APAC meeting are covered by the Open Meetings Act and that if sensitive topics were going to be discussed, APAC could excuse any guests from the room and go into an Executive Session. It was asked if APAC could check the Bylaws and look into a form of Disclosure Agreement. A discussion about what is APAC's role ensued – what can/should members share. It was agreed that this topic should be added to the Retreat Agenda.

Guests at Meetings

It was suggested that APAC develop a formal protocol for guests – giving an orientation prior to the meeting – what the subcommittees are and what they do.

CIC – Association of Professional Staff Council Subcommittee

The last meeting took place in 2006. They are trying to get a representative from each campus to attend the October 2009 meeting – preferably the Chair of committee. Holly stated that either she or Marietta will attend the meeting in Park Ridge.

Retreat Sept 29th

The retreat will focus on organizational structure, the Bylaws, goals and Subcommittee membership. Kim will lead the retreat in Holly's absence. After some discussion, it was agreed that people can bring their own breakfast/lunch to the retreat or a group order for lunch can be placed the morning of the retreat. Additional information will be sent out prior to the retreat.

10) Next Meeting:

APAC Retreat: September 29, 2009 at 9:00am in room 204 AOB.

APAC Regular Meeting: October 8th, 2009 in room 4250 MBR at 12:30 p.m. Minutes: Jacquie Berger

Holly motioned that the meeting be adjourned. Jennifer R. and Margaret seconded. The motion passed and the meeting was adjourned at 2:10pm.

Minutes respectfully submitted by Jennifer Rowan.

APAC Survey Update: September 10, 2009

SRL deliverables:

1. The final version of the questionnaire fielded to respondents (in Word format).
2. A list of verbatim comments to 'other-specify' and open ended responses. Please note that we can classify these open-ended responses into categories formulated on the basis of discussions with you. We have not included this activity in the current budget, but can negotiate the costs for the same at a later time, if necessary.
3. A final cleaned, de-identified dataset with value and variable labels
4. A final analytical report (two bound copies, and a PDF copy)

Original proposed SRL timeline:

1. Questionnaire Development August 24 – October 1
2. Questionnaire programming, testing October 1 - 14
3. Launch survey October 15
4. Study closes November 15 (approximately)
5. Data analysis November 16 – December 15
6. Final report due to you December 16

Collaboration:

1. APAC: \$600
2. CCSW: \$100 (Maybe \$150)
3. Chancellor & Other Sponsors: \$11,341 (Maybe \$11,291)