

CIC Association of Professional Staff Councils Meeting
Minutes of October 16, 2006
Big Ten Conference Center, Chicago, IL

Present:

Indiana University – Jonathan Bolte*, Jim Brown*

Northwestern University – Dauphine Gregory, Jason Grocholski*, Deborah Cundiff*, Sonya Harrington

Purdue University – Kristie Bishop*, Mike Budzik*, Dan Leaird

University of Illinois –

Chicago Campus – Marietta Giovanelli*

Springfield Campus – Mary Ellen McElligott (in place of Gerald Burkhardt)

Urbana-Champaign Campus – Jim Endress*, Vera Mainz, Marilyn Marshall, Stacey Wilson

University of Iowa – Ella Born*, Sheri Sojka*, Heather Schnoebelen

University of Minnesota – Jaki Cottingham-Zierdt*, Frank Douma*, Gavin Watt

University of Wisconsin – Bruce Beck*, Colleen McCabe*

(*Indicates voting members)

Absent: University of Chicago, Ohio State, University of Michigan, Michigan State University, and Pennsylvania State University.

Vera Mainz, University of Illinois and current CIC Chair, welcomed the group. All present introduced themselves.

1) News and Updates

University of Wisconsin

- The University is struggling with dismissal procedures for dealing with employees charged with a felony.
- Criminal background checks will now be done on all new hires.

University of Iowa

- The campus is in the middle of the search for a new President. Only three staff and two faculty vice-chairs are represented on the search committee. The Athletic Director resigned shortly after the President but that position has now been filled.
- Three models of Shared Governance have been passed to the President and by October 1, there will be a choice among the three.
- The entire campus is now smoke-free, as well as a 25-foot border on the outside of campus. There is no one to police and enforce the policy so the policy is not going as well as had been hoped.
- The President refused to allow a restriction of public staff address lists.

University of Minnesota

- Wave-one of strategic re-organization of jobs is taking place with six units being grouped into three. Though there were issues regarding layoffs, the process was handled well.
- A classification project is underway including defining promotional ladders for each class.

Purdue University

- The search for a new President is underway but with no staff representation thus far. The current President will be stepping down at the end of June.
- There is not yet a go-live date for the new SAP but an 18-month implementation period is expected. This has been a stressor for employees creating uncertainty about the impact to individual jobs.

Northwestern University

- Currently in the process of open enrollment for health care providers. Multiple changes are taking place with the HMOs and PPOs but not enough information is being provided at this point.
- The Associate Vice President for Human Resources as well as the Director of Human Resources are both leaving. Staff hope to gain a seat on the search committee.

University of Illinois

- Chicago Campus –
 - Four Chancellor's excellence award nominations are submitted with a decision expected in the first week of November. Merit awards will be given as well.
 - Ethics training is underway at all three campuses.
 - Performance Reviews are due July 15. They are not tied to raises or promotions.
 - There are three voting CAP seats on the University Senate.
 - There will be a CAP retreat to define future goals for the group.
- Urbana-Champaign Campus –
 - The professional development fund has been \$50,000 and is now \$75,000 due to increased requests. There is a \$500 maximum per award and the award cannot be requested two years in a row. This pays for courses, travel to AP functions, etc.
 - Chancellor's award nominations are currently being accepted. Six are awarded each year. The committee makes its selections in April.
- Springfield Campus –
 - Strategic planning is currently underway.
 - There is \$25,000 in professional development funds available.

Indiana University

- After a long selection process for a new Chancellor it was decided to reopen the search. In the midst of this process the President left, the office was reorganized, and now IU's top administrator is a provost, not a Chancellor. Professional staff were not invited to participate on the search committee.
- A market analysis of salaries is underway.

2) Minutes

The minutes from the June 26, 2006 meeting were discussed and approved. Any changes should be emailed to Vera.

3) Upcoming Meeting Dates

Teleconferences will take place on Mondays, from 8:30-10:00 a.m.

- January 22, 2007
- April 2, 2007
- June 25, 2007
- October 14-15, 2007, annual face-to-face

4) Chair

The chair of CIC rotates by campus, in alphabetical order. Vera Mainz, University of Illinois, chaired the committee for the past year and the chair will now rotate to Ohio State then Purdue. Since Ohio State did not have a representative present at the meeting, the group asked Vera to contact Ohio State to see if they would be willing to chair. If they are not, then Purdue agreed to assume the chair. Vera will update the group at the next teleconference or by email.

5) CIC APSC "Official" Status as a Working Group

Vera Mainz feels we should not try to achieve official CIC affiliation status at this point. Though official CIC status was originally an ultimate goal, the group will proceed as an unofficial ad hoc group and table the issue for now. It may ultimately be beneficial not to achieve official status so that the group would not fall under the restrictions that come with being recognized. However, Vera will request that CIC staff add our link to the web page and add CIC APSC to the listing of CIC groups.

6) Updates on Subcommittees

Benefits – A survey will be updated and sent out.

Compensation and Advancement Committee – Passed out questionnaire gathering information regarding both issues.

Performance Review – The committee did not meet after last year’s meeting. A survey was sent last year but received limited responses:

- Illinois – Conducts random yearly audits.
- Iowa – Human Resources tracks compliance; reviews are not very useful.
- Indiana – Tracked by department; reviews not required.
- Northwestern – New online system this year that will track compliance.
- Purdue – Tracked by some units; reviews not required.

Job Security – Each college’s information should be sent to Vera Mainz to include in her report.

- Termination issues
- Notice of rights
- Rehiring opportunities/relocation program

Shared Governance – There has been no activity at this time. Will gather, as well as send, information and data.

7) Identifying Top Priorities

Promotion Ladders

- Illinois – Many titles but no ladders for upward movement. At the Springfield campus, a reclassification process eliminated many titles. Agencies were frustrated. Titles were identified over five groups to evaluate and will compare to cohort groups. Some employees were held back - if there was no money then no exemplary reviews were given and no way to move up.
- Minnesota – Some units have them but nothing across the board. Currently making recommendations for classification.
- Purdue – Some units have them but nothing across the board. Of those units that do there have been some drawbacks.
- Wisconsin – There is a campus-wide title structure and promotional ladder with 85% coverage. There is a salary range for each step of the ladder with a 5-10% increase at each step. A few steps have no minimum or maximum cap. Typically, there are three promotional steps though a fourth step (distinguished) can be granted when a staff member achieves a national reputation. Staff is expected to move up a step approximately every three years and if progression is not made then the employer must explain. A unit can also give base salary adjustments.
- Iowa – Within classifications there are steps with a minimum of 5% increase for each step increase. However, it is easier to take a new job (a new classification) to get a raise than to receive a reclassification to a higher step in the current classification. Very few people have progressed to the top of a classification through the reclassification process because it is onerous for a staff member to verify he or she is working at the level of the next step and not being compensated at it. The pay range at each classification can be adjusted yearly, but not by a large amount, so every two to three years the pay scale is adjusted.
- Indiana – There is no formal system of career ladders. Merit raises are difficult to get and are at the discretion of the Directors. Equity is an issue but the university has increased some of the lowest salaries.
- Northwestern – The salary adjustment system is similar to Iowa’s quartile system. IT positions have been revamped, which created compression problems; titles carry salary ranges that are fairly equal across the board; and there is no structured system or guidelines to evaluate promotion from one level to the next.

Strategic Planning

- Illinois – The process began in University Administration and is currently in development at the campus and college levels.
- Minnesota – Faculty led the process to form task forces but the process did not include AP representation. AP’s have been better informed over the last year. Regents are developing new fundamental processes and the hope is for APs to attend meetings and join committees so that they are involved in setting aspirational goals.

- Purdue – Five-year strategic plan is completed but the university is searching for a new President so it may be changed. Will work to remind the new administration that APs need to be involved and have representation.
- Wisconsin – For the past three to four years, the current strategic plan has been in place, a plan that recognizes the role of the AP staff. The academic staff executive committee meets with the Provost frequently and is pleased with the current plan. The annual reports of the strategic plan indicate that all is moving forward.
- Iowa – The new strategic plan has just been implemented. Every college has its own strategic plan that is not necessarily consistent with the university plan. The university is currently in the middle of hiring a new President so the plan could change. Open forums have been held for each of the faculty/student task forces. Staff have representation on most committees that report to the President. Staff meets quarterly with the provost and monthly with the President.
- Indiana – The strategic plan is research, faculty, and student oriented; staff are not involved.
- Northwestern – The University is in year three of the current strategic plan. The BOT drives the plan, not the President, but the office of Change Management handles implementation. APs were not involved in the initial development though AP staff do serve on committees and, in fact, are often asked to serve because they take their roles very seriously. However, staff would like more planning involvement.

Rewards and Recognition

- Illinois – CAPE awards are given on an annual basis. Six go to the Urbana-Champaign campus, four at the Chicago campus, and one at the Springfield campus. The award is \$2,000, with \$1,000 going to the employee and \$1,000 going to the employee's unit. Some colleges and campuses do their own awards as well. The Chicago campus instituted a "WOW" award that anybody can be nominated for at any time throughout the year. It does not carry a financial award but it gives the recipient visibility and is very popular.
- Minnesota – One award is given by CAPA to a unit; the university gives a number of awards but they are not designated for professionals and academics. Some other units/schools give awards as well and some units give awards for years of service.
- Purdue – There are none awarded across the campus. Some areas give their own awards to celebrate service anniversaries, for example, free lunches, but no monetary award is given.
- Wisconsin – There are nine monetary excellence awards. Two are for research, two are for public service, two are for leadership, one is for retirement, one is for merit, and three for instruction. Most are for \$2,500 but the teaching related awards are for \$5,000. The awards are juried by a committee. Submissions are low because the packets and nomination letter required for consideration require significant time and effort to complete.
- Iowa – Six Regents Awards are granted to those working above and beyond the university to include work at the state and national level that is related to the job. The award is \$1,000, with a portion intended for the employee and part going to the department. There are also two Staff Excellence awards given that are \$500. Other University awards include: "Improve your Department"; years of service certificates; and "Beyond and Above," a customer service award nominated by a patient from the university's hospital.

Paternity Leave Policies (Grant maternity and paternity leave? What length of time? Paid? Source of compensation? For adoptive parents?)

- Illinois – Paid leave of up to two weeks per academic year immediately following the birth or adoption of the eligible academic staff member's child. To be eligible, the employee must have completed six continuous months of employment. Hourly appointments are not eligible. Leave is counted as part of the 12-week FMLA leave for FMLA eligible employees.
- Minnesota – The biological mother can take six weeks paid leave. The biological father or adoptive parents can take two weeks paid leave, plus the option for four weeks unpaid leave.
- Purdue – There is no specific maternity/paternity leave. Vacation and sick time may be used and up to ½ of sick time can be used for other members of the immediate family. An adoption would require use of vacation time but that policy is currently being evaluated. There is no centralized tracking of time. It is up to the unit to track. Non-exempt employees are tracked centrally.

- Wisconsin – Leave is available for both. Maternity leave can be up to twelve months of accrued vacation time or leave without pay. After FMLA no further sick leave can be used. Paternity leave consists of using sick leave during FMLA time and can also use up to twelve months of accrued paid time or leave without pay.
- Iowa – The staff council is currently looking into this issue. There was a lawsuit because the university does not currently grant paternity leave for a biological child, but gives five days of time for an adopted child. The university is proposing three weeks of paternity leave and the ability to use sick and vacation time for both biological as well as adopted children. The biological mother receives six weeks leave.
- Indiana – Leave of absence or vacation time are used. Up to one year of unpaid leave can be taken without risk of job elimination.
- Northwestern – Six weeks of maternity leave, using vacation/sick time, is given. There is no paternity leave; a leave of absence would have to be taken (six weeks of short term disability).

Mode of Communication

- Illinois – The *Inside Illinois* paper comes weekly during the school year, is funded through the Chancellor's office, and is available online. *Eweek* is an email with links to articles of interest to staff. There is also email news from the President as well as a student newspaper called *The Daily Illini*.
- Minnesota – The *Weekly Brief* was formerly a newspaper, which is now strictly online with links to articles. The *M-Magazine* comes quarterly. There is a monthly CAPA newsletter as well.
- Purdue – The *Inside Purdue* newspaper comes seventeen times a year to all faculty and staff. Two members of the newspaper staff come to AP meetings. This is a good way for the AP staff to receive widespread coverage. There are other opt-in email sources such as *Email News*, *Purdue Now*, and the *Purdue News Service*. The *Purdue Perspective* is sent three times a year to faculty, staff, and alumni.
- Wisconsin – The *Wisconsin Week* is a newspaper that is published during the school year and electronically during the summer. The Assembly has an email tree for news to filter down. There is also an automated list-serv for Assembly members that is updated monthly.
- Iowa – The *FYI* came out quarterly in print but is now exclusively online. Currently is trying to go back to paper due to employee access issues. There are mass mails from the President to update employees about budget and fiscal year information, and the hospital has a daily paper as well.
- Indiana – *Inside Indiana* newspaper, email lists, and *The Informed Employee* newsletter comes from the office of Human Resource Management two to three times a year.
- Northwestern – There is online news, list-servs, campus wide emails, the *Northwestern Observer* -- the daily student newspaper, and a weekly publication for faculty and staff that is published monthly in the summer. The *Council Newsletter* comes out quarterly.

How Elections are Handled- online, paper, and who handles?

- Illinois – Elections have been online for the past five years. The Office of Human Resources handles nominations using paper, with no two representatives coming from the same unit. There are 382 members per district, redistricting has just been completed.
- Minnesota – There are forty representatives from units defined by Human Resources. Those units elect their reps and alternates for three-year terms with one-year term for the executive committee. Paper and online voting are both used, depending upon the unit with no central management. CAPA manages elections.
- Purdue – There are twenty three representatives across the units with representatives varying by the size of the unit. Terms are three years, requiring one year off. Vacancies are filled based on submissions followed by interviews.
- Wisconsin – There are one hundred six districts consisting of fifty to seventy five representatives each grouped by title. Some twenty districts are underrepresented because of the lack of volunteers to stand for elections. Volunteers currently fill vacancies. The online response has been better than paper responses.

- Iowa – Online voting by constituent groups with three-year terms. The Executive Committee is chosen from an elected body and can serve two years consecutively with two-term limits (six years).
- Indiana – Online voting, online nominations. APs are divided into units that are based on the account you are paid from, usually representing hundreds of staff. Elections take place annually for three-year terms.
- Northwestern – Eighteen representatives some of whom are self nominated. Some staff have not had representation. Council votes internally to choose officers and committees.

Bargaining Unit for Graduate Assistants, Teaching Assistants, and Research Assistants?

- Minnesota: no (Duluth and Crookston are unionized).
- Illinois:
Chicago Campus: no
Springfield Campus: Graduate Assistants – yes, Research Assistants – yes. Both represented by AFSCME.
Urbana-Champaign Campus: Teaching Assistants - yes
- Purdue: no
- Wisconsin: would have to get legislation to enable
Teaching Assistants – yes, Research Assistants – no, Graduate Assistants – yes
- Iowa: Teaching Assistants – yes, Graduate Assistants – yes, Research Assistants – yes, Professionals and Academics – had a SEIU (Service Employee International Union) election but it was not successful
- Indiana: no – have an association but not a collective bargaining unit
- Northwestern: no

Council Strategic Planning

- Illinois:
Urbana-Champaign campus: put in place five years ago
Chicago campus: annual planning retreat
- Minnesota: annual planning retreat
- Wisconsin: annual planning retreat and various committees as well
- Iowa: annual planning retreat; goals committee reviews progress
- Indiana: annual planning retreat
- Purdue: took place back in 2004 in response to the President's strategic planning

8) Long Range Projects

- Survey of Domestic Partner Benefits
- Update information about Professional Advisory Committees

9) Newly Formed/Revamped Committees

- Compensation Advancement/Performance Review – Dan Leaird and Frank Douma
- Benefits Summary – Jonathan Bolte, Gavin Watt
- Job Security – everyone provide update and Vera Mainz or Randy Croce will send out the results
- Shared Governance – Vera Mainz

The group adjourned at 2:30 p.m.