



**Report to the Chancellor - Council of Academic Professionals
Accomplishments: June 1, 2004 – May 31, 2005**

Prepared by David Robson, CAP Chairman 2004-2005

The Council of Academic Professionals serves as a liaison between Academic Professionals and campus administration, most notably the Chancellor. CAP views its role as a strong advocate for academic professionals and works to improve their lives, as well as a general sense of community for campus personnel.

The Council is composed of 20 members representing 10 campus districts. CAP recognized Kathleen Pecknold for her years of service to CAP as the Provost's liaison and Director of Academic Human Resources. CAP welcomed Peg Rawles as the new director of AHR.

**Annual Orientation Program for
New Faculty and Academic Professionals**

CAP Chair David Robson served on a panel sponsored by Academic Human Resources for the Annual Orientation Program for New Faculty and Academic Professionals (AP) in August 2004. More than 100 APs attended the session, providing CAP the opportunity to present information on its mission and workings and its importance in serving APs on the campus. This is the fourth year the CAP chair has served on this panel and CAP recognizes the importance of continued participation in welcoming new APs to campus. This also allows CAP the opportunity to interact with new APs and resolve some of their issues.

Staff Recognition

CAP recommended in 2004 that the Chancellor establish a program to recognize long-term APs, similar to the current civil service recognition. In April 2005, the second annual AP staff recognition banquet was held, and APs with 10, 20, 30, and 40 years of service were recognized, as were recent retirees. CAP appreciates this recognition of AP service to the University.

Professional Fees

CAP determined that there is no uniform policy for the handling of fees required by the State of Illinois for professional licensing, such as lawyers, doctors, engineers and social workers. CAP worked to formulate the concern and suggested outcomes to the Chancellor for the handling of fees. Suggested recommendations are currently working their way through the University system.

Performance Appraisals and Raises

CAP worked with AHR to develop auditing procedures to monitor departmental performance appraisal tools and methods. In early 2005, 200 APs were sent a survey regarding their performance appraisals. Approximately 47% responded. The survey showed that 85% of APs receive a yearly performance review, though Provost Communications 22 states that all APs should be participating in such a process. However, the 15% did state they had a review in the preceding 24 months. CAP continues to work with AHR to make sure all APs receive a yearly review.

Banner

CAP members continued to express and share concerns with Banner's implementation to AHR representatives, especially regarding HR and graduate functions. Concerns regarding how pay and vacation are handled in Banner were also discussed. CAP appreciated the input and interaction with AHR Director Rawles concerning these issues.

Academic Professional Development Fund

The Provost's Office provided grant money for APs to use for professional development. CAP had been working with the Provost's office for more than 4 years to establish this fund. Awards support APs in their efforts to keep up-to-date in their respective fields. Policies and guidelines were established to provide an equitable distribution of funds. Information was presented on-line and application forms were developed and modified to keep the process as simple as possible. Funds were to be used to supplement existing AP departmental funds.

CAP members Chris Migotsky and Jane White, along with AHR Director Rawles, reviewed 111 applications and awarded 105 APs with approximately \$47,500 in professional development grants.

CAP used several of its monthly mailings to inform APs of the opportunity to apply to the fund.

CAP was pleased that funds were extended for the upcoming year.

Grievances

A two-member CAP Grievance Committee was formed with the Grievance Officer Vera Mainz as Chair. Bill Bell was elected Vice-Chair.

CAP members participated in a 2-hour grievance training in June 2004.

Between June 1, 2004 and May 30, 2005, CAP received six grievances and accepted all. One was later withdrawn. Of the five remaining, all were completed and reports were filed with the appropriate campus administrator.

A major issue addressed by CAP in 2004 required a clarification by President Stukel. In a letter dated December 23, 2004, President Stukel stated the University's position with regard to policies and practices pertaining to academic professional employees in University Administration (UA). He confirmed that "University Administration units should apply the HR policies in place at the campus at which their employees reside."

CAP Chair and Grievance Officer worked with UA officials to facilitate the resolution of several UA grievances.

CAP also requested and worked with the UIUC Senate Executive Committee to consider a UI Statutes amendment that would codify this practice. The first reading of the statute change occurred at the May UIUC Student-Faculty senate meeting.

The investigation of five grievances was a major effort on CAP's part. The grievance officer, working with each of the grievance committees, determined that it took an average of 112 hours for each grievance from initial contact through the final approval of the report to the appropriate University official. A copy of that table is included. While CAP believes that the time involved is significant, it also understands that grievances are a key aspect of CAP's mission and should not be taken lightly.

Several general issues raised by these grievances were addressed by CAP and forwarded on to specific University administrators, with recommendations for UIUC AHR changes to avoid employment and termination conflicts in the future.

CAP also worked to modify the grievance process, with an eye toward improving the entire process – from the initial discussions with the grievant through the completion of the report. CAP's goal is to clarify with our constituents that CAP is not an advocate for the AP nor the University during the process but an impartial and unbiased observer and investigator.

CAP members also worked with AHR in establishing a mediation process. The goal is to establish alternative means to conflict resolutions beyond the filing of a formal grievance.

Campus Parking

CAP member Jane White was appointed the AP representative to the Campus Parking committee. CAP's parking committee remains active.

Senate Executive Committee

The CAP chair attended and participated in monthly SEC meetings.

CAPE Awards

CAP members Vera Mainz and Tom Korder co-chaired this year's CAPE Award committee. On April 6, 2004, awards were presented to six winners:

- Sharon Bryan, Engineering
- Richard Knipe, University of Illinois Extension
- A. Asghar Mirarefi, Chemical and Biomolecular Engineering
- Charles Olson, ACES
- Kent Reifsteck, Facilities and Services
- John Rossi, Law

The CAPE Awards recognize the numerous, varied and important contributions that Academic Professionals make to the University's missions of education, research, service and outreach. CAP cannot express a deeper appreciation for the Chancellor's continued support for this award.

CAP members worked with AHR to publicize the application and streamline the process for 2005.

Morale Boosters

CAP once again solicited thoughts from members and APs on ways to improve morale without incurring huge costs. A survey was sent to APs requesting suggestions. Topics were compiled and forwarded to the Chancellor. Ideas included, but were not limited to, flexible work hours, floating and Christmas break holidays, and recognition of AP performance.

Website and Communications Committee

The CAP website (www.cap.uiuc.edu) continues to be the campus site that provides APs with information on past and upcoming meetings, grievance procedures, and current CAP issues, as well as a repository of CAP activities and historical documents. The communications committee was composed of Communications Director Marla McKinney and Chris Migotsky.

The communications committee distributed monthly messages via email to APs on a range of topics from shared benefits to personnel information to provost academic development funds to faculty-staff assistance to sick child care to the Career Transition Assistance Program. These mailings are designed to be brief and often direct the AP to the CAP or other website for further information. CAP appreciates the assistance of the AHR office in providing timely information.

The Communications Committee also held a Brown Bag noon program titled “What Are Your Rights when Things Go Wrong,” dealing with grievances, discrimination and other employment issues. This was the second consecutive year that this program was offered. More than 25 APs attended.

UPPAC

The UIUC CAP has participated on the Committee on Institutional Cooperation (CIC) AP meetings for 4 years (since their inception). We have brought this to UPPAC and have asked each campus to send at least one representative to the next face-to-face meeting in Chicago in October 2005. All three campuses will participate in this meeting. CAP member Vera Mainz was elected Chairman of UPPAC from fall 2003-fall 2004. The current chair is Carlyn Shank, UIS.

Meetings with University of Illinois administrators

CAP has always felt that campus administrators can enhance member’s knowledge of campus issues as well as provide an opportunity for the exchange of ideas and suggestions for improving campus life. These open and frank discussions provide an opportunity to share AP concerns.

CAP met with Interim Provost Jesse Delia, Interim Chancellor Richard Herman, Vice-President Steve Rugg, President James Stukel, and Secretary to the Board of Trustees Michelle Thompson.

CAP was presented with an interactive program titled Crucial Conversations by Jeri Marxman, University of Illinois Extension.

CAP also established a regular report by the AHR liaison at monthly meetings. This interaction bore positive results dealing with Banner issues this past year.