

A/P Minutes – March 8, 2007

Council members present: Nikki Brauer, Maureen Smith, Debbie Lamb, Steve Klay, Jerry Abner, Mindy Mangialardi

Ex-officio members present: Mboka Mwilambwe, Stacy Ramsey, Derek Story, Larry Lyons

I. Guest: Ira Schoenwald, Associate Vice President, Human Resources

Schoenwald approached the council to begin dialogue on the A/P structure. He is currently researching other benchmark institutions on A/P structure concerning the following topics:

- management levels
- room for advancement
- salaries
- raise structure
- job classification
- opportunities for professional development
- opportunities for professional growth
- developmental steps to assist with advancement

Schoenwald described our current A/P structure as needing review as it has been found to be moderate compared to other institutions. He asked the council to consider perceptions about the A/P process, discuss issues and provide possible solutions to assist in his research.

After the overview, Schoenwald answered questions from the council regarding his plan for research. Salary stagnation was a significant issue mentioned needing attention. In addition, the council asked for clarification on the dismissal process and the steps managers currently need to take to be sure an employee knows what is expected of them and has the opportunity to meet those expectations within an adequate time frame before drastic measures are taken. Schoenwald mentioned HR does have a process in place to which managers should inquire about when an employee/employment situation arises.

Schoenwald concluded by reminding the council the process of reviewing the current A/P structure is just in the research stage and he will return to another meeting to get additional feedback and keep the council apprised of the situation. Any ideas can be forwarded to Schoenwald or Derek Story.

II. No minutes to approve

III. Chairs remarks – Steve Klay

Klay reported on his Educating Illinois task force meeting. Many groups are being asked what works well on campus and what does not. All VP's are also involved in this research. Next phase is taking all the feedback and incorporating it into a plan

#### IV. Committee Reports

Foundation – Larry Lyons – The foundation is happy the A/P employee scholarship is moving forward.

Scholarship – Debbie Lamb – Maureen and Debbie met again on the scholarship application, a draft will be available at the next meeting

Academic Senate – Mtg. was cancelled, no report

HR – Nancy Johnson joined the meeting to report they are currently working on 2 items with SURS – orientation for new employees and the benefit package as it refers to where employees live for coverage in that area. More details to come on this. She also mentioned there is an aggressive project in the works to get the word out to employees that SURS will no longer accept campus addresses for mailings.

CCC – No report

#### V. Business/Discussion Items

A/P employees were contacted about interest in sitting on Provost Search committee. 30-35 showed an interest. We will submit top 5 vote getters to Presidents Office. The council will not recommend a certain individual but rather go with the employee election results.

Grievance policy draft was reviewed..few suggestions were needed or made.

Jerry Abner updated the committee on the Vice President for Advancement search and asked the council for any questions they feel should be asked during the on campus interview phase. The council provided some feedback including:

How does UA see diversity as a goal?  
Plans for family campaigns involving staff?  
What are the priorities for the next campaign?  
Alumni giving success rates?

Nikki Brauer reminded the council of the next Brown Bag which is April 18<sup>th</sup>.

Adjournment

