Administrative Professional Council Meeting Minutes  
September 12, 2006 – 1:00 to 2:00 PM  
Tamasag

Members Present: Roselyn Cutler (Area 1), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Sam Martin (Area 4), Pony Davis (Area 5), Ann Malen (Area 6), Becky Trentlage (Area 7), Chris Sexton (Area 7), Mary Francis (Area 8), Stephanie Ouren (Area 8), Linda Stapel (Area 9), Kathy Thornhill (Area 10), C.J. Kent (Area 11), Bob Mulcair (Area 11), Lance Noble (Area 11), Kathy Frasier (Area 12), Wendy McCartney (Area or12), Courtney Butler (Area 13), Pat McCurdy (Area 13), Courtney Comer (Area 14), Melissa Oliver (Area 15), Patricia Romano (Area 15).

Guest: Judy Barth, UBC Member  
Debby Weitzel, Past APC Chair

I. Call to Order  
The meeting was called to order at 1:18 PM by Chair K. Thornhill.

Debbie Sheaffer has volunteered to fill the Secretary vacancy on the Board. A motion was made by Pat McCurdy to elect Debbie as the Secretary, Ann Malen seconded. The motion was passed unanimously.

II. Approval of August Minutes
August minutes were moved for approval by Ann Malen, seconded by Pat McCurdy and passed unanimously.

III. Officer Reports  
Chair  
Presented by K. Thornhill.

A call was put out for a volunteer to act as the Board parliamentarian. Sam Martin volunteered. Becky Trentlage moved to elect Sam as the parliamentarian, Lance Noble seconded and the motion passed unanimously.

The Chair was invited to meet with Keith Ickes. The goal is to keep the APC visible and in a proactive mode. The request that the Provost be the administrative reporting line for the APC is in a holding pattern at this time. Keith Ickes is meeting monthly with the Chairs of the APC and the CPC.

A meeting was also held between Bob Jones, the Chair of Faculty Council and the APC Chair. The APC Chair will be attending the next Executive Meeting of the Faculty Council to share the goals for APC for 2006-07. Faculty Council has raised the issue of sick and annual leave for administrative professionals paid with grant money. APC will discuss further if this issue needs to be changed in the Manual or if the language provides enough flexibility and there just needs to be more education about the options.

Ted Weston, the AP representative on the Board of Governors, will be giving a presentation to APC in October on the straw proposal for a sick and annual leave bank for APs and faculty.
An email was sent to President Penley from the Chairs of CPC and APC to encourage him to recognize the efforts of classified personnel and administrative professionals in his fall address.

Vice Chair
Presented by C. Butler.
A list of the committee member openings was read. Committees with vacancies include the Grievance Panel, representative to Classified Personnel Council, CSU Activity Committee, Diversity Advisory Committee and the University Parking Committee. An email will be sent out with openings to be filled.

The membership matrix will be updated on the website.

Secretary
Presented by D. Sheaffer. No report.

Treasurer
Presented by P. McCurdy. Around $350 was spent on supplies, a total of $675 has been spent to year to date.

IV. Committee Reports
A. Awards
Presented by K. Fraiser.
The committee discussed goals and will be looking at increasing interest and the number of nominations. The APC award plaques in the Lory Student Center will be located. The group will look into the requirements for nominations. Distinguishing the APC and Star awards will be studied.

B. Benefits
Presented by J. Barth.
The committee will be considering the issues of an AP leave bank, such as accounting leave accurately in different areas of the university.

C. Classified Personnel Council
No report given.

D. Communications
Presented by A. Malen.
The overriding goal will be better visibility. The committee will be looking into increased marketing, better communications, improved graphics, and the issue of branding. A monthly newsletter may be developed to communicate with the APs. Professional development could become a source of community building.

E. Employment
Presented by L. Noble.
The goals for this committee have been grouped into 3 areas and will be developed over the year. 1) soft benefits, 2) employment policies and 3) advocacy goals.
F. Nominations & Elections
Presented by P. Davis.
The first order of business will be recruiting for vacancies, getting the word out. They will be looking into a PDI class for interested APs and will also have a table at the Benefits Fair.

G. Policies & Procedures
Presented by D. Weitzel on behalf of R. Cutler.
The committee plans to review the constitution plus all rules and procedures. The committee also suggested the APC look into putting together a 5 year plan.

H. Service & Outreach
Presented by C. Butler.
The committee has no chair at this time. Ideas the committee is considering include a department head event to build visibility, a summer food drive for the Food Bank, an October 11 coffee break kick off at the LSC for the winter clothing drive, an APC luncheon around February 20 and providing an APC table at the President’s fall address.

I. University Planning Council
K. Thornhill reported that the University Planning Council has been reorganized into the Committee on Strategic and Financial Planning (CoSFP). When budget issues arise, then the non-CoSFP members will attend and have voting rights.

V. Unfinished Business

VI. New Business
A. Maggie Glick has resigned as a member from Area 14

B. A new meeting time will be researched. The Chair will be emailing members and getting their input.

C. APC brought up the subject of making a donation to the Diversity Conference. After discussion, Pat McCurdy moved the APC support the conference with the same dollar donation as last year, if asked and that we request public recognition of the donation, Mary Francis seconded. The motion was passed unanimously.

VII. Announcements/Other Business

VIII. Next Meeting, October 3
8:30 AM – 10:30 AM, LSC rooms 214-216

IX. Adjourn