Administrative Professional Council Meeting Minutes  
October 3, 2006 – 8:30 AM  
119 Rockwell Hall

Members Present: Debbie Sheaffer (Area 2), Sam Martin (Area 4), Pony Davis (Area 5), Ann Malen (Area 6), Jim Zakely (Area 6), Frank Johnson (Area 7), Mary Francis (Area 8), JoAnn Cornell alternate for Linda Staple(Area 9), Kathy Thornhill (Area 10), C.J. Kent (Area 11), Lance Noble (Area 11), Kathy Frasier (Area 12), Wendy McCartney (Area 12), Angela Thompson (Area 12), Courtney Butler (Area 13), Pat McCurdy (Area 13), Pam Nicholson by conference call (Area 15), Patricia Romano (Area 15).

Guests: Judy Barth, UBC Member  
Kinda Carpenter, CPC Member

I. Call to Order  
The meeting was called to order at 8:38 AM by Chair K. Thornhill.

II. Approval of Minutes  
The September minutes were moved for approval by Ann Malen with a correction (Ted Weston is a faculty representative to BOG), seconded by Lance Noble and passed unanimously.

III. Officer Reports  
Chair  
Presented by K. Thornhill.  
The Chair met with Keith Ickes. Keith Ickes will come to speak to the AP Council after the elections. He will be able to give some insight into what the election outcomes might foretell for CSU and the State. As part of ongoing discussions, input will be solicited from AP’s to find out if AP’s would prefer an increase to salaries or to benpay.

Ted Weston is on a fact finding mission regarding an Administrative Professional/Faculty leave bank. He will be meeting with the Benefits Committee, Human Resources and others to get input on this issue.

The AP Council will continue over the next few months to discuss the development of a five year plan. This item will be put on the agenda.

Vice Chair  
Presented by C. Butler.  
To facilitate AP Council meetings and keep them on track, a committee report template has been developed. This template will be emailed to AP Council. Committee chairs are asked to submit committee reports to Courtney at least one week prior to APC meetings.

Alternates are needed for many AP Council areas. Alternates from last year have been contacted. Several alternates have not confirmed if they will continue to serve. An email will be sent with the current alternate information.

AP Council shirts are ready for the new members.
The AP Council will have a table at the Benefits Fair. Volunteers are needed to cover this AP information area.

Each council member should be signed up for at least one committee assignment. Please contact Courtney Butler to join a committee if you do not currently have an assignment.

A template will be emailed to enter committee goal listings for the current year. From these lists of goals, an AP Council work plan will be developed for 2006-07. Chairs are asked to submit their committee goals to Courtney at least one week prior to the November meeting.

Secretary
Presented by D. Sheaffer.
No report.

Treasurer
Presented by P. McCurdy.
The Budget Committee will be meeting after the November meeting to put together the budget and look at the current figures. At this point, dollars are being spent carefully and a surplus may occur.

IV. Committee Reports
A. Awards
   Presented by K. Fraiser.
   No report.

B. Benefits
   Presented by J. Barth.
   Information on benefits costs for the coming year have not yet been received and but appears that the increase in benpay will nearly cover the increase in benefit costs.

C. Classified Personnel Council
   Presented by K. Carpenter
   The CP Council is arranging for a speaker on the whistle-blower laws.

   The PERA presentations were so well attended; two more presentations were arranged for campus staff.

D. Communications
   Presented by A. Malen.
   No report.

E. Employment
   Presented by L. Noble.
   No report.

F. Nominations & Elections
Presented by P. Davis.
No report.

G. Policies & Procedures
Presented by A. Thompson.
The committee met and reviewed the constitution. A presentation will be made at the November meeting.

H. Service & Outreach
Presented by C. Butler.
The committee will meet after the AP Council meeting today. The Coffee Break event is planned for October 11 in the Lory Student Center to kick off the winter clothing drive. An email will be sent to advertise the event.

The committee is looking into speakers for the February luncheon. People outside of CSU are being considered.

I. University Planning Council
Has been merged with the Committee for Financial And Strategic Planning. When there is an agenda item that pertains to the budget, the Chairs of APC and CPC are invited to attend and have full voting rights.

V. Unfinished Business

VI. New Business

A. The AP Council reviewed and discussed proposed CORSAF manual changes.

Frank Johnson moved to approve the changes to Section D.1 regarding the Classification of University employees, Pony Davis seconded. The motion carried with one opposing vote.

Lance Noble moved to approve the changes to Section I.16 regarding Controlled Substances, etc., Sam Martin seconded. Motion carried.

Frank Johnson moved to approve the changes to Section K.6 regarding documentation, Lance Noble seconded. Motion carried.

The AP Council discussed the Section G.1 changes on study privileges extensively. Frank Johnson moved to approve the changes with the suggestion that the wording be modified to include “the difference in tuition costs and fees owed by the employee may be paid by another source”, Lance Noble seconded. Motion carried.

In discussion of the section B2.5 changes to Comment, concern was raised that an important communication device has been lost. The Comment provided a forum for editorials, job announcements, job recognition, etc. Sam Martin moved to note in the minutes the AP Council’s concern at the loss of Comment as an editorial forum, Frank Johnson seconded. Motion carried.
B. The Chair presented a proposal from Executive Committee to change the monthly meeting date. Issues the Exec Committee considered included the timing with Faculty Council meeting, the continuity of the AP Council meeting schedule, holiday conflicts and other issues. The recommendation was to move the monthly meeting to the second Tuesday of each month. Sam Martin moved to move the AP Council meeting dates to the second Tuesday of the month, Mary Francis seconded. Motion carried. Wendy McCartney moved to start the 2nd Tuesday meeting schedule in November of 2006, Lance Noble seconded. Motion carried.

VII. Announcements/Other Business

VIII. Next Meeting, November 14
8:30 AM – 10:30 AM, LSC rooms 224-226

IX. Adjourn
There being no further business, Sam Martin moved to adjourn, Lance Noble seconded. Motion carried.