Members Present: Roselyn Cutler (Area 1), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Sam Martin (Area 4), Pony Davis (Area 5), Aaron Harris (Area 6), Ann Malen (Area 6), Jim Zakely (Area 6), Cris Sexton (Area 7), Becky Trentlage (Area 7), Mary Francis (Area 8), Stephanie Ouren (Area 8), Kathy Thornhill (Area 10), Lance Noble (Area 11), Steph Rosso (Area 11), Wendy McCartney (Area 12), Angela Thompson (Area 12), Courtney Butler (Area 13), Pat McCurdy (Area 13), Larry Hooker (Area 15), Linda Selkirk alternate for Pam Nicholson (Area 15), Melissa Oliver (Area 15).

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

I. Call to Order
   The meeting was called to order at 8:33 AM by Chair K. Thornhill.

II. Approval of Minutes
    The October minutes were moved for approval by Pony Davis with a correction (the vote on the changes to Section D.1 of the Manual had two opposing votes), seconded by Sam Martin. Motion carried.

III. Officer Reports
    Chair
    Presented by K. Thornhill.
    The Chair reported that Keith Ickes has retired. Rich Schweigert will be the new Interim Vice President for Administrative Services and the person to whom the Administrative Professional Council reports. The Chair tried to schedule a meeting with him to familiarize him with APC and our work plan, such as to increase our visibility to constituents and the University. However, he was not available until December 12th, so he will instead meet with APC. The APC discussed the reporting line to administration at length.

    Becky Trentlage moved to maintain the APC’s current reporting line to administration with the VPAS, Pony Davis seconded. Motion carried.

    The Chairs of both the Classified Personnel Council and the Administrative Professional Council are working together to get staff representation on upper administration search committees.

    Communicating with constituents and increasing the APC’s visibility is part of the goals for the year. The Chair determined who the designated contact will be in each area. This APC contact will be sent instructions for listserv emailing. Monthly APC meeting highlights will be written and sent to the contacts for distribution along with other pertinent communications.

    The Chair reminded the Council our goal of being proactive. Each committee is expected to be active, researching and completing their work plans. Committees will then bring their recommendations, reports and information to the Council. The Vice Chair is nearly done with the APC work plan.
Any input or questions from constituents should be copied to both the Chair and the appropriate committee for consideration.

Three items to go before Faculty Council were reviewed and recommended for approval by APC: 1) restricting smoking away from building entrances, 2) APs with a break in employment of less than one year would be able to keep their sick leave accrual balances, and 3) APs with a break in employment of less than one year would be able to keep their annual leave balances.

Sam Martin moved to approve the Chair’s report as presented, Lance Noble seconded. Motion carried.

Vice Chair
Presented by C. Butler.

The Vice Chair attended a meeting of the Committee on Strategic and Financial Planning to hear the discussion of the proposal for an Administrative Professional and Faculty leave bank. The group discussed the leave bank idea at length and will look into other ideas brought up during the discussion.

Sam Martin moved to approve the Vice Chair’s report as presented, Valerie Monahan seconded. Motion carried.

Secretary
Presented by D. Sheaffer.
No report.

Treasurer
Presented by P. McCurdy.
The Treasurer reported that expenses have been kept to a minimum and $9,648 remained available. The Budget Committee will be meeting immediately after the APC adjourns.

Sam Martin moved to approve all Executive Committee Reports as presented, Pat McCurdy seconded. Motion carried.

Sam Martin moved that the APC approve all Committee reports as a whole at the end of the report section, Becky Trentlage seconded. Motion carried

IV. Committee Reports
A. Awards
Presented by W. McCartney.
The Awards Committee met to look at nominations and the awards. The committee feels there is some confusion between the Administrative Professional Stars award and the Distinguished Administrative Professional Awards which come out around the same time. The committee will be looking into the issue and coming back to APC with a recommendation.

B. Benefits
Presented by J. Barth.
The top 10 items from the benefits survey will be put on the APC website soon. The Benefits Committee is working with Ted Weston as the leave bank issues are being reviewed. The idea is complicated; general counsel and others must review and provide input regarding the proposal. A resolution may take a long time to come forth.

C. Classified Personnel Council  
Presented by K. Carpenter  
The Classified Personnel Council is working on issuing a newsletter every other month. The next speaker at CPC will be Bill Cole from Housing.

D. Communications  
Presented by A. Malen.  
The Communications Committee has ideas on possible speakers for APC and will continue the search. They have discussed the possibility of creating an eComment type of newsletter. The APC discussed the idea of a newsletter. Today@ CSU will be pursued as a possible communication device with our constituents and the University as a whole.

E. Employment  
Presented by L. Noble.  
Bob Mulcair is no longer a member of APC as he took employment elsewhere. The Committee has set their work plan for the year. Ted Weston has been contacted and the committee offered their assistance to him during as he pursues the idea of a leave bank. The Employment Committee has scheduled a regular monthly meeting.

F. Nominations & Elections  
Presented by P. Davis.  
The committee has a meeting on November 30 and will be drafting a work plan.

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

H. Service & Outreach  
Presented by C. Butler.  
The Coffee Break event and winter clothing drive went well with over 30 people attending. The committee will be looking into other schools that might have special needs for donations.

A February luncheon for all APs is in the planning process with a speaker for the event under discussion.

One item on the work plan for S&O is to get the word out to supervisors that they should encourage attendance of their staff at the APC.

Pat McCurdy moved to approve the reports as presented, Sam Martin seconded. Sam Martin moved to amend the motion to recommend that the Communications, Service and Outreach, and the Awards Committee meet together to discuss the AP Star Award and the Distinguished
Administrative Professional Award and refer their recommendations to the APC, Roselyn Cutler seconded the amendment. Motion carried.

V. Unfinished Business
   A. Discussed what APC’s response to the elimination of eComment should be. Pat McCurdy moved that this issue be forwarded to the Communications Committee for a recommendation, Valerie Monahan seconded. Motion carried.
   B. APC future goals need to be established. The Executive Committee is starting a Strategic Plan. Pat McCurdy moved to refer the issue of future goals to the Executive Committee to present at future meeting, Lance Noble seconded. Motion carried.

VI. New Business
   A. Bob Mulcair has resigned as representative for Area 11. Steph Rosso moved to accept his resignation, Pony Davis seconded. Motion carried.
   B. Sam Martin moved to approve the full docket of new business except the first item for the Sexual Harassment and Grievance panels, Becky Trentlage seconded. Motion carried.
   C. Courtney Butler presented the current list of the Sexual Harassment Panel and added volunteers for a full panel as attached to these minutes. Lance Noble moved to approve the full list of members for the Sexual Harassment Panel as read, Ann Malen seconded. Motion carried.
   D. Courtney Butler presented the current list of the Grievance Panel and added volunteers for a full panel as attached to these minutes. Pony Davis moved to approve the Grievance Panel as presented, Ann Malen seconded. Motion carried.
   E. Rich Sweigert, Interim VP of Administrative Services has been rescheduled to the December 12 meeting.

VIII. Announcements/Other Business
   The Chair reported the March meeting for APC is scheduled during Spring Break. After discussion, the council decided to check with alternates to see if they would be available if the regular members cannot attend so enough are available for a quorum.

   Sam Martin moved to name Melissa Oliver as the alternate Parliamentarian, Cris Sexton seconded. Motion carried.

IX. Next Meeting, December 12
   8:30 AM – 10:30 AM, LSC rooms 224-226

IX. Adjourn
   There being no further business, the meeting was adjourned at 10:02 AM.