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

II. Approval of Minutes
The November minutes were moved for approval by Lance Noble with spelling corrections, seconded by Wendy McCartney. Motion carried.

III. Officer Reports
Chair
Presented by K. Thornhill.
The Executive Committee continues to work on developing the strategic plan for the Administrative Professional Council. The plan will have both long term and short term goals for the Executive Committee as well as other APC committees.

APC will ask to have a representative on the search committees of any university officials leaving which may have an impact on APs. Tony Frank and Carol Shirey will be contacted and asked to notify APC when positions of relevance are opened.

The Chair is writing a letter to supervisors around campus to support AP employee’s attendance at meetings and encourage APs to join events.

The University budget process was pushed earlier in the year than expected. To become a part of the discussion, APC will need to get involved January 2007 for the 2008-2009 budget.

The leave bank issue for APs has been opened up to a larger review of the full benefits and benpay package.

The long term stretch goals for the University require a significant increase in infrastructure. Growth in faculty and students will result in an increase in buildings and support staff.

Vice Chair
Presented by C. Butler.
Committee reports to APC are due the Tuesday prior to APC meetings. Representatives for the Parking Appeals Committee and the Parking Services Committee are needed. Judy Barth volunteered for the Parking Services Committee.
Secretary
Presented by D. Sheaffer.
No report.

Treasurer
Presented by P. McCurdy.
The Treasurer reported that expenses have remained low and $8,871 remained in the account.

Sam Martin moved to approve the officer reports as presented, Lance Noble seconded.
Motion carried.

IV. APC Committee Reports
A. Awards
   No report

B. Communications
   Presented by A. Malen.
   APC highlights have been revamped and are nicely presented for distribution to all APs.

   The committee is looking at an informal survey to get APs thoughts and ideas on APC.
   The Council would like communicate more effectively with our constituents and give them the information they want.

C. Employment
   Will be discussed under new business

D. Nominations & Elections
   Presented by C. Sexton.
   Representatives will contact individuals interested in acting as future representatives or alternates to the APC and committees. They will be invited to attend meetings.

E. Policies & Procedures
   Presented by A. Thompson.
   Revisions to the Constitution have been completed and will be forwarded for distribution and review next month. The changes will be voted on at the February meeting.

F. Service & Outreach
   Presented by C. Butler.
   The AP luncheon has been scheduled for February 27. A speaker will be invited and arranged soon. AP coffee breaks around campus will be scheduled this spring.

Kathy Frasier moved to approve the reports as presented, Valerie Monahan seconded.

V. Other Reports
A. Benefits
   Presented by J. Barth
   The committee continues to keep in touch with Administration officials and work with groups focused on improvements to benefits and benpay.
B. Classified Personnel Council
Presented by B. Schmidt
Bill Cole from Housing came to talk with CPC members. The group was impressed with Housing’s emphasis on the training of staff, their blue box suggestions and the streamlined employee award process.

CPC may work with APC to combine some coffee break meetings.

Sam Martin moved to accept the other reports as presented, Lance Noble seconded. Motion carried.

Sam Martin moved to table remaining business until after the speaker’s presentation and finish as time permits, Wendy McCartney seconded. Motion carried.

Speaker:
Rich Schweigert, the interim Vice Provost for Administrative Services, came to talk with APC about election results and their potential effect on CSU.

The election points discussed focused on higher education funding and the effects of voter imposed budget limitations. Changes to the system take time and the share of funding to higher education has continued to decrease. With work and support by the new leaders in State government, the longer term funding situation may see some improvement.

VI. New Business
A. The new work plan for APC was reviewed. Each committee and the APC as a whole have goals to work toward.

A suggestion was made to change the wording in item three regarding improving the use of graphics and slogan. Wendy McCarty moved to change the wording to “improve the consistent use of graphics, message and brandings”. Stephanie Ouren seconded the motion. Motion carried.

Pat McCurdy moved to approve the work plan as amended, Lance Noble seconded. Motion carried.

B. A recommendation for a change to the Faculty Manual Section E.5.2 was presented which would allow Administrative Professionals with joint academic appointments, the opportunity to have the academic appointment be for up to three years. This would bring these appointments in line with affiliate faculty and make service on graduate committees less problematic. Sam Martin moved to support this proposed change, Pat McCurdy seconded. Motion carried.

C. The Employment Committee is researching data on peer salaries. The information will be presented to APC with draft of a letter for Administration on recommended salary increases for administrative professionals at the January meeting. Sam Martin move to approve the drafting of the letter which will be researched carefully through the committee, Pat McCurdy seconded. Motion carried.
VII. Next Meeting, January 9
8:30 AM – 10:30 AM, LSC rooms 230

VIII. Adjourn
There being no further business, the meeting was adjourned at 10:25AM.