Members Present: Roselyn Cutler (Area 1), Debbie Sheaffer (Area 2), Sam Martin (Area 4), Pony Davis (Area 5), Aaron Harris (Area 6), Jim Zakely (Area 6), Alt. JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), Lance Noble (Area 11), Steph Rosso (Area 11), Carl Davis (Area 12), Kathy Fraiser (Area 12), Angela Thompson (Area 12), Courtney Butler (Area 13), Keith Wilson (Area 14), Linda Selkirk (Area 15).

Guests: none

I. Call to Order
The meeting was called to order at 8:32 AM by Chair K. Thornhill.

II. Approval of Minutes
The February minutes were moved for approval by Aaron Harris and seconded by Sam Martin. Motion carried.

III. Officer Reports
Chair
Presented by K. Thornhill.
The Chair reported that letters regarding the proposed parking fee increase had been sent to administration from both the Classified Personnel Council and Administrative Professional Council.

The Chair will attend the new employee orientation meeting in March to present information regarding APC and welcome them to CSU.

The Executive Committee ordered name tags for the APC. The tags are coming soon and will increase the visibility of the Council. The tags will be worn when members are representing APC.

After a one year trial, COSFP voted unanimously to make both the Chair of Classified Personnel Council and the Chair of the Administrative Professional Council members of the committee on a permanent basis, with the Chair of APC having voting privileges. This approval must now be brought to Faculty Council and approved before being changed in the Faculty Manual.

The APC luncheon was well attended with a great speaker and a good time was had by the attendees.

Vice Chair
Presented by C. Butler.
April reports from committees should be submitted by the Tuesday prior to the APC meeting.

Secretary
Presented by D. Sheaffer. No report.
Treasurer
No report.

IV. APC Committee Reports

See addendum for submitted written reports from the committees.

A. Awards
   Presented by K. Fraiser.
   Thirteen award nominations have been received. The Selection Committee will be meeting in late March to review the nominations. All nominees will be notified of their nomination.

B. Communications
   Presented by P. Nicholson.
   The APC newsletter format continues to be refined and upgraded. The plan to welcome new administrative professionals to CSU will be detailed and implemented in the fall. Magnets to advertise the Administrative Professional Council will be received soon and distributed.

C. Employment
   Presented by L. Noble
   Members of the committee will be meeting with Carol Shirey to discuss the current inclement weather policy for employees.

D. Nominations & Elections
   Presented by P. Davis
   The committee is working on ballots and the election process is progressing. Nominees for representatives in the various areas are still needed.

E. Policies & Procedures
   Presented by A. Thompson
   The report was submitted and attached to the minutes.

F. Service & Outreach
   Presented by L. Staple.
   The Irish Elementary clothing drive is coming soon, so watch for the announcement. The Veterinary Teaching Hospital will be hosting the next APC / CPC Coffee Break.

Other Reports

A. Benefits
   Presented by F. Johnson
   An FAQ web page regarding benefits is being developed.

   Anthem has been responding quickly to claim problems brought to their attention by the Benefits section of the Human Resources department.

B. Classified Personnel Council
   No report.

E. Parking Committee
   No report.
Sam Martin moved to accept the reports as presented, Lance Noble seconded. Motion carried.

V. **Unfinished Business**
Revisions to the APC Constitution were reviewed and discussed. Lance Noble moved to approve the revisions as submitted, Pony Davis seconded.

Rules and Procedures were reviewed and changes discussed. Sam Martin moved to approve the amendments to the Rules and Procedures as submitted, Lance Noble seconded. Motion carried.

Committees were asked to review their procedures and forward any suggestions for changes to the Policies and Procedures Committee (Angela Thompson) so they can be brought to Council at the April meeting.

VI. **New Business**
Keith Wilson was nominated for an Area 14 representative position on APC and Carl Davis for Area 12. Sam Martin moved to approve the new representatives, Pony Davis seconded. Motion carried.

Sam Martin suggested an AP Spotlight in the Today@CSU in the vein of the CPC’s Everyday Hero. The Communications Committee will be considering this idea.

VI. **Speaker**
Commander Bradford from Parking Services spoke to the Council about proposed parking fee increases. He presented information and maps on upcoming construction which will result in lost parking spaces as well as various ideas under consideration to pay for the cost of adding parking spaces on campus. The parking fee proposal will go to the Board of Governors in May. The fee proposal is directly linked to the proposal for parking garages. If the garages are not approved then the fee increase will not be forthcoming in this next year.

Presentation notes – items under consideration to manage parking on campus:

- CSU will be losing parking spaces over the next few years due to building and campus beautification projects.
- Increases in students, staff and faculty will put further pressure on parking.
- Pay stations are being installed. They are easier to maintain, rates may be adjusted, and payments may be made by credit card. Five pay stations will be installed in the Engineering Parking lot.
- At least 480 parking spaces will be lost in the next 2-3 years.
- Parking services is being proactive in building new lots/structures. Plans for parking structures have been designed.
- CSU is communicating with the City of Fort Collins and working together.
- Parking garages are being designed for mixed use and will likely have some offices and possibly meeting spaces in them.
- Solutions under consideration – whether interim or permanent
  - Shuttle service
  - Bus service down the Mason corridor
  - Increased parking violation enforcement and increased fines
  - Zone parking where a pass costs more when closer to campus
- Anticipate a cost of $150 for a parking pass in the 2007-2008 year
- Considered a graduating rate tied to salary
- Looking into parking areas fees and care for all CSU parking lots, no matter where located
- Telecommuting will be considered.

VIII. Next Meeting, April 10
     8:30 AM – 10:30 AM, LSC rooms 224-226
     Next speaker will be Brian Chase from Facilities.

XI. Adjourn
     There being no further business, the meeting was adjourned at 10:24 AM.