Members Present:  Roselyn Cutler (Area 1), Debbie Sheaffer (Area 2), Carol Guy (Area 3), Sam Martin (Area 4), Pony Davis (Area 5), Aaron Harris (Area 6), Ann Malen (Area 6), Jim Zakely (Area 6), Frank Johnson (Area 7), Cris Sexton (Area 7), Becky Trentlage (Area 7), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), Will Cheng (Area 11), CJ Keist (Area 11), Lance Noble (Area 11), Kathy Fraiser (Area 12), Wendy McCartney (Area 12), Angela Thompson (Area 12), Courtney Butler (Area 13), Pat McCurdy (Area 13), Janice Brown (Area 14), Keith Wilson (Area 14), Pam Nicholson (Area 15).

Guests:  Judy Barth, UBC and Parking  
            Kinda Carpenter, CPC

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

II. Approval of Minutes 
The April minutes were moved for approval by Lance Noble and seconded by Wendy McCartney.  Motion carried.

III. Officer Reports 
Chair 
Presented by K. Thornhill.
The Chair of APC has been officially approved as a voting member of Faculty Council’s Committee on Strategic and Financial Planning (COSFP).  In the fall, APC will put forth another request for the APC Chair to be ex officio on Faculty Council.

New APC members will be invited to the June meeting which will also be the last meeting for outgoing members.  Officer elections will be held at the June meeting as well as electing members to serve on the Benefits Committee.

The Executive Committee voted to cancel the July meeting.  The APC’s annual retreat is scheduled for August 14 at TAMASAG.

Vice Chair 
Presented by C. Butler.
Year end reports from each APC committee must be turned in to the Vice Chair by May 30. Executive Committee will compile the reports and submit an APC year end report to Bob Rizzuto, the Vice President for Finance and Administration.

The University Benefits Committee has three openings for Administrative Professional representatives on it. Please see the Vice Chair if you know of interested people or are interested yourself.

Secretary 
No report.
Treasurer  
Presented by P. McCurdy.  
A finance report was distributed and reviewed with the Council. The Treasurer recommended changing the Budget committee to include the Chair of APC, Communications, Service and Outreach, and the Treasurer since these are the only committees which have budget items. A formal request will be sent to the Policies and Procedures committee so they can bring it up to Council.

Sam Martin moved to approve the Officer reports as submitted, Lance Noble seconded. Motion carried.

IV. APC Committee Reports

See addendum for submitted written reports from the committees.

A. Awards  
Presented by W. McCartney.  
The Award winner’s information has been posted on the APC web site. A plaque with pictures of the winners is hanging in the Lory Student Center. The Awards Committee has recommendations on changes to the award process for next year.

B. Communications  
Presented by A. Malen.  
The committee is preparing their annual report.

C. Employment  
No report.

D. Nominations & Elections  
Presented by P. Davis.  
The election is in process and votes are being counted. Election results will be reported at the next meeting. Newly elected members will be invited to the June 12 meeting.

E. Policies & Procedures  
Presented by A. Thompson.  
The modifications to APC’s policies and procedures are posted on the web site.

F. Service & Outreach  
Presented by C. Butler.  
The last APC / CPC Coffee Break was not well attended, but those who went enjoyed themselves.

Other Reports

A. Benefits  
Presented by F. Johnson  
The Benefits Committee had their last meeting of the year. The Co-Chairs met with Bob Rizzuto and will likely be meeting over the summer. The FAQs are complete and ready to be posted on the web.
B. Classified Personnel Council  
Presented by K. Carpenter  
The election process for CPC representatives is nearly complete. A representative from the City’s Mason Street Corridor Project spoke at their council meeting. The information presented was very interesting.

C. Parking Committee  
Presented by J. Barth  
The parking proposal for Colorado State University will go to the Board of Governors in June. A flyer with parking proposal information has been distributed to all employees.

Sam Martin moved to accept the reports as presented, Pat McCurdy seconded. Motion carried.

V. Unfinished Business  
None

VI. New Business  
Four recommendations for changes to the award process were discussed. Wendy McCartney moved to make the following changes to the awards procedures 1) request the solicitation of the award nominations be announced at the same time as the other spring award notices, 2) request the award memo come from the President, 3) request that the nomination solicitation be sent to all CSU employees, not just APs and 4) nominations would require 3 letters of support, no more. The Council discussed the changes further. The motion was carried.

VII. Speaker  
The speaker for May was Bob Rizzuto, the new Vice President for Finance and Administration. His background and work history was reviewed with the Council. His twenty three years of experience in higher education in Colorado has given him a broad range of experiences from which to draw. He is an administrative professional himself and takes his responsibilities to the APC seriously. Mr. Rizzuto will be the voice of the Council and administrative professionals at the President’s Cabinet meetings.

He plans to look carefully at the budget, peeling back layers to see the core. Information will be shared and a committee formed with members from all employment types to discuss issues.

VIII. Next Meeting, June 12  
8:30 AM – 10:30 AM, Rockwell 119

IX. Adjourn  
There being no further business, the meeting was adjourned at 10:09AM.