Administrative Professional Council Meeting Minutes  
October 9, 2007  
224-26 Lory Student Center

Members Present: Melody Johnson (Area 1), Margi Cech (Area 2 alternate), Debbie Sheaffer (Area 2), Carol Guy (Area 3 alternate), Sam Martin (Area 4), Pony Davis (Area 5), Ray Aberle (Area 5), Jim Zakely (Area 6), Kim Pendell (Area 7 alternate), Cris Sexton (Area 7), Becky Trentlage (Area 7), Johannah Baca (Area 8), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), Will Cheng (Area 11), CJ Keist (Area 11), Carl Davis (Area 12), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Georgeann Venis (Area 13), Missy Hein (Area 14), Courtney Comer (Area 14), Keith Wilson (Area 14), Nick Striegel (Area 15), Ruth Willson (Area 15).

I. Call to Order
The meeting was called to order at 8:30 AM by Chair K. Thornhill.

II. The September minutes were moved for approval by Pony Davis, Georgeann Venis seconded. Motion carried.

III. Officer Reports

Chair
Presented by K. Thornhill.
Tom Gorell has been named the interim Vice President of Administrative Services. The Chair will be working with the VPAS and Administration to maintain communications with APC during the transition.

APC representatives have specialized knowledge of information and processes from their respective areas. Each member is encouraged to speak up and share their expertise with Council to keep us on track and in line with the University’s direction.

Vice Chair
Presented by C. Butler.
To be included in the meeting materials, committee reports should be submitted the Wednesday prior to the monthly APC meeting.

The following people volunteered to serve on the Grievance Panel: Carl Davis, Kathleen Ivy, Mike Biggs, Frank Johnson, Bill Haid, and Pony Davis.

The following people volunteered to serve on the Sexual Harassment Panel: Donna Reiser, Lois Samer, Linda Gabel, Elizabeth D’Aquila and Karen Gardenier.

Pony Davis moved to approve the list of volunteers to both the Grievance Panel and the Sexual Harassment Panel as presented, Georgeann Venis seconded. Motion carried.

Missy Hein and Melody Johnson subsequently volunteered to fill the remaining vacancies on the Grievance Panel. Pony Davis moved to approve the additional new members to fill the Grievance Panel vacancies, Courtney Comer seconded. Motion carried.
Sam Martin moved to approve the Officer’s Reports as submitted, Courtney Comer seconded. Motion carried.

IV. APC Committee Reports

A. Communications – The coffee break flyer and marketing was planned and implemented.

B. Employment – The committee continued the discussion on the possibility of instituting a certification program as a way for administrative professionals to follow a career path and grow. The research on a possible recommendation to change the inclement weather policy continues.

C. Nominations & Elections – The committee developed survey questions and discussed current APC topics.

D. Policies & Procedures – The committee continued their discussion of goals and developed survey questions.

E. Service & Outreach – The October coffee break was well attended. The Clothing Drive for Irish Elementary continues through October 12 and representatives were asked to send one final notice to constituents. The holiday party idea will need to be reworked into a different event. The committee continues to look for a spring luncheon speaker and theme. Suggestions for both were requested.

V. Other Reports

A. Benefits

Presented by Cris Sexton

The suggestions, made in a letter to the Human Resources benefits area regarding the change to a cost share plan, were received but no changes were implemented. Cliff Matsumoto has been elected the Chair of the Benefits Committee. The committee will have a table at the Benefits Fair.

Medical premiums are expected to increase 17% this year. Open enrollment for benefits will be starting later in October. Admin Pros are encouraged to compare Ben Pay to Cost Share on the Benefits Calculator at http://wsprod.colestat.edu/cwis187/benefits/ prior to open enrollment.

In response to some computer errors last year, Anthem has made a $25,000 gift to CSU to start a wellness plan. The Benefits Committee will be coming up with ideas for this plan. This CSU wellness plan may become a partnership with the City of Fort Collins’ idea of becoming known as a “wellness city”.

Becky Trentlage moved to accept the reports as presented, CJ Keist seconded. Motion carried.

VI. Unfinished Business

The Council discussed the draft of this year’s Work Plan at length. Jim Zakely moved to eliminate the second bullet in number 5 regarding a certification program. Georgeann Venis seconded. Sam Martin moved to amend the motion to add wording to bullet 2, section 5 similar to “which seeks to recognize the efficiency of investing in skill sets by creating skill
certifications”. The motion was not seconded. After more discussion, Keith Wilson moved to strike the second bullet in section 5 and add to section 5 wording “which would include parity and equity”, Jim Zakely seconded. Motion carried.

In section one, the word university will be included so it says Colorado State University.

Cris Sexton moved to approve the Work Plan as amended at the meeting, Stephanie Ouran seconded. Motion carried.

The Council discussed the constituent survey. In discussion, the following points were generally agreed upon: 1) keep questions multiple choice or on a rating scale, 2) have a comment sections, and 3) keep the survey to a length that can be completed in 10-15 minutes.

Other survey thoughts included: 1) list the APC mission and/or goals, so all APs have a background, 2) use as a tool to educate APs on APC, 3) a program that tabulates surveys may be utilized and 4) a psychology student might be able to assist with the wording of the questions.

The Council discussed some of the submitted questions. The group suggested additional questions such as, “Do you feel comfortable in taking time for APC activities? Is the work climate comfortable in your area?” Georgeann Venis will get Kathy Thornhill a copy of a survey done in her area to assist in wording questions. The work on the survey will continue as discussed.

New Business
The APC contributed to CSU’s 2007 Diversity Conference this year and was listed as a sponsor. The Council will discuss at an upcoming meeting how we would like to handle the financial contribution process in the future.

Service and Outreach Committee and the Communication Committee are working on an idea to give each new administrative professional employee a personal greeting. The groups will discuss the process to welcome new APs to CSU and inform them about APC.

Courtney Butler announced that volunteers are needed for the APC table at the Benefits Fair. The event is November 5 and 2 people will be needed to fill one hour slots. People who would like to volunteer should contact Courtney.

VII. Next Meeting, November 13
8:30 AM, 224-26 Lory Student Center

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