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

II. The October minutes were moved for approval by Pony Davis, Janice Brown seconded. Motion carried.

III. Officer Reports

Chair
Presented by K. Thornhill.
APC’s Work Plan was submitted to Tom Gorell.

The Chair is a member of search committee for the Vice President for Administrative Services. The APC was also included as a part of the search committee for the Senior Staff Counselor running the Employee Assistance Program.

The Chair gave updates on meetings with the Budget Review Process Committee. This ad-hoc committee was charged with developing the University’s budget and planning processes. The committee made recommendations for improvements and efficiencies to the process, including adequate representation by APs. The report will be given to the Provost for approval (President Penley referred to this committee’s work in his recent email to the campus).

In discussions with committees on campus, it has became clear that APC needs to work on getting information out as to who administrative professionals are and their function at CSU. Through the APC web site and other forms of communication, we will work to show the knowledge, skill and diversity of the AP force.

The Chair attended the Executive Committee of Faculty Council. The APC Work Plan was presented and the areas of hiring, promotion and retention issues were highlighted as priorities for APC this year. Tom Gorell is in communications with the Chair and is in support of APC issues.

The Chair attended a Committee on Faculty Governance meeting to discuss the request to have the APC Chair approved as an ex officio member of Faculty Council.

Leave policy changes are expected to be implemented for the State Classified staff. Specifics on these changes may be reviewed at http://www.colorado.gov/dpa/dhr/comp/personalleave.htm.
The University’s stretch goals call for significant increases in both students and faculty, but do not explicitly address the staff to support this growth. Administration has indicated that staff growth is built into overhead costs. The Chair will be looking into the issue with CPC.

Vice Chair
Presented by C. Butler.
The Vice Chair thanked volunteers for their help at the Benefits Fair. The committee discussed ways to make the APC table a more vital part of the event.

Secretary
No report.

Treasurer
No report.

Sam Martin moved to approve the Officer’s Reports as submitted both written and verbal, Courtney Comer seconded. Motion carried.

IV. APC Committee Reports

A. Awards – The committee will be working with communications to develop posters and a plan to get the nomination and award information out this year.

B. Communications – The APC website is being updated. The script to use when welcoming new APs to CSU should be ready next month.

B. Employment – The committee continues to work on the feasibility of a certification program as well as a possible recommendation to change the inclement weather policy. The group is drafting a management succession plan.

D. Service & Outreach – The Clothing Drive for Irish Elementary was a huge success. APC received many heartwarming notes of appreciation. An end of semester celebration is being planned for December 5th. The committee plans to invite Governor and Mrs. Ritter as speaker for the Spring luncheon.

V. Other Reports

A. Benefits
Presented by Cris Sexton
The Benefits Committee hosted a table at the Benefits Fair and received the following comments: 1) make PDF forms available to be filled in on the website, 2) provide a broader selection of funds for retirement accounts 3) consider offering a catastrophic insurance alternative, and 4) cover colonoscopies as “state of care” for older employees. The following issues were also raised during the discussion: supplemental insurance, length of time for long-term disability and quality of benefits as costs increase.

B. CPC
Presented by Kinda Carpenter
The CPC has been discussing the change in leave policy. Kendra noted the CPC will be talking about the Governor’s executive order regarding unions.
Sam Martin moved to approve the committee reports and discussion. Roselyn Cutler seconded. Motion carried.

VI. Unfinished Business
The AP survey was reviewed. The questions will be refined and APC will work with Dave McKelfresh to prepare the web survey.

APC discussed a proposal to have the Council consider a contribution to the Diversity Conference at the August meeting each year. Sam Martin moved to approve the annual August contribution proposal as written above, Courtney Comer seconded. Motion carried.

VII. New Business
Pony Davis moved to accept the resignation of Jason Kinnear, the addition of Connie Uliasz as an alternate and the addition of Carolyn Kasdorf as an alternate. Roselyn Cutler seconded. Motion carried.

Council discussed at length how the changes in the University structure affect APC representation. Frank Johnson moved to have the Executive committee look at the current policy, look into the implications to keep the council functioning properly and bring the issue back to council with a recommendation. Roselyn Cutler seconded. Motion carried. A recommendation should be presented and discussed in December with a vote in January.

Sam Martin moved to inactivate Article 5, Section 4 while the APC representation issue is being researched, Pony Davis seconded. Motion carried.

VIII. Next Meeting, December 11
8:30 AM, 224-26 Lory Student Center

IX. Adjourn
There being no further business, the meeting was adjourned at 9:58 AM.