Members Present: Roselyn Cutler (Area 1), Melody Johnson (Area 1), Nick Hardy (Area 2), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Linda Stoddard (Area 6, alternate), Frank Johnson (Area 7), Cris Sexton (Area 7), JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), Will Cheng (Area 11), Lance Noble (Area 11), Stephanie Rosso (Area 11), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Keith Wilson (Area 14), Ruth Willson (Area 15).

Guest: Kinda Carpenter, Classified Personnel Council

I. Call to Order
   The meeting was called to order at 8:30 AM by Chair K. Thornhill. The Council did not have a quorum.

II. The Council was not able to vote on the November minutes due to the lack of quorum.

III. Officer Reports

   Chair
   Presented by K. Thornhill.
   The Council on Faculty Governance put forward a counter proposal for the Chair of APC to be an ex officio member of Faculty Council’s Executive Committee. The Chair will be talking with Bob Jones to clarify some questions regarding the proposal.

   The Chair invited people who may be interested in running for an APC Executive Committee position to attend the committee meetings so they will be able to get familiar with current issues and see the duties of these positions.

   APC supported the survey to assess the grievance process that the Chair of Faculty Council is distributing. The survey was designed to get feedback on the University’s grievance procedure and the officer in charge of the process.

   The Communications Committee will be recommending a procedure to APC for welcoming new administrative professionals.

   The Chair is on the search committee for the Vice President for Administrative Services position. Phone interviews will be starting soon.

   The alternates in areas with vacancies were contacted and were not able to serve as representatives, but are remaining as alternates. The Chair requested representatives with vacancies in their areas to please contact people to see if anyone would be available to serve on APC.

   Vice Chair
   Presented by C. Butler.
   The Vice Chair researched the impact of the latest organizational change on the APC representative distribution. The change did not affect many representatives.
A study of new AP employees over the past five months shows an even hiring distribution through the representation areas.

Secretary
No report.

Treasurer
No report.

IV. Committee Reports
A. Benefits
Presented by Cris Sexton
The Benefits Committee discussed comments solicited at the Benefits Fair. The Anthem collection issues from last year have been resolved. Insurance pay out rates continue to rise. The addition of a Roth 403b alternative and investment options are being reviewed. One of the committee’s goals is to maintain the quality of benefits.

B. CPC
Presented by Kinda Carpenter
The Classified Personnel Council has been discussing the recent statewide proposal for classified unions. Three unions have joined together. These unions represent work life not benefits or salaries.

C. Communications
Presented by Ruth Willson
The committee worked on the APC December social and the Council meeting highlights.

D. Nominations and Elections
Presented by Valerie Monahan
The committee is reviewing the impact on representation when the university has organizational changes.

E. Policies and Procedures
Presented by Roselyn Cutler
The committee met to discuss what recommendations they would have to the policy on representation during organizational changes. The issue will be discussed under unfinished business.

F. Service & Outreach
Presented by Joanne Cornell
The social was well attended and was a very nice networking event.

Speaking for the Council and Admin Pros, Cris Sexton commended the Service and Outreach Committee for the AP social gathering. The event was truly appreciated.

The committee had opportunities for APs to fill a gift wish for a teen during the holiday. They continue to look for a Spring Luncheon speaker.

VI. Unfinished Business
The Council discussed recommendations on how to adjust representation during an organizational change. The Executive Committee and the Policies and Procedures Committee each met to discuss the issue. After discussion, three issues were recommended for further consideration: 1) if the University restructures during the representative’s term, they would finish out the current year, 2) if the representative chooses to change positions within CSU – the two committees had differing opinions. The Executive Committee felt the representative should finish out their current year. The Policies and Procedures Committee felt the representation for a particular area would be lost and a new representative should be selected, and 3) a census should be taken every three years to determine representation numbers for each area. In the event of a large reorganization, an additional census can be requested if approved by a 2/3 vote of the APC. The Council will consider these recommendations further at the next meeting.

The committees will continue to work on the APC survey, refining questions and considering the flow of the document.

VII. New Business
The topic of employee background checks was discussed. A university committee has been formed to develop the policies and procedures for consideration by the President. Updates will be submitted as the committee develops their recommendations.

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

IX. Adjourn
There being no further business, the meeting was adjourned at 10:05 AM.