Administrative Professional Council Meeting Minutes
January 8, 2007
224-26 Lory Student Center

Members Present: Roselyn Cutler (Area 1), Melody Johnson (Area 1), Nick Hardy (Area 2), Carol Guy (Area 3), Sam Martin (Area 4), Pony Davis (Area 5), Ray Aberle (Area 6), Aaron Harris (Area 6), Jim Zakely (Area 6), Frank Johnson (Area 7), Kim Pendell (Area 7, alternate), Johannah Bacca (Area 8), JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), CJ Keist (Area 11), Lance Noble (Area 11), Stephanie Rosso (Area 11), Clair Brown (Area 12), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Georgeann Venis (Area 13), Janice Brown (Area 14), Courtney Comer (Area 14), Missy Hein (Area 14), 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.

II. Janice Brown moved to approve the November minutes as presented, Roselyn Cutler seconded. Motion carried. Janice Brown moved and Courtney Comer seconded approval of the December minutes as presented. Motion carried.

III. Officer Reports
Chair
Presented by K. Thornhill.
The search for the VPAS is going well. Phone interviews have been completed and the candidates narrowed to three.

Executive committee continues to discuss the need for a more thorough understanding and communication of APs, including their roles, their numbers and potential concerns—especially in regards to the stretch goals. These will assist us in hiring and retention planning.

SPARC committees (5 of them) are being set up to review budgets. The Exec Committee reviewed the committees and determined that APC should try to get AP representation on the Research, Resources & Support, and Diversity SPARCs. The Chair will communicate with the chairs of those SPARCs to get their cooperation and assist in getting APs named.

Progress on the APC website was discussed. It is important to get the website updated as soon as possible. The website needs to show who APs are and what APC is doing.

Vice Chair
Presented by C. Butler.
The Grievance Panel has a vacancy to fill.

Secretary
No report.

Treasurer
The APC budget is doing well.
Sam Martin moved to approve the Officer Reports as presented, Pony Davis seconded. Motion carried.

IV. Committee Reports
   A. Awards
      Presented by
      A poster has been designed to advertise the awards. The poster should be distributed at the end of January. Nominations for the AP awards are due the first week of March.

   B. CPC
      Presented by Kinda Carpenter
      The Classified Personnel Council had a presentation from a custodial group hoping to get better direction from supervisors. CPC talked with Lori Smith was the guest speaker at CPC. The council discussed about the leave policy change and the statewide proposal for classified unions.

   C. Communications
      Presented by
      The committee reviewed the survey questions and discussed ideas for the AP website. At this time the committee does not have the time and expertise to revamp the website, so the committee will look into what alternatives are available.

   F. Service & Outreach
      Presented by
      The AP luncheon is planned for February 19th. The details should be advertised soon.

VI. Unfinished Business
   The Council discussed at length how to or whether to adjust representation during a University organizational change. The Policy and Procedures committee will look into the issue further.

   The committees will review the revised survey questions and bring back yea or nay at the next meeting.

   The APC will be discussing the issue of background checks on employees at the next meeting.

VII. New Business
   Melissa Oliver has resigned from APC. Katherine Timm is a new APC member for Area 12. Pony Davis moved to approve these changes, Sam Martin seconded. Motion carried.

   The Star Awards were originated to recognize more APs annually and to broaden the award base. The Star Award idea will be discussed further in the Service and Outreach and the Awards committee.

   The Chair of APC will talk to the Chair of Faculty Council regarding background checks and whether any comments by APC could be mentioned at their meeting.
VIII. Next Meeting, February 12, 8:30 AM, 224-26 Lory Student Center

IX. Adjourn
   There being no further business, the meeting was adjourned.