Members Present: Roselyn Cutler (Area 1), Melody Johnson (Area 1), Nick Hardy (Area 2), Debbie Sheaffer (Area 2), Sam Martin (Area 4), Pony Davis (Area 5), Ray Aberle (Area 6), Linda Stoddard (Area 6 alternate), Jim Zakely (Area 6), Frank Johnson (Area 7), Cris Sexton (Area 7), Johannah Bacca (Area 8), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), Will Cheng (Area 11), CJ Keist (Area 11), Lance Noble (Area 11), Stephanie Rosso (Area 11), Clair Brown (Area 12), Carl Davis (Area 12), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Georgeann Venis (Area 13), Janice Brown (Area 14), Missy Hein (Area 14), Keith Wilson (Area 14), Nick Striegel (Area 15), 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. Kinda Carpenter noted that the CPC section needed corrections. Cris Sexton moved to approve the January minutes with changes, Roselyn Cutler seconded. Motion carried.

III. Officer Reports
   Chair
   Presented by K. Thornhill.
   Three of the SPARCs (Strategic Planning Area Review Committees) have agreed to have APC representatives on the committee.

   The Chair was able to attend the 2009 budget meeting for the university. Each presenter was able to request a one time funds request and one line item request.

   The Strategic Committee for Financial Planning is preparing a report with recommendations on where increased tuition dollars should go. The majority of the increase goes to student related uses as the majority of the funding increased comes from the students. Stretch goals were discussed by the committee. The point was emphasized that when faculty increases, increases will also be needed in support staff. The budget for these staff are included in operational expenses.

   Open forums on the FY 2009 budget will be held in March/April.

   The search for a Vice President for Administrative Services is going well. Three candidates will be visiting CSU and interviewing for the position. Luncheons for APC and CPC to meet the candidates are scheduled for the next three Thursdays.

   The Committee on Faculty Governance met with the Chair. The members present were supportive of the effort to make the APC Chair an ex officio member of the Faculty Council. This committee will make a proposal to the Faculty Council for the APC Chair ex officio status.

   Vice Chair
   Presented by C. Butler.
The Grievance Panel and the Sexual Harassment Panel have vacancies to fill.

Secretary
No report.

Treasurer
The APC budget is doing well.

IV. Committee Reports

A. Awards
Presented by Kathy Fraiser
Award nomination notices have been posted. A letter from the President announcing the award nominations should be distributed soon. Posters were handed out to the members for placing around their areas. The group who reviews the nominations needs to find an AP to serve who is not on APC and is not in Veterinary Medicine.

B. Benefits
Presented by Cris Sexton
The committee received statistics on the changes the new benefit choices made and these figures will be on the website soon. Five hundred more people joined the dental plan than the previous year. There are still people are in benpay, but many people with family coverage switched over to the cost share plan. Next year, more are expected to make the switch. Claim expenses in 2007 exceeded income. Some of the expenses were found to actually be from 2006 claims. When the final adjustments are made, the actual deficit was around $735,000. Resources are available to cover this shortfall. Vicky Bajtelsmit from the Benefits Committee is on the search committee for the Vice President of Administrative Services and will represent AP interests. Benefit plan enhancements suggestions sent to the committee for consideration include 1) a higher limit on durable medical equipment, 2) bone density scans, 3) colonoscopies, 4) domestic partner coverage and 5) pet insurance. The committee discussed and decided that parking was not under their purview.

C. CPC
Presented by Kinda Carpenter
The Classified Personnel Council had an open house prior to their meeting which went well. They will continue the open houses for future meetings. The group is working on the timeline for CPC elections. CPC formulated questions for the CPC chair to ask at the luncheons for the Vice President for Administrative Service candidates.

D. Communications
Presented by Stephanie Ouren
The committee discussed that lack of time and expertise to update the APC website. Communication Services estimated to create the website for APC would cost approximately $1,500. The issue will continue to be discussed.

E. Employment
Presented by CJ Keist
The committee discussed survey questions which have been distributed.

F. Nominations
Presented by Pony Davis
Survey questions were rewritten and sent out.

G. Policies & Procedures
Presented by Nick Hardy
Recommendations and wording for the policy on representation during University reorganization or position changes was completed. The committee also worked on survey questions.

H. Service & Outreach
Presented by
The AP luncheon is set for February 19th in the West Ballroom. Food Bank donations will be taken before the luncheon. Thank you to Ray Aberle for arranging the speaker. The next coffee break will be May 21 at the Academic Village

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

VI. Unfinished Business
A. The Council discussed at length the recommendations of the Policies and Procedures Committee regarding the revising the language on Article V, Section 4 of the APC Constitution. The recommendations were approved as follows.

- If a representative’s employee status changes, that representative shall immediately resign from the APC.
- Following a change in a representative’s area due to a University mandate, such as but not limited to reorganization, the representative will continue to serve as a representative of the area in which he or she was elected until the following annual election.
- If a representative is hired by or transfers to another representative area as defined in ARTICLE V, that representative shall immediately resign from the APC. However, the employee is eligible for reappointment to the area from which the representative resigned as provided in ARTICLE VII, Section I.

The Executive Committee may request a census outside the scheduled census as provided in ARTICLE V, Section 2 following a University reorganization that effects the fair and adequate representation of Administrative Professionals on the APC. The request must be supported by 2/3 vote of the APC.

Roselyn Cutler moved to approve the change in wording to the Constitution as presented by the Policies and Procedures Committee. The APC discussed further. A vote on the motion carried with three nays. The change in the constitution approved by APC will be forwarded to Tom Gorell and President Penley.

B. The purpose of the survey is to ensure that constituents needs are being represented properly. The various questions from committees have become mixed and omitted over time. Each committee will submit their latest list of survey questions to the Chair.

VII. New Business
Pony Davis moved and Janice Brown seconded approval of Darrin Goodwin from Area 15 and Linda Selkirk from Area 15 as new representatives plus the resignations of Carol Guy, Pony Davis, Becky Trentlage and Cindy Bean. Two of these resignations are due to job transfers.
The Nomination and Election Committee will need to find a new chair.

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

IX. Adjourn
There being no further business, the meeting was adjourned at 10:00.