Administrative Professional Council  
September 9, 2008 Meeting Minutes  
224-26 Lory Student Center  

**Members Present:** Roselyn Cutler (Area 1), Deidra Church (Area 1), Traci McBee (Area 1), Petra Martin (Area 2 alternate), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Sam Martin (Area 4), Ray Aberle (Area 6), Dede Kliewer (Area 6), Jim Zakely (Area 6), Frank Johnson (Area 7), Kim Pendell (Area 7), Cris Sexton (Area 7), Stephanie Ouren (Area 8), Joann Cornell (Area 9), Kathy Thornhill (Area 10), Carolyn Kasdorf (Area 11 alternate), Mary Dolce (Area 12), Courtney Butler (Area 13), Janice Brown (Area 14), Pony Davis (Area 14), Keith Wilson (Area 14), Darrin Butler (Area 15), Linda Selkirk (Area 15), Nick Striegel (Area 15), Ruth Willson (Area 15)

**Guests:** Farrah Bustramante (CPC), Carol Shirey (Human Resources), Tracy Hutton (Human Resources), Lanai Greenhalgh (Emp Assistance Program), Michelle Havens (Emp Relations), BJ Thompson (Emp Relations), Rich Eykholt (Faculty Council)

I. Called to Order at 8:30 AM. The agenda was modified to add the approval of new representatives under new business. Pony Davis moved to approve the agenda as modified, Roselyn Cutler seconded. Motion carried.

II. Pony Davis moved to approve the July minutes with a typo correction to the spring events. Ruth Willson seconded the motion with the amendment. Motion carried.

III. **Officer Reports**

**Chair** – Presented by Courtney Butler
Proposed modifications and language changes to the *Academic Faculty and Administrative Professional Manual* to be discussed in Faculty Council were briefly reviewed.

Administrative Professionals will be asked to review and give feedback on the Misconduct on Science policy. This information will be forwarded to APs soon.

The issue of benefits for domestic partners continues to move through the Board of Governor’s process.

The FY2010 budget process has started.

**Vice Chair** – Presented by Jim Zakely
The Parking Appeals Board and the Parking Services Committee are looking for administrative professional representatives to serve on these committees.

**Secretary** – no report
Treasurer – Presented by Courtney Butler
Requests for increased budgets from APC committees should be accompanied by the rationale for the increase. Please review committee budgets along with goals for the year and forward your budget request along with the rationale to Courtney Butler.

Kathy Thornhill moved to approve the officer reports as submitted, Stephanie Ouren seconded. Motion carried.

V. Committee Reports
Awards Committee, presented by Dede Kliewer
The award nomination process will be reviewed to see if it can be streamlined. The group is considering resurrecting the Star Award. One of the committee’s goals is to increase awareness of the Distinguished AP Awards.

Benefits Committee, presented by Cris Sexton
A Work Life Committee II has been created to develop a series of specific proposals that can be advanced through the university’s 2009 budgeting process. Open enrollment is scheduled for early November with the Benefit’s Fair set for November 12.

Classified Personnel Council, presented by Farrah Bustramante
A number of Lunch and Learns have been scheduled by CPC. They are surveying their constituent’s thoughts on tuition benefits.

CSU Activities Board, presented by Joann Cornell
This board is working with groups across campus and may be revamping.

Communications, presented by Stephanie Ouren
The website redesign is in process and will be reviewed with APC.

Employment, presented by Sam Martin
The committee is working with Lori Smith to create a Professional Development plan proposal. The central goal of this program would be to give employees the knowledge and skill sets to competitively compete for open mid-level management positions at CSU. The inclement weather policy appears to be part of a broader issue and will be discussed at a future date.

Nominations and Elections, presented by Pony Davis
The committee met and discussed procedures to keep the nomination process error free.

Service and Outreach, presented by Joann Cornell
The next coffee break will be October 15 at 8:00 in 214-16 in the Lory Student Center. Each APC representative is asked to personally invite their constituents to attend.

Kathy Thornhill moved and Pony Davis seconded the motion to approve committee reports as presented. Motion carried.

VI. Unfinished Business
A. The APC discussed and approved the modifications to the Constitution Article VII, Section 1. The modification says in the case of a vacancy where the alternate is not able to complete, the Executive Committee in consultation with representative members shall appoint a replacement from that area to serve until the next election, subject to APC approval. If representation cannot be acquired, a representative previously from that area may be appointed. Kathy Thornhill moved to approve the change as proposed with a typo correction, Stephanie Ouren seconded. Motion carried.
VII. **New Business**
A. Janet Bebell and Traci McBee were presented as candidates for new representatives to the APC. Pony Davis moved to approve both candidates as representatives, Cris Sexton seconded. Motion carried.
B. This year’s list of proposed alternates for the representatives was reviewed. Jim Zakely moved to approve the list as distributed, Nick Striegel seconded. Motion carried.

VIII. **Discussion Items**
A. Examples of the proposed new APC web site were shown in order to get feedback and thoughts from the Council.
B. The Council discussed Article VIII, Section 1, regarding officers. Jim Zakely moved the discussion be made by the APC as a committee as a whole, Roselyn Cutler seconded. Motion carried. Suggestions were passed on to the Policy and Procedure Committee who will formalize and bring back to APC.
C. Article V, Section 1, regarding representation was reviewed by APC. Consensus of the Council was that Constitution should have the general philosophy and guidelines of representation only. The actual list of representation per area will be a part of each year’s Council listing.

IX. The guest speakers were from Human Resources, Director Carol Shirey, the Employee Relations group (Tracy Hutton, Michelle Havens and BJ Thompson) and Employee Assistance Program (Lanai Greenhalgh). The various services available from these groups were discussed and brochures were distributed. The Employee Relations area supports work related issues and concerns. Employee Assistance centers on personal issues the employee may have.

X. **Next Meeting** - October 14, 8:30 a.m., 224-26 Lory Student Center

XI. **Adjourned at 10:08 AM**