Administrative Professional Council Meeting Minutes
October 14, 2008
224/226 Lory Student Center

Members Present: Deidra Church (Area 1), Traci McBee (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Sam Martin (Area 4), Dede Kliewer (Area 6), Jim Zakely (Area 6), Ryan Abbott (Area 7, alternate), Kim Pendell (Area 7), Stephanie Ouren (Area 8), Joann Cornell (Area 9), Kathy Thornhill (Area 10), Carolyn Kasdorf (Area 11), Lance Noble (Area 11), Stephanie Rosso (Area 11), Carl Davis (Area 12), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Janet Bebell (Area 14), Pony Davis (Area 14), Keith Wilson (Area 14), Darrin Goodman (Area 15), Linda Selkirk (Area 15), Nick Striegel (Area 15), Carl Davis (Area 12), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Janet Bebell (Area 14), Pony Davis (Area 14), Keith Wilson (Area 14), Darrin Goodman (Area 15), Linda Selkirk (Area 15), Nick Striegel (Area 15), Ruth Willson (Area 15)

Guests: Rich Eykholt (Faculty Council)

I. Called to Order – Approval of Agenda
The meeting was called to order at 8:30 AM by Chair Courtney Butler. A proposal was made and accepted by Council to consolidate the list of committees which are not submitting a report for the month on one page in order to conserve paper.

Lance Noble moved to approve the agenda as submitted, Linda Selkirk seconded, motion carried.

II. Approval of September Minutes
Pony Davis moved to approve the September minutes as distributed. Ruth Willson seconded, motion carried.

III. Officer Reports
Chair, presented by Courtney Butler

- The APC Executive Committee met with Faculty Council Executive Committee. The committees discussed upcoming issues for the year, especially items that would be passing through both committees. The APC will start to review the tracking system for committee proposals and work that Faculty Council uses to keep current on issues relating to APs.
- Faculty Council discussed Section E.10 from the Academic Faculty and Administrative Professional Manual last week. This discussion centered on discipline of tenure track and multi-year faculty. The Committee on Responsibilities and Standing of Academic Faculty is considering the addition of a similar discipline policy for AP’s who teach in a different section of the manual.
- The possibility of extending benefits to post docs will be researched. A committee is being formed and this will be one of the issues considered by the benefits committee this year.
- The APC Chair met with Tom Gorell. They discussed the ways that changes in the organizational chart affects APC. He suggested APC wait until early 2009 before make changes to representation.
- APC constitutional changes were submitted to Tom Gorell. He will take these changes and the previous ones for review and approval by the President. He will formalize the process, so future changes can be approved by the VPAS.
- The APC request for an increased budget will be reviewed by Tom Gorell. He will take a strong look at the justification when considering the budget increase requests.
• Tom Gorell is interested in researching the sick and leave issue for employees who are employed across different grants over time. He would like a survey to get information on any problems and determine how widespread issues are.
• Tom Gorell suggested the APC keep a watch on the union issue. The union could have some affect on administrative professionals.

Vice Chair, presented by Jim Zakely
• The Parking Appeals Board and the Parking Services Committee continue to look for administrative professional representatives to serve on these committees.

Secretary, presented by Debbie Sheaffer
• No report this month.

Treasurer, presented by Courtney Butler for Georgeann Venis
• The financial report will be emailed to the Council.

Stephanie Ouren moved to approve the officer reports as submitted, Lance Noble seconded, motion carried.

V. APC Committee Reports
Awards, presented by Kathy Fraiser, Chair
• The committee continues to collect nominations for the Stars Award. A reminder will be distributed to submit nominations prior to the deadline.

Communications, presented by Stephanie Ouren, Chair
• The new website has sample pages ready for review. AP representatives are invited to attend the review.

Employment, presented by Sam Martin, committee member
• The committee has nothing new to add to the submitted report.

Nominations & Elections, presented by Pony Davis, Chair
• The committee has nothing new to add to the submitted report.

Policies & Procedures, presented by Courtney Butler, APC Chair
• The Policies & Procedures Committee Chair is leaving the University so a new Chair will be needed. The committee will be updated on the current issues and a new Chair nominated.

Service & Outreach, presented by Joann Cornell, Chair
• APC was reminded of the coffee break on October 15. The committee is looking for a guest speaker for the February luncheon.

Benefits Committee, presented by Ryan Abbott, committee member
• Benefits for domestic partners were approved.
• The Benefits Fair will be held on Nov 12.
• Upcoming issues for the Benefits Committee include benefits for post docs, tuition benefits, and the cost of health insurance premiums.
Classified Personnel Council, presented by Courtney Butler, APC Chair

- An admin pro volunteer representative to attend and report on the CPC is needed.

CSU Activities Board, presented by Joann Cornell, committee member

- The first event will be to thank Facilities on Oct 22 in the Carpenter Shop. A raffle and fun events will be part of the get together.
- Flyers will be distributed to enter a drawing and they will draw each month as a part of employee recognition.

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

VI. Unfinished Business
A. None

VII. New Business
A. Kathy Thornhill moved to appoint Carolyn Kasdorf to replace Will Cheng as the Area 11 representative and to appoint Petra Marlin to replace Nick Hardy in Area 2. Linda Selkirk seconded, motion carried.
B. Lance Noble moved to accept Will Cheng as an alternate for Area 11. Stephanie Ouren seconded, motion carried.
C. The APC 2008-09 Work Plan was reviewed and discussed. Jim Zakely moved to approve the plan for submission to Tom Gorell, Pony Davis seconded, motion carried.

VIII. Discussion Items
A. A policy for terminating at-will employees is currently in place at CSU. The policy does not seem to be well known by the admin pros. The Council reviewed and made some small suggestions for clarification, but felt the process was reasonable. The APC suggested the policy be posted on the APC website and the HR website when any changes are finalized.

B. Tom Gorell would like the APC to assist with a survey on sick and annual leave use by employees paid on grant funds. The question is whether there is a problem for employees and their departments when they move from one grant to another, especially when leave is accumulated on one grant and paid out on another grant. The Council discussed at length. The recommendation is to send the survey to employees and PIs. The Chair will continue to work with Tom Gorell and APC on this project.

IX. Announcements/Other Business
An email will be sent out to constituents regarding the coffee break and the nominations for the Star Awards.

The APC requested volunteers to work the table at the Benefits Fair.

X. Next Meeting, November 11
8:30 a.m., 224/226 Lory Student Center

XI. Adjourned at 9:38 AM