Administrative Professional Council Meeting Minutes
November 11, 2008
224/226 Lory Student Center

Members Present: Deidra Church (Area 1), Roselyn Cutler (Area 1), Traci McBee (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Sam Martin (Area 4), Evelyn Swiss (Area 5), Ray Aberle (Area 6), Dede Kliewer (Area 6), Jim Zakely (Area 6), Frank Johnson (Area 7), Cris Sexton (Area 7), Joann Cornell (Area 9), Kathy Thornhill (Area 10), CJ Keist (Area 11), Lance Noble (Area 11, alternate), Mary Dolce (Area 12), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Georgeann Venis (Area 13), Janet Bebell (Area 14), Keith Wilson (Area 14), Linda Selkirk (Area 15), Joy Bauder (Area 15, alternate), Ruth Willson (Area 15)

Guests: Rich Eykholt (Faculty Council)

I. Called to Order – Approval of Agenda
The meeting was called to order at 8:39 AM by Chair Courtney Butler. Changes to the agenda were reported - evaluation of the University Grievance Officer will be done at a later date – add review of the Conflict of Interest form, discussion of four day work week, discussion of sick and annual leave accrual when on grant funds. Lance Noble moved to approve the agenda as amended, Mary Dolce seconded, motion carried.

II. Approval of Minutes
Cris Sexton moved to approve the October minutes as distributed. Linda Selkirk seconded, motion carried.

III. Officer Reports
Chair, presented by Courtney Butler
- Tom Gorell has reported that staff will be able to take classes through CSU Global with reduced tuition.
- The Grievance Officer selection procedure has begun. An administrative professional will be involved during the process.
- The idea of an ombudsman was discussed with Tom Gorell.
- The Chair of Faculty Council would like the at-will policy to be included in the Academic Faculty and Administrative Professional Manual.
- Staff members need to be working with PERA and Human Resources when they are near retirement.
- The definitions of domestic partner and consensual relationship policy are being reviewed in OEOD.
- Cliff Matsumoto would like to meet with APC to discuss issues from the Work Life II Committee
- The Faculty Council Committee on Strategic and Financial Planning will have a report for APC from the upcoming 2010 budget meeting.
- A representative from the Board of Governors and Dr. Tony Frank will be meeting with faculty this week to discuss the changes in Administration and what this will mean in the near future. The Chair requested a volunteer to attend this meeting.
Vice Chair, presented by Jim Zakely
• The Parking Appeals Board and the Parking Services Committee has found representatives to serve on these committees.

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

Treasurer, presented by Georgeann Venis
• The financial report was shared with Council. APC’s brochure has a prominent picture of Dr. Penley, so Communications Committee will be working on this issue.

Lance Noble moved to approve the officer reports as submitted, Joann Cornell seconded, motion carried.

V. APC Committee Reports

Awards, presented by Kathy Fraiser
• The committee has 14 Stars Awards for presentation at the luncheon. Letters have been sent out to the awardees. The winners will be announced in Today@CSU

Communications, presented by Ruth Willson
• The new website is very near completion.

Employment, presented by CJ Keist
• The committee has nothing new to add to the submitted report.

Nominations & Elections, email note from Pony Davis
• The committee is pursuing a replacement for Johanna Bacca in Area 8.

Policies & Procedures, presented by Courtney Butler
• The committee will be meeting November 18.

Service & Outreach, presented by JoAnn Cornell
• APC was thanked for their participation in the coffee break on October 15.

Benefits Committee, presented by Cris Sexton
• The Work Life II group will be looking into a sick and annual leave bank for administrative professionals.
• A memo was sent to Tom Gorell expressing frustration that the Benefits Committee was not included in benefit discussions.
• A comment box will be set up at the Benefits Fair to get input from faculty and administrative professionals on their benefit concerns.
Classified Personnel Council, presented by Courtney Butler
• CPC sent a statement regarding Dr. Penley’s resignation similar to the one from APC.

CSU Activities Board, presented by JoAnn Cornell
• The first event for Facilities went very well. Administrative professionals are encouraged to sign up for the Activity Board’s drawing.

Physical Development Committee, presented by Courtney Butler
• An update will be coming after conversations with the Committee on Strategic and Financial Planning.

Parking Services, presented by Courtney Butler
• The committee is just starting up again this semester. APC will be getting a report soon.

Cris Sexton moved to approve the committee reports as presented. Roselyn Cuter seconded, motion carried.

VI. Unfinished Business
None

VII. New Business
None

VIII. Discussion Items
A. The Employment Committee reported on their discussion and recommendations regarding a 4-day work week. Their consensus was the flex time took care of the proposal if offered as an option and they were against a mandatory four day work week. Points made during the APC discussion were: 1) some supervisors were not aware of flex time or did not allow for it, 2) different areas may not be able to institute flex time or 4-day work week and get proper coverage, 3) point was made that 4-day work week had a positive impact on carbon footprint by less lights, heating, etc at CSU, plus employees are then able to do community volunteering, 4) the University’s position on flex time needs to be communicated to all. Courtney Butler will talk with Tom Gorell about this issue and get more information.

B. The Employment Committee has reviewed the revised Conflict of Interest form and they have no concerns except for staff who work away from campus like Extension or those who do consulting. The question is whether this new form is so restrictive that the University will lose good employees. CJ Keist and Courtney Butler will discuss in detail and then Courtney Butler will talk with Tom Gorell for clarification.

C. The Council talked at length about the issues around sick and annual leave for administrative professionals paid off of grant. Various people around campus have been consulted for their thoughts and experiences. Courtney Butler requested names of others who could be contacted regarding this issue. She will continue to get information and suggestions for APC to review and discuss.

D. A discussion item was presented to the Board of Governors Finance Committee by Rich Schweigert regarding combining the benefit programs for faculty and staff in the Colorado State University System. The CSU Benefits Committee was not aware of this discussion until after the fact. After discussion, Kathy Thornhill moved that the Chair draft a memo to Administration going on record that APC supports all benefit related issues being sent to the Benefits Committee for their information and advice, Lance Noble seconded. Motion carried.
IX. Announcement/Other Business
One of the Work Life II groups is looking at late life issues and will be holding a focus group on December 3 and 4 in 106 Administration. An email with more information will be forwarded soon.

X. Next Meeting
8:30 a.m., 224/226 Lory Student Center, December 9

XI. Adjourned at 10:12 AM