Administrative Professional Council Meeting Minutes
January 12, 2009
224/226 Lory Student Center

Members Present: Roselyn Cutler (Area 1), Deidra Church (Area 1), 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), Kim Pendell (Area 7), Cris Sexton (Area 7), Brian Butki (Area 8), JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), Courtney Butler (Area 13), Georgeann Venis (Area 13), Missy Hein (Area 14), David Mornes (Area 14), Darrin Goodwin (Area 15); Linda Selkirk (Area 15), Ruth Willson (Area 15)

Guests: Farrah Bustamante (CPC)
Richard Eykholt (Faculty Council)

I. Called to Order – Approval of Agenda
The meeting was called to order at 8:42AM by Courtney Butler, Chair. Georgeann Venis moved to approve the agenda as submitted, Ruth Willson seconded. Motion carried.

II. Approval of Minutes
Kathy Thornhill moved to approve the December minutes as distributed, Linda Selkirk seconded. Motion carried.

III. Officer Reports
Chair, presented by Courtney Butler
• The Executive Committee’s focus was on discussion of changes to the constitution and on University reorganization. These items will be reviewed at length later in the agenda.
• Faculty Council is considering changes to Section K of the Academic Faculty and Administrative Professional Manual. A suggestion is under discussion to allow extension of time limits if a conflict of interest occurs in a grievance process and a replacement mediator is needed. Also under consideration is a suggestion to eliminate the 6 year total term limit for mediators. The wording of the proposal has been discussed, reworked and sent for review by legal counsel.

Vice Chair, presented by Jim Zakely
• No report this month

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

Treasurer, presented by Georgeann Venis
• The newest financial report was distributed to Council.

Cris Sexton moved to approve the officer reports as submitted, JoAnn Cornell seconded. Motion carried.
V. APC Committee Reports

Awards
• No report

Communications, presented by Darrin Goodwin
• The Council congratulated the Communications Committee on the wonderful job they have done in creating the new APC website. A few minor modifications to the website were suggested.

Employment
• No report

Nominations & Elections
• Per the submitted report, the committee is working on ways to improve the nomination and election process.

Policies & Procedures
• Their topics are included in the discussion on proposed changes to the APC Constitution and the APC Manual of Rules and Procedures.

Service & Outreach, presented by JoAnn Cornell
• The APC luncheon will be held February 12 in the Main Ballroom with Tony Frank featured as the speaker.

Benefits Committee, presented by Cris Sexton
• The Committee report covered the topics. The main discussion issue of interest is the commitment to increased communication voiced by Tom Gorell and Interim President Tony Frank.

Classified Personnel Council, presented by Farrah Bustamante
• The CPC is researching benefits for domestic partners.

CSU Activities Board, presented by JoAnn Cornell
• The Activity Board continues to recognize areas and hold drawings. To nominate areas who should be recognized please send an email to the Activities Board.

Physical Development Committee, presented by Frank Johnson
• Construction projects which are funded by the State are on hold, other projects are proceeding.

Parking Services, presented by Dave Mornes
• The parking garage by Lake and Prospect has been started. The garage is expected to take 18 months to complete and will include retail space on the ground level.

Jim Zakely moved to approve the committee reports as presented. Roselyn Cutler seconded, motion carried.

VI. Unfinished Business
None
VII. New Business
Linda Selkirk summarized the proposed changes to the APC Constitution, 1) representation section to move from Constitution to the APC Manual and 2) organize membership, so Chair and Vice Chair become members at large. In addition, proposed changes to the APC Manual of Rules and Procedures were summarized, 1) membership representation added to this manual and 2) officer recommendations regarding term limits, etc. The Council discussed these proposals, made suggestions for changes and will bring back to Council for a vote in February.

VIII. Discussion Items
The discussion and research on the sick and annual leave issues for administrative professionals paid from grants continues. The charge from Tom Gorell on this issue will be clarified into what specifics he would like to see in the proposal.

Courtney Butler reviewed the challenges of keeping accurate area representation with frequent University reorganization. One suggestion was to take census at a regular date each year that would give the Nominations committee adequate time to get accurate representative nominations and hold elections. The representation may lag behind reorganizations, but census and nominations would be done methodically and accurately.

Faculty member nominations are needed for the University Grievance Officer position. Please approach any people you feel should be considered. They may talk to Paul Bell with questions about the position. Kathy Thornhill should be contacted to place a nomination.

IX. Announcements/Other Business
None.

X. Next Meeting
8:30 a.m., 224/226 Lory Student Center, February 10

XI. Adjourned at 9:50 AM