Members Present: Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Sam Martin (Area 4), Evelyn Swiss (Area 5), Ray Aberle (Area 6), Dede Kliewer (Area 6), Jim Zakely (Area 6), Ryan Abbott (Area 7, alternate), Frank Johnson (Area 7), Cris Sexton (Area 7), Ann Bruce (Area 8, alternate), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Kathy Thornhill (Area 10), CJ Keist (Area 11), Lance Noble (Area 11), Stephanie Rosso (Area 11), Carl Davis (Area 12), Kathy Fraiser (Area 12), Courtney Butler (Area 13), Georgeann Venis (Area 13), Janet Bebell (Area 14), Pony Davis (Area 14), David Mornes (Area 14, alternate), Joy Bauder (Area 15, alternate), Darrin Goodwin(Area 15); Linda Selkirk (Area 15)

I. Called to Order – Approval of Agenda
   The meeting was called to order at 9:02 AM by Courtney Butler, Chair. Linda Selkirk moved to approve the agenda as submitted, Valerie Monahan seconded. Motion carried.

II. Approval of Minutes
   The January minutes will be reviewed for approval next month.

III. Officer Reports
   Chair, presented by Courtney Butler
   • Tony Frank will be the speaker at March’s APC meeting with question and answer time.
   • Courtney Butler represented administrative professionals at the new parking garage ground breaking.
   • The APC weapon’s policy support was presented to Tom Gorell. CSU is waiting on the creation of a weapon’s policy at this time. CU has a student suing them over a weapon’s policy issue.
   • Tom Gorell reviewed and approved the brief survey APC has ready to send out to the constituents. The survey is in response to the request from Tony Frank to get budget input from all areas of the University.

   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. The budget is on track.

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

Awards, presented by Kathy Fraiser
- The President’s Office will be distributing a letter soon with award information. A written committee report was submitted to the Council.

Communications, presented by Stephanie Ouren
- Those representatives who have not had their pictures taken for the APC web site were asked to stay after the meeting to get them taken. The Council again congratulated the Communications Committee on the wonderful job they have done in creating the new APC website.

Employment, presented by CJ Keist
- Nothing to add to the written report.

Nominations & Elections, presented by Pony Davis
- The committee must have a decision from the Council regarding potential changes to the Constitution and to the Rules and Procedures before they can proceed.

Policies & Procedures, presented by Linda Selkirk
- Their topics are to be discussed later regarding changes to the Constitution and to the Rules and Procedures.

Service & Outreach, presented by JoAnn Cornell
- The APC luncheon has been well received and had a long waiting list. A clothing drive will be held soon to collect for the Homeless Gear group. This drive will be able to utilize all sizes since Homeless Gear can swap out sizes for the elementary school.
- One more coffee break will be done this year that will focus on research associates.

Benefits Committee, presented by Cris Sexton
- The submitted Committee report covered the topics. If the Council is interested in more statistical data, contact Cris Sexton.

Classified Personnel Council
- No report

CSU Activities Board, presented by JoAnn Cornell
- The Activity Board continues to recognize areas and hold drawings.

Physical Development Committee, presented by Frank Johnson
- No meeting was held.

Parking Services, presented by Dave Mornes
- No meeting was held.

Georgeann Venis moved to approve the committee reports as presented. Pony Davis seconded, motion carried.
VI. **Unfinished Business**
The proposed changes to the Constitution and to the Rules and Procedures which were discussed last month were summarized and then voted on as a whole. The specific changes have been distributed to the Council with additions underlined and deletions indicated by strikeout: Constitution Article V, Sections 1-3 deletes the representation detail of the Areas, makes the Chair and Vice Chair members at-large, and gives more detail to terms; Rules and Procedures manual, Section II, moves the officer elections to February; Constitution Article VIII, Section 1 sets officer terms; and Rules and Procedures, Section 1 adds the specific representation detail for the Areas. Dede Kliewer moved to approve the four proposals as presented, Lance Noble seconded. Motion carried.

VII. **New Business**
None

VIII. **Discussion Items**
A. Frank Johnson will be meeting with Lorie Smith and Tom Gorell to discuss creating a professional development program. Tom Gorell is supportive, but the budget may not be available to implement the program at this time.

B. Keith Wilson has volunteered to work on the sick and annual issues along with the Benefits Committee. The accounting issues associated with changing from a pay as you go method to an accrual method are large. The work on this issue will continue.

C. Tony Frank has requested input from the University regarding creative ways to meet the budget deficits. The Executive Committee has prepared a short survey to send to all administrative professionals, soliciting ideas and opinions. The information from the survey will be collected and sent to administration.

D. The Council discussed what questions to ask at the next meeting where Tony Frank and Tom Gorell will be coming to talk. Some ideas for questions included: latest budget scenario information, possibility to continue the exemptions from Referendums C and D, effects from the ratcheting down of the State budget from Tabor, how to help the University recover from the economic downturn, will severance packages or support for those terminated be offered, and will any rehire preferences be made to those laid off.

IX. **Announcements/Other Business**
None

X. **Next Meeting**
8:30 a.m., 228 Lory Student Center, March 10

XI. Adjourned at 10:05 AM