Members Present: Renee Gorman (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Sam Martin (Area 4), Ray Aberle (Area 6), Judy Brobst (Area 6), Dede Kliwer (Area 6), Ryan Abbott (Area 7), Kim Pendell (Area 7), Ann Bruce (Area 8), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), John Haines (Area 11), Carl Davis (Area 12), Claire Brown (Area 12, alternate), Heather Matthews (Area 13), Georgeann Venis (Area 13), Janet Bebell (Area 14), Pony Davis (Area 14), Dave Mornes (Area14), Keith Wilson (Area14), Debi Colbert (Area15), Darrin Goodman (Area 15), Linda Selkirk (Area 15), Ruth Willson (Area 15), Courtney Butler (Chair), Jim Zakely (Vice Chair)

I. Called to Order
The meeting was called to order at 1:05 PM by Courtney Butler, Chair.

II. Approval of Minutes
Pony Davis moved to approve the agenda, Ray Aberle seconded. Motion carried.

III. Officer Reports
Chair, Presented by Courtney Butler
- Courtney met with Tom Gorell to talk about OEOD task force from the President’s office. Courtney will serve on the task force.
- Courtney talked about sick and annual leave with Tony Frank. They also spoke about creating a policy officer position to report to Tom Gorell. The position would oversee university policies through creation, approval, and documentation. We are the only university that does not have this type of position. This follows the idea that all university-wide policies should be housed in one place.
- Courtney will meet with Deb Parker from CPC every month.
- Courtney and Jim will attend the Fall Leadership Forum.
- Executive Committee goals are the following: work with Faculty Council to formalize relationship to transcend chair positions, follow up with advisory committee for APs with Faculty Council, establish how executive committee and counsel handle requests from Faculty Council, check with administration to see if a policy can be formalized by which APs can be involved in VP level searches, have regular meetings with Tony Frank, and look into how policy officer position will be structured.

Vice Chair, Presented by Jim Zakley
- Jim wants to make sure we have all alternate positions covered. Let Jim know who will be committee chairs and submit committee reports to Jim.

Secretary, Presented by Petra Marlin
- No report this month
Treasurer, presented by Stephanie Ouren

- We have a budget total of $11,000, $319 has been spent. An additional $3375 goes towards Linda Wardlow's salary, leaving approximately $7300. Chairs will be emailed with committee amounts. Stephanie has everything in electronic format if anyone wishes to see exact breakdowns.

Georgeann Venis moved to approve officer reports, Sam Martin seconded. Motion carried

IV. APC Committee Reports

- Awards, presented by Judy Brobst. Chair will be Judy Brobst. Committee looked at AP star award, breaking nominations for awards down into a quarter system, nominations would be open year round. They also looked at different ways to market nominations and keep track of nominations.
- Communications, presented by Darin Goodman. Darin Goodman will be chair. Committee discussed the following ideas: research FAQ for policies and procedures manual, highlight a “did you know” section on the newsletter, examine ways of getting feedback: survey, online users forum pilot program through utilization of a free service (paid service for $120 a year), create an AP spotlight with rotating information, creation of a PDI session, explore “Ask an AP chair a question”, explore CSU Today to link to AP newsletter, as a series of questions on each newsletter or poll on the website, use AP Spotlight to highlight AP Stars award.
- Employment, presented by Sam Martin – CJ Keist Chair – Committee discussed the following ideas: Continuing to track what Faculty Council is doing about FMLA, further exploring ideas of a healthy work place, and supervisor training, discussing issues surrounding overtime and comp time, expanding mediation opportunities, looking at an AP leave bank, expanding tuition benefits, reviewing retirement benefits, leave policy, and continuing to pursue shared governance between Faculty Council and APC
- Nominations & Elections, Presented by Pony Davis, Chair – Committee set the following goals: working on census, determining which people belong under which areas for next election.
- Policies & Procedures, Presented by Linda Selkirk, Chair – work with nominations and elections committee to figure out demographics and how many APs we have on campus. Think about which demographics are important for APC to have.
- Service & Outreach presented by Ray Aberle, Chair – Committee discussed the following ideas: Making off-campus connections, presence at the October Extension Forum and University Picnic, work on a benefits card (ways to be active through service, ways to be active on campus), find local area programs. First social on foothills campus, may not be coffee break, could be combined with a service opportunity. The APC luncheon is proposed for February. In the spring use demographic information to target larger groups.
University Committee Reports
Benefits, presented by Ryan Abbott – Looking at two vacant positions and chair.
CPC – Farah Bustamante will be CPC liaison to APC
CSU Activities Board - presented by Joann Cornell. Highlighted event to recognize housing operations for all they do for campus. Green nominations coupons for winning a prize every month, seeking nominations for different offices on campus.
Physical Development – no report
University Parking Services, presented by David Mornes – The parking garage on the south side of campus is going up and is scheduled to open in January. Another person is needed to serve on the committee
University Safety – no report
Stephanie Ouren moved to approve Committee Reports, Linda Selkirk seconded. Motion carried.

V. New Business
A. Approval of University Mediators for 2009/10 – Shay Bright, Melissa Emerson, Allison Horn are nominated for reappointment. Sam Martin moved to approve reappointments, Janet Bebell seconded. Motion carried.
B. Selection of New University Benefits Committee Member for 2009-12 – Toni-Lee Viney, Karin Decker, Linda Wardlow, Elizabeth Kelly, Doug Garcia, Diane Denenberg are committee candidates. Elizabeth Kelly was elected.
C. Approval of APC Budget – tabled until information can be given to the chairs. It was suggested that one copy of the budget report be passed around at meetings.
D. Approval of Grievance Panel Members – Patsy Harlan, Debbie Schafer, Calvin Bakely are nominated, Judy Brobst moved to approve those nominated, Pony Davis seconded. Motion carried.
E. Approval of Sexual Harassment Members – Three nominations for one spot Margie Cech, JoAnn Powell, Kara Diano. The first who responded will fill the spot (Margie Check) others will be alternates. Dede Kliewer moved to approve the motion, Pony Davis seconded. Motion carried.
F. Appointment of Ryan Abbott to Replace Cris Sexton as Area 7 Rep – Pony Davis moved to approve, David Mornes seconded. Motion carried.
G. Process needs to be created for appointment of panel members – referred to policies and procedures and nominations and elections committee to discuss at their next meetings.

VI. Discussion Items – None
VII. Announcements – Pictures will be taken of new APC members for the website after next meeting
VIII. Next Meeting 09/08/09 224/226 LSC 8:30 AM
IX. Georgeann Venis moved to adjourn, Sam Martin seconded 2:20 PM