Members Present: Matt Brewer (Area 1), Deidra Chruch (Area 1), Renee Gorman (Area 1), Michael Crook (Area 2 Alternate), Debbie Sheaffer (Area 2), Evelyn Swiss (Area 5), Judy Brobst (Area 6), Dede Kliewer (Area 6), Ryan Abbott (Area 7), Kim Pendell (Area 7), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), CJ Keist (Area 11), Lance Noble (Area 11), Stephanie Rosso (Area 11), Kathy Fraiser (Area 12), Heather Matthews (Area 13), Janet Bebell (Area 14), Pony Davis (Area 14), Dave Mornes (Area 14), Keith Wilson (Area 14), Debi Colbert (Area 15), , Ruth Willson (Area 15), Courtney Butler (Chair), Jim Zakely (Vice Chair)

I. Called to Order – Approval of Agenda
The meeting was called to order at 8:34 AM by Courtney Butler, Chair.

II. Approval of Minutes
Stephan Ouren moved to approve the September minutes, Pony Davis seconded. Motion carried.

III. Officer Reports
Chair, presented by Courtney Butler
- Met with the Chair of the Commission on Women and Gender Equity. Administration had asked for a recommendation from APC regarding the parental leave policy being considered by the Commission. The recommendation letter from APC was forwarded. OEOD is now providing an online training video about sexual harassment. The Provost will be meeting with the Commission regarding salary assessment.
- The APC executive officers meet with the executive officers of Faculty Council to review major agenda items for the year. APC would like the two sets of executive officers to meet annually. Faculty Council has a link on their website to the BOG reports and an email for comments. The President’s Cabinet will be discussing the weapon’s policy, not a task force.
- Faculty Council has sent a proposed change to Section K, Conflict Resolution, of the Faculty and Administrative Professional Manual which will be discussed at an upcoming APC meeting. One of the issues under discussion is arbitration and whether this is legal for State employees.
- Adjunct faculty are considering starting a council
- Postdocs are being considered for their own employee category.
- The Chair is on the search committee for the Provost position.
- Lorie Smith will be meeting with the APC Chair to see what training may be more interesting to admin pros.
- Tom Gorell and the Chair met. Items discussed included the decrease in new hires over the past year, the APC leave issue will be discussed later, the Ombuds person will meet with APC in December, Rick Collins will be the Policy Officers in the Provost’s office, the APC and CPC may want to add a session at the Fall Forum next year, the Diversity Task Force has finished its fact finding and will give recommendations soon.
- The new CSU Chief of Police will be meeting with APC in November.
- The Chair will be sending the Policy and Procedures Committee a list of operating procedures from Faculty Council that APC may want to include.

Vice Chair, presented by Jim Zakely
• The Parking Appeals group is looking for an administration professional representative.

Secretary
• No report this month.

Treasurer, presented by Stephanie Ouren
• The financial report will be distributed to Council next month.

Heather Matthews moved to approve the officer reports as submitted, Pony Davis seconded. Motion carried.

V. APC Committee Reports
• Awards – Judy Brobst – The APC Star awards are being discussed as a quarterly award. The nomination process could be done online. The database piece will be reviewed and discussed.
• Communications – Stephanie Ouren – If a representative has not had their picture taken, please contact her after the meeting.
• Employment – CJ Keist – The goals for the Employment committee were discussed for clarification of expectations. One item of particular interest was for a review of APC termination policies. The policies and procedures should be clear, easy to understand and consistently applied. A flow chart and a matrix of choices would be ideal.
• Nominations – Pony Davis – per report
• Policy and Procedures – Debbie Sheaffer – per report
• Service and Outreach – Dave Mornes – A coffee break will be coming later this month in which all employees from the area will be invited. The flyer should be sent out soon.

University Committee Reports
• Benefits – Keith Wilson – The committee has had some changes and will have a full roster soon.
• CPC – Farrah Bustamante – CPC is developing a lunch and learn series. Representative Randy Fisher is meeting with CPC today prior to the meeting.
• Commission on Women and Gender Equity – Dede Kliewer – Please contact her if you have issues you would like to see discussed by this group.
• CSU Activities Board – Joann Cornell – Two areas have been recognized so far this year. Look in the mail for an entry to win prizes.
• University Parking Services – Dave Mornes – The group will be meeting tomorrow.

Ruth Willson moved to accept all committee reports as submitted and Lance Noble seconded. Motion passed.

VI. Unfinished Business
• None

VII. New Business
• Pony Davis moved to approve Laura Leinen as alternate, Katya Stewart-Sweeney as alternate and Donna Gallup as replacement for Area 4, CJ Keist seconded. Motion carried.
• Ryan Abbott moved to accept the APC Work plan as submitted, Jim Zakely seconded. Motion carried

VIII. Discussion Items
• Suggested changes to the Family Medical Leave Act policy were discussed. The suggestions were forwarded for consideration from Faculty Council. Issues mentioned for further investigation include HIPPA requirements, hearing about leave after the fact, question of whether interns qualify, use of sick/annual leave vs FMLA and the Federal law has changed. Richard Eykholt took notes and will be reviewing further with the Provost and Human Resources.

• The Commission on Women and Gender Equity are looking for data on the equity of pay for comparable positions. The commission will be determining ways to track retention and why people leave CSU. Richard Eykholt noted that the Provost is interested in policies which make CSU more family friendly.

IX. Announcements/Other Business
None

X. Next Meeting
8:30 a.m., November 10

XI. There being no further business, the meeting was adjourned at 10:01.