Members Present: Matt Brewer (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Donna Westover (Area 4), Dede Kliewer (Area 6), Ryan Abbott (Area 7), Frank Johnson (Area 7), Kim Pendell (Area 7), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Haines, John (Area11), CJ Keist (Area 11), Lance Noble (Area 11), Stephanie Rosso (Area 11), Robin McGee (Area 12), Heather Matthews (Area 13), Gerogeann Venis (Area 13), 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 – Approval of Agenda
The meeting was called to order at 8:35 AM by Courtney Butler, Chair.

Wendy reported on the booklet of safety related policies, in hard copy and online (Safety Handbook). The Employee Consult Group has been created, similar to the Student Consult Group, which has met for many years to troubleshoot and navigate issues before they become serious. The group is responsible for making sure employees have access to information and know where to go if they have questions. A link will be posted on the website to help employees identify warning signs in situations/individuals. Wendy reported that the biggest challenge to transitioning to her new position has been balancing so many relationships across campus, but she is finding a very supportive environment in which to carry out her job. The question was asked whether or not CSU Police Department personnel are AP’s. Four are AP’s; the rest are State Classified and a number of student staff. Students staff the campus Safe Walk Program. Generally the program is used nightly, demand increases and decreases depending on the weather or whether or not there are unsafe things happening in the community. Another highlight for student staffed programs is that Ram Ride celebrated its 100,000th ride recently. Wendy was asked to address the recently published map indicating a spike in bicycle related accidents around campus. The TEEP/BEEP program is in place to put officers out to focus on educating both drivers and bicyclists. The volume of students trying to leave and move at one time is extremely high, so potential for accidents is great. Efforts focus on new students to help them learn to follow the rules of the road. This year, one student was seriously injured during the first week of school in a bike/car related accident. It was found that the student was at fault. Questions also came up about pedestrian cross-walk safety on Laurel Street. CSUPD is consulting with the city regarding pedestrian safety on Laurel Street. The issue of trucks/traffic on the mall is also on the radar. How CSUPD deals with safety on all Fort Collins campuses was also a question. CSUPD does have responsibility at all locations and can be seen driving through town on their way to and from patrolling. There is some private security at outlying areas, but CSUPD does provide a wide range of coverage.

III. Approval of October Minutes
Stephanie Ouren moved to approve the October minutes, Linda Selkirk seconded. Motion carried.

IV. Officer Reports
Chair, presented by Courtney Butler
- Met with Lori Smith to talk about training and development opportunities currently available. APC could include a link from the website to Training and Development. Lori has a list serve for automatic email, but most list members are State Classified. Part of our education could be getting more AP’s on the list. She will talk to us in January about ideas for classes and professional development opportunities we would like to see. Courtney has also been talking to Tom Gorell about budget issues for training and development.
• Diversity Task Force completed its work and recommendations have been made. If the University moves ahead with Diversity Officer position, the suggested title is Vice President for Diversity and Inclusion. It is recommended that the position would report directly to the President, but would work closely with the Provost.

• Met with Tom Gorell and discussed the status of the Weapons Policy. A policy should be forthcoming, but since the ASCSU recently passed a resolution requesting that they be part of the process, not sure if we might get a chance to review it. Met with Deb Parker from CPC and nothing major to report. There is talk again of State Classified personnel at universities being separated from rules of the state. Nothing has come of this discussion in the past.

• Attended adjunct faculty round table. Vet Med and Liberal Arts have created advisory councils within their own colleges. Some AP’s could fall into both categories. Faculty Council is looking to create a special committee for adjuncts on Faculty Council so they can voice their concerns.

Vice Chair, presented by Jim Zakely

• Attended Sustainability, Environmental Advisory Committee, chartered by Tony. It is a very large committee. The main focus is twofold. 1. Advise the President and the Cabinet on energy and sustainability issues to support the commitment of becoming carbon neutral sometime in the future. 2. Look at projects that the University is involved in or has the opportunity to become involved in. Discussion focuses on things that we are already doing and how we promote them. Meeting times are during APC meeting. Executive Committee will decide if Jim should continue going, or if we should appoint another AP.

• Jim would like a list of people from each of the areas who are distributing APC emails. Ruth maintains our lists and can provide a list of all AP’s in your area.

Secretary, Petra Marlin – No report

Treasurer, presented by Stephanie Ouren

• According to September and October reports, $6,400 is the available balance for rest of year.

Darrin Goodman moved to approve the officer reports as submitted, Ryan Abbott seconded. Motion carried.

V. APC Committee Reports

• Awards Committee – JoAnn Cornell – Exploring moving APC nominations to ACNS server to be able to do an online process. Communications committee would like to explore this more. There may not be database services on the current server. Awards committee will further discuss and find out costs and will talk more with Communications and Executive Committees. There is delay in AP Stars to go quarterly; that process will not begin until next fall.

• Communications Committee – Darrin Goodman – Member page has been updated. Please let Darrin know of needed edits. Communications committee would like to have input on what is lacking on AP website. It was suggested to have a link to President’s Commission for Women and Gender Equity; update officers on committees list; and create links to show which campus department each area number corresponds to on membership page. It was also suggested that the website could house lists of committee duties and annual responsibilities.

• Employment Committee – CJ Keist – Nothing to add.

• Nominations & Elections Committee – Pony Davis – Nothing to add. Pony has data with updated list of numbers by department to look at the area distribution. Courtney gets a list of new AP’s if people are interested in contacting new AP’s in their area.

• Policies & Procedures Committee – Linda Selkirk - No Report Submitted

• Service & Outreach Committee – Ray Aberle – Nothing to add. Feb 25th is the date for the annual luncheon.

University Committee Reports
• Benefits Committee – Ryan Abbott & Keith Wilson – Did not meet.
• Commission on Women & Gender Equity – DeDe Kliewer – Meeting canceled due to snow.
• CSU Activities Board – JoAnn Cornell – Enter your form for free drawings.
• Physical Development Committee – Frank Johnson – No meeting, but there has been a series of emails regarding naming of streets at new Vet Hospital diagnostic lab.
• University Parking Services Committee – Dave Mornes – Committee is going to expand voting membership to include members who attend every month that aren’t able to vote and include student membership. Will expand to 50 voting members. Parking garage is nearing completion and should open before Spring classes start. Offices on the south side and retail on northwest corner will not open until April. Negotiations for space are ongoing. Retail will be occupied by Lory Student Center – a store similar to the Cam Store. Some discussion about organization of parting at each level, paid parking, faculty/staff level, student commuter parking level. Bicycle racks will be available outside. Motorcycle parking is proposed to be on main level for mixed permits. Parking for high efficiency vehicles. Issues to be brought up to Parking Services included snow being moved into parking spaces, issue of large school busses taking up spots in Engineering parking, prior notification regarding temporary parking changes (i.e. VIP parking) Committee is aware of need to better update community regarding temporary changes in parking and is exploring options.

Gerogann Venis moved to accept all committee reports as submitted and JoAnn Cornell seconded. Motion carried.

VI. New Business
A. Approval of Linda Wardlow as AP Rep on Benefits Committee to replace Elizabeth Kelley
   Elizabeth is leaving University. Executive committee is recommending to appoint Linda Wardlow since she was a close second in the election. Jim Zakley moved to accept the recommendation and appoint Linda Wardlow as the AP Rep to the Benefits Committee and CJ Keist seconded. Motion carried.

VIII. Discussion Items
A. Conflicts in the Workplace and Grievances – New UGO Kirk Hallahan joined the discussion
   In preparation of reviewing the proposed changes to Section K Faculty Council has drafted, Kirk Hallahan was invited to answer question APC had about the current grievance process and what the University has in place to resolve conflicts in the workplace. Based on the recent Grievance Policy survey, it is clear that Faculty and AP’s don’t know enough about process. What are differences between conflict, grievances and processes not followed? There are 6 different units on campus that have responsibilities in these areas. The University has resurrected the Office of University Ombuds. Lanai Greenhalgh fills the position part time. Other offices dealing with conflict resolution are OEOD, Training and Development (when units are dealing with issues needing a unit wide approach), University Grievance officer, Conflict Resolution (issues with Students) and Employee Relations within Human Resources. The UGO has a new webpage with a comparison chart of the 6 different Units. All Units are using the same fact sheet as a resource to refer people to the right place. The University has made a commitment to try to resolve workplace issues in a professional manner. Lanai will do more promotion about her office and Tom Gorell recognizes the need to educate on what is available. A review followed outlining what grievable actions are. Employees need to made better aware of what is grievable. The UGO website has a handout regarding what is grievable and will forward it to APC members. Clarification was asked for regarding Class C grievances. Based on what is written it sounds like an employee would need to go through mediation in order to get to a place where they could file a grievance after they had already been terminated. Richard clarified: anything that is a conflict between you and the employer is grievable. If you are at will you have fewer rights. With Class A the burden of proof is on the University; for Class B the burden of proof is on the employee. For Class C, termination can be stalled while the
mediation process is going on. The revision to section K will attempt to address this. Kirk explained that the Office of General Council takes the issue of termination very seriously and must refer to the Administrative Policies Reference Guide regarding termination. Termination rests with President and is reviewed by Office of General Council and the process is quite rigorous. In the Administrative Operational Reference Guide, there is a section related to the process. There is a very specific process which needs to be followed. Section K needs to reconcile with the administrative guidelines. If there is a claim based on discrimination, it is an OEOD, labor law issue which is bigger than a University grievance. An employee has 180 days after the termination date to make a claim through labor law. Richard and Kirk addressed the issue of fear of engaging in the grievance process because of retaliation. If you are terminated within one year after your claim is resolved the burden of proof is on the University. People should not be afraid of engaging the process. APC has been exploring the idea of a health workplace and asked Kirk to explain who sets the tone of a health workplace at the University? Kirk gave general statement of a healthy workplace is one that is not a hostile workplace and advised the best person to respond would be Lori Smith. Richard noted that this might be something the University should consider coming up with some guidelines for. Some basic steps were outlined for the conflict resolution process: 1. The UGO is responsible for providing information and consultation service 2. Try to engage in reconciliation, UGO may refer to OEOD if necessary. 3. If a formal grievance is filed, a University Mediator is appointed to try to resolve the problem. 4. If the employee is not satisfied, a grievance can be filed. There are currently no instructions for mediators, and mediators have not had a busy schedule. The UGO will be meeting with them to discuss processes. The Manual requires that mediators undergo training, but this has not happened recently. Another issue being explored is the use of University Mediators, even if something is not grievable. Nothing has been grieved in about 7-8 years, so expanding mediation seems like it would be worthwhile. The recent grievance policy survey attempts to find out if the process is really working or if it is so broken that employees don’t feel like they can pursue further actions. An orientation for grievance panel members is also being explored. Grievance panel members don’t have the final decision unless they rule against the employee. If this happens the issue goes to administrative review and the final authority rests with the President. Revisions will try to work in something where if a President does overturn a ruling the employee has other possibilities. A question was asked regarding the process for a group of employees with the same issue. Grievance only deals with individuals. If groups had an issue, it would be referred elsewhere on campus. The UGO is not always the place to go, but it is a good place to start. APC will discuss the Section K draft in sections.

IX. Announcements/Other Business
A. President's Fall Faculty Forum – November 19, 2010; 3:30 – 5 PM; North Ballroom Lory Student Center
B. Benefits Fair is happening November 11.

X. Next Meeting
Tuesday, December 8, 8:30 – 10:30 AM
224/226 Lory Student Center

XI. Adjournment 10:20