Administrative Professional Council Meeting Minutes  
December 8, 2009  
Room 224/226 Lory Student Center

Members Present: Matt Brewer (Area 1), Deidra Church (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Dede Kliewer (Area 6), Kim Pendell (Area 7), Ann Bruce (Area 8), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Stephanie Rosso (Area 11), Robin Mcgee (Area 12), Heather Matthews (Area 13), Gerogeann Venis (Area 13), Pony Davis (Area 14), Keith Wilson (Area 14), Debi Colbert (Area 15), 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 8:40 AM by Courtney Butler, Chair.

II. Guest Speaker – Roselyn Cutler, Topic: New Sexual Harassment Training
An online training was purchased, which is in line with what many other universities have done to train employees in the area of Sexual Harassment. The University has the responsibility to provide this type of training and online training is the most cost effective method at under $2 per employee. All employees, including student employees are expected to complete the training. January 15th deadline is a soft deadline. A Spanish version will be purchased to be able to accommodate all employees. There will be rotating workshops planned for employees with no computer access or those who are not comfortable with the online program. Translators will also be available at the workshops and less technical language is used. Information regarding workshops will be posted in the OEOD website. Supervisors must take the online version. It takes about 60-90 minutes to complete and can be saved as long as the same computer is used. Student employees should take non-supervisory version and GTA’s should take Faculty version. The student version is meant for non-employee students. However, if student employees have taken the student test it is ok. The Guest option can be used by any agencies in the state with 50 or less employees. One cannot go directly to the Mastery test before completing the 10 CSU policy questions. Units can receive information about who has taken the test. New employees will have 3-6 months to complete the workshop and test.

III. Guest Speaker – Lanai Greenhalgh Topic: New Ombuds Office
Lanai oversees both the Employee Assistance Program and the Office of the Ombuds. The Employee Assistance Program is designed to help people with issues in their personal lives which may affect the workplace. It offers services such as counseling, financial planning and legal services. CSU contracts with ComPsych for these services. Counseling is the most used service. Use of ComPsych is confidential. Office of the Ombuds is designed to be a point of contact for employees feeling unsatisfied regarding work related issues. Consultation is completely confidential, informal, neutral and independent. Lanai does not have reporting responsibility for issues other than for statistics. If there are trends they can be talked about without identifying individuals. Example: Policies that do not serve a particular group very well. The Ombuds person can talk about what might be next steps in a conflict situation. It is a place an employee might seek information regarding processes and procedures. For sexual harassment and discrimination, an official investigation will need to be launched if reported anywhere outside the Ombuds Office. If confronted by someone with either of these two issues, it is best to refer individuals to the Ombuds Office. Persons in supervisory positions must report sexual harassment and discrimination issues brought to their attention. Per Richard, anyone who has knowledge of or suspects sexual harassment or discrimination can be liable if not reported. This information is not provided in non-supervisory training. If you are a victim and don’t report it, and someone else is a victim then you can be liable per Richard. How does Office of Ombuds overlap with student conduct office? Any person including students can start in the Office of Ombuds, especially student employees regarding employment issues.

IV. Approval of November Minutes
Heather Matthews moved to approve the November minutes, Ruth Willson seconded. Motion carried.
IV. Officer Reports
Chair, presented by Courtney Butler
- On campus interviews for Provost are scheduled to take place at the end of January.
- The Grievance survey is over. Richard and Courtney will take a look at the survey and compile data.
- The UGO review has been moved to give us a full calendar year. Some changes to the manual are being looked at.
- Jim and Courtney met with Tom. Amy was not able to attend, but a new meeting is being scheduled. Regarding the weapons policy, BOG and presidents of both campuses will have a policy by the end of February. The Organization chart is missing a few pieces such as Athletics and Forest Service. A few issues regarding the Benefits Committee were discussed. Because of review dates, a decision to include State Classified on the committee won’t be official. Increasing benefits to raise credits from 6 to 9 and including a GED completion benefit were also discussed. Next year is the year to review the health benefits carrier and send out new bids for 2011. There are issues with the benefits survey for changes because of schedule conflicts.

Vice Chair, presented by Jim Zakely
- Please submit who is forwarding on information for their areas to Jim.

Secretary, Petra Marlin – No report

Treasurer, presented by Stephanie Ouren
- $244 was spent, most went toward the coffee break. We are spending money on name tags, but how are they being used?

Pony Davis moved to approve the office reports as submitted, Linda Selkirk seconded. Motion carried.

V. APC Committee Reports
- Awards Committee – Joann Cornell presented for Judy Brobst - award nominations will go out in the spring
- Communications Committee – Darrin Goodman - AP luncheon announcement and minutes have been added to the website. The Newsletter and committees page have been updated. Photos have not yet been updated.
- Employment Committee – CJ Keist – Not present
- Nominations & Elections Committee – Pony Davis - Kim will discuss changes to matrix.
- Policies & Procedures Committee – Linda Selkirk - Should have something ready for the January meeting regarding suggestions to changes to our manual
- Service & Outreach Committee – Ray Aberle - Working on Feb 24th luncheon, No speaker yet. 35 people came to last coffee break. Looking for alternatives to coffee breaks.

University Committee Reports
- Benefits Committee – Ryan Abbott & Keith Wilson - Another Faculty rep is needed for the Benefits Committee. A faculty co-chair will be appointed. Discussions have been ongoing for bids and options for a new dental plan. Faculty brought forward questions regarding coverage for dependents. Inclusion of legal guardianship being included in the list of eligible dependents is being looked into. Current flex spending provider provides a debit card option. This would eliminate a lot of paperwork, but the fee might be a little higher. How do people feel about having to pay a little more? Reminder: There are federal fines for people who entered/submitted SSN’s for dependents ($1,000 fine). Notices have gone out to those who need to do this.
- Classified Personnel Council – Debbie Sheaffer – Roslyn Cuttler presented on ID theft, CPC members will participate in Santa Cops wrapping to earn money for Santa Cops.
• Commission on Women & Gender Equity – DeDe Kliewer - Lanai spoke at the meeting. New recommendations should be available for March this year. Most should be similar and will be investigating why some recommendations have not been met.
• University Parking Services Committee – Dave Mornes – Parking Services is looking at revising bylaws to expand membership and offering advanced purchase for students at discounts.

Dede Kleiwer moved to accept all committee reports as submitted and Linda Selkirk seconded. Motion carried.

VI. Unfinished Business
Changes to the matrix: Census data was collected and compared to new organization chart for the University. Not many existing departments changed areas. OEOD and telecom was moved. No other changes were made. Alumni Relations is listed under VP for Advancement, but it is thought that they report directly to the President. However, it is not reflected in the new organization chart. Numbers would not change even if they were moved. Once new numbers are available the Area needs to request a new rep according to bylaws. Courtney and Jim will check the process to request new reps. Some numbers are borderline. Changes would take place for next elections. Nominations are done in March, elections are in April.

VII. Next Meeting
Tuesday, January 12, 8:30 – 10:30 AM
224/226 Lory Student Center

XI. Adjournment 10:00 am