Administrative Professional Council Meeting  
January 12, 2010 – 8:30 AM – 10:30 AM  
Room 224/226 Lory Student Center

Members Present: Matt Brewer (Area 1), Deidra Church (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Evelyn Swiss (Area 5), Judy Brobst (Area 6), Dede Kliewer (Area 6), Frank Johnson (Area 7), Stephanie Ouren (Area 8), Tony-Lee Viney (Area 9 Alternate), Lance Noble (Area 11), Kathy Fraiser (Area 12), Heather Matthews (Area 13), Gerogeann Venis (Area 13), Pony Davis (Area 14), Dave Mornes (Area14), Keith Wilson (Area14), Debi Colbert (Area15), Joy Bauder (Area 15 Alternate), 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 by Courtney Butler, Chair

II. Guest Speaker – Amy Parsons, Topic: Introduction of New VP for University Operations  
The position combines the responsibilities of Senior VP for Administrative Services and the VP for Finance into a single position. The roles of these two positions had traditionally been combined at CSU, but were split because of the difficulty of finding a single person with experience to fill the role. Financial services and business and systems services combining financial with University operations. Makes sense to have Financial and Business and Systems Services along with University Operations all under one roof. University Operations encompasses Human Resources, Facilities, CSUPD, Training and Organization, Environmental Health, Employee Assistance, OEO, and now Business and Financial Services.  
The new weapons policy should be available for discussion next week.

III. Approval of December Minutes  
Pony Davis moved to approve the December minutes, Georgeann Venis seconded. Motion Carried.

IV. Officer Reports  
Chair, presented by Courtney Butler  
- A written copy of chair report will be available before each meeting as requested  
- A list of 3 finalists for the Provost/Executive Vice President position has been posted. APC members are encouraged to attend the open forums.  
- 2010/11 Budget hearing will on January 27th. The Committee on Strategic and Financial Planning will meet next week. SPARC reviews will be held in the Ballroom next Tuesday.

Vice Chair, Jim Zakely – No report

Secretary, Petra Marlin – No report

Treasurer, presented by Stephanie Ouren  
- $59 was spent for phone and meeting expenses. TAMASAG has been reserved for Aug 10th for the Fall retreat.

Heather Matthews moved to approve the officer reports as submitted, Ruth Willson seconded. Motion Carried.

V. APC Committee Reports  
- Awards Committee – Judy Brobst – AP Stars nominations are due Friday. Distinguished AP has also been updated. 3 nominations have been submitted so far. Last year’s Stars got a plaque and certificate. Committee asked for discussion and approval for a little more money to buy at quantity for picture frames to carry through for a few years. Buying at cost would decrease the committee’s budgetary needs for the next 5 years. Judy will get a final proposal from the company to submit to
the Executive committee. A faculty member is needed for the awards committee. Richard suggested having Faculty Council Chair as a standing member. There is a three year limit to the chair. Richard will add it to the officer duties.

- Nominations & Elections Committee – Pony Davis – Census has been completed and some formal requests have been made to increase representation from some areas. The committee suggested a mandatory increase in their report, but changed their mind since some increases were so small in some areas. Faculty council has a set number of representatives and sets an optimal number for council with set percentages for each area. APC may want to look in to a similar policy.

- Policies & Procedures Committee – Linda Selkirk – The committee is looking at updating procedures for University Committees. Linda will send out suggestions again and we can discuss at the February meeting.

**University Committee Reports**

- Benefits Committee – Ryan Abbott & Keith Wilson – There was no full faculty representation at the last meeting, so the election of a co-chair has been postponed. In the suggestion box from the Benefits Fair there were ongoing comments about the shift to cost-share and inadequate dental limits. Dental was not self sustaining so changes are not likely. There were also online enrollment comments. Folks who waited till the last day had some issues. Items to address in the coming year include: A proposal about retirement benefits in first year for post docs, discussion on raising dollar limits for the dental plan, expanding coverage for legal guardianship when the end result will not be adoption. Other schools provide this benefit (CU/DU). If any other items need to be discussed an email can be sent to the Benefits Committee.

- Classified Personnel Council – Debbie Sheaffer – Kathy Partin will talk with us later.

- CSU Activities Board – JoAnn Cornell – VTH anesthesia dept was recognized, CASA will be recognized for the month of January.

- Physical Development Committee – Frank Johnson – Committee hasn’t met, but project managers and architectural staff are being released over next 5.5 months (about 12 positions) unless any new projects come up.

- University Parking Services Committee – Dave Mornes – Monthly meeting is tomorrow. 2nd APC rep is Terry Schlicting. Committee will be voting on committee expansion to include more voting members. Parking garage update: parking itself should be available before Spring break. Elevators won’t be working until after Spring break.

Frank Johnson moved to accept all committee reports, Stephanie Ouren seconded. Motion Carried.

**VI. New Business**

A. Approval of Increased Representation for Area 3 (Offices of the VP for University Operations; Equal Opportunity & Diversity; University Police; and University Parking Services) and Area 13 (College of Natural Sciences)

Gereogeann Vennis moved that Area 3 and Area 13 be allowed to increase their number of members on the Admin Professional Council, Pony Davis seconded. Motion Carried.

**VII. Discussion Items**

A. Faculty/AP Manual, Sections K.1 through K.4.2

Richard asked for feedback on getting rid of Class C grievances based on a recommendation by legal counsel. It is important to keep it because it gives a person being terminated rights. The way things are currently written the University cannot proceed with termination if someone files a grievance. Perhaps there are other things written into termination procedures that provide employees with rights. K4.2 gives clarification on how the process works whereby the employee has the right to forestall termination until the grievance process is completed. Even if due process is completed, someone can still be terminated based on discriminatory termination. Under the current manual, at will is not entirely at will. Does it make sense to insert a note that there should be a reference to terminating at will? Due process needs should be referred to in the manual so that it can’t easily be changed elsewhere. We would not want to
give up Class C before entering discussions. There is another policy somewhere else, but it is not in the manual. We may want to have conversations about due process in the manual. You don’t want to limit the President’s ability to choose his staff, but we don’t want to leave people in a position where they are completely unprotected, so balance is needed. The President should have the right to remove a member of his staff. And there is a difference between firing and removing an administrative position. Richard pointed out for Class C they refer to termination via vice presidents. They don’t really refer to termination of president’s staff. The Policy Officer is creating a website that will house all the policies. But the current policy manual is very difficult to navigate and policies are buried and hard to find. It has been suggested to have it separated out into separate documents now that it can be online. There should at least be a link to the termination policy in the Faculty/AP manual. Without Class C you would have to file a lawsuit after you were fired. Council thinks we should keep section C and include a note/reference to the policy once it is posted. After that we can have discussions on how to merge the two. For class B grievances, the list is everything but A and the list is only a list of examples. There could be a better way to indicate that this is not a definitive list. Changing “such as” to “for example” or make class A more definitive and class B less definitive could help clarify.

Under K 14 for key time limits, item F should read “5 days after d or e”, not “d and e”.

Regarding the make up of Hearing Committees in section K.1, the classification of scholars and research scientists is AP, but they are more similar to faculty. It would be difficult for AP’s to evaluate the issue since they will not be as familiar with the academic environment. Perhaps we need to look at grievance panel membership and make sure that there are scholars and research scientists on the panel. Richard pointed out that this will be difficult since many are only here for a few years. AP council opposed moving scholars and research scientists over to faculty a few years ago. Richard made a note to investigate the issue.

B. Research Conduct Revised Policy

Kathy Partin and Linda Sutcher? talked about the revision of the academic conduct policy. It’s time for CSU to update their research misconduct policy. The Federal Government has updated its requirements. APC input is needed regarding the changes since the policy also covers AP’s. The revised standard would strike “significant departure from accepted practices of the relevant research community” as defining Research Misconduct. Unethical conduct would be pursued under section D 9 instead. There have been changes on Federal perspective regarding whistle blower activity. Processes for anonymous reports and protecting people against retaliation are required. Whistle blower status is a very protected category. The process is changing because of Federal reporting standards. Co-search approval has been received. All stakeholders are being consulted. The past policy is out of compliance, and Research Conduct needs to hear back in next 2-4 weeks so that approval can happen in the Spring. Research Conduct is looking for input only. Some areas have to stay as have been revised to comply with federal law, but other areas can be changed.

VIII. Announcements/Other Business

A. SPARC Reviews – Tuesday, January 19, 9 a.m. – 12 Noon, West Ballroom
B. Open Forum for Provost/Executive VP Candidate Bob Sternberg, January 21, 3:15 – 4:30 p.m.
C. Open Forum for Provost/Executive VP Candidate Valerie Hardcastle, January 28, 3:15 – 4:30 p.m.
D. Open Forum for Provost/Executive VP Candidate Rick Miranda, February 1, 3:15 – 4:30 p.m.

At the next Faculty Council meeting each of the six offices involved in dispute resolution will give brief presentations if anyone is interested in attending.

IX. Next Meeting

Tuesday, February 9, 8:30 – 10:30 a.m.
224/226 Lory Student Center

X. Adjournment 9:56