Administrative Professional Council Meeting  
February 9, 2010 – 8:30 AM – 10:30 AM  
Room 224/226 Lory Student Center

Members Present: Matt Brewer (Area 1), Brian Grube (Area 1 Alternate), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Auli Summerhays (Area 4), Ray Aberle (Area 6), Judy Brobst (Area 6), Dede Kliewer (Area 6), Kim Pendell (Area 7), Ann Bruce (Area 8), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Allison Robin (Area 10), CJ Keist (Area 11), Lance Noble (Area 11), Robin McGee (Area 12), Heather Matthews (Area 13), Pony Davis (Area 14), Dave Mornes (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 by Courtney Butler, Chair

II. Guest Speaker – Lorie Smith, Topic: Professional Development Opportunities for AP’s
Lorie is working on a leadership supervisory development program for non-academic and academic positions. The training would go beyond academic department heads. She is also working on program based on suggestions from APC and Frank Johnson. The year-long development program would include classroom training and cohort experiences. Lorie has looked at the suggested APC training topic areas; most are covered in CSU 101 but will not be delivered in a normal classroom setting. They will be experiential offerings with a mix of readings and other support material. Challenges are how to pull time away from people to participate as well as finding alternative funding sources. CSU is submitting a new grant proposal this year for developing leadership for women in STEM areas. A Powerful Presentations class is currently being offered where participants will be video-taped three times. Right now the class is free of charge, but similar classes cost around $700. CSU is also working with the city, county, and school district to see if we can barter for training courses, such as an upcoming project management class. CSU is also exploring possibilities of an on-site GED program for campus staff. The workplace English program is already in its 3rd year.

III. Approval of January Minutes
Dede Kliewer moved to approve the January minutes, Pony Davis seconded. Motion Carried.

IV. Officer Reports
Chair, Presented by Courtney Butler
- Class C grievance questions were brought up with Amy Parsons. Amy will investigate further as to why the removal of class C grievances has been suggested.
- Comments regarding the weapons policy were sent by email and also shared with Amy. Suggestions have been incorporated into new policy document.
- Spoke with Amy about SPARC committees regarding APC representation. No one is sure how representation was selected. Courtney would like to suggest a more formal description of the makeup of the committees.
- Sick and annual leave issue was discussed regarding having a plan in place to implement once resources are available again. Courtney will send an update to Amy regarding what previous discussions have been. Amy agrees that it needs to be changed.
- Discussed GED benefit with Amy.
- The Policy Officer almost has the policy website done and Courtney will be inviting him to a meeting, possibly in April.
- The University has the capacity to take on more construction debt and is debating whether we should or not. Most funding could come from the student facility fee.
- Met with the Executive Committee of Faculty Council to review conflict of interest and consensual relations policies.
Vice Chair, Jim Zakely – No Report  
Secretary, Petra Marlin – No Report  
Treasurer, Stephani Ouren - $59 in expenses for the month of January.

Heather Matthews moved to approve the officer reports as submitted, JoAnn Cornell seconded. Motion Carried.

V.  APC Committee Reports  
• Awards Committee – Judy Brobst – 8 AP Stars have been selected. Working on Luncheon piece of the agenda. Distinguished Service Award deadline is March 5th.  
• Communications Committee – Darrin Goodman – Annual Luncheon info is on the website with RSVP information. Working on getting the rest of the members posted.  
• Nominations & Elections Committee – Pony Davis – Trying to get election nominations gathered. Need to get a few more responses to see if people are willing to run again. We also need to think about officer elections for the next meeting.  
• Policies & Procedures Committee – Linda Selkirk – Feedback regarding Manual changes is needed. AP Chair is ex-officio on Faculty Council as well as on the Committee on Strategic and Financial Planning. Physical Development, Parking and Safety representatives can be any APC member we just need more specific wording. At the beginning of the year we had some discussion about defining how people are selected for committees (i.e. Sexual Harassment and Grievance Panel). What is the process if more than one person volunteers for a position? Some groups find their own membership and APC appoints them. It would be helpful to know how many reps from each area there are on which committees. Jim has information for some committees, but not for others. For some committees the Faculty/AP Manual specifies the selection process. For those that are not specified, selection is generally deferred to Chair or Executive Committee. Matt will approach the communications committee to look over how communication between APC and AP’s can be clearer. Need APC input on the definitions of University Committees  
• Service & Outreach Committee – Ray Aberle - Luncheon is full with 150 people. Food bank will be present and taking dollar donations since they can triple dollar donations.

VI. New Business  
Approval of Auli Summerhayes to replace Donna (Gallup) Westover as the representative for Area 4. Debbie Sheaffer moved to approve to replace Donna with Auli, JoAnn Cornell seconded. Motion Carried.

VII. Discussion Items
A. Faculty/AP Manual, Sections K.4 through K.9
K4-1 may need to be moved around (K3/K9). Clarification on 20 days notification is needed. 20 working days is almost a month. The Grievance Officer can work with the deadline and Legal Council errs on the side of allowing people to grieve. Nine month employees are still employed 12 months. Legal Council has resisted putting in writing that the deadline can be extended as long as the UGO was notified within 20 days. The last page shows a chart that helps to describe how long the mediation process could take. Initial mediation is limited to 20 days but can be extended an unlimited amount as long as both parties agree to the extension or it can be terminated sooner. Mediators get paid an hourly rate and it’s rare that they get paid more than 10-12 hours. The longest has been 100 hours. So, 20 working days is generally an adequate amount of time. Most extensions happen in order to allow for people’s travel schedules.

B. Proposed Changes to Faculty AP Manual Section C.2.1.9
In the Membership and Organization section, the addition of CPC and APC is a big change. We already have members on committees, but it has never been formalized. The intention is to allow committees to have AP and CP members on their committees who already have AP and CP members. The intention was not to create an advisory committee to Faculty Council for APC. APC has been interested in having CORSAF representation since many handbook changes go through that committee. When proposals get sent to any standing committees, the proposal is sent to Courtney. If any move forward and affect AP’s, Courtney is invited to the executive committee meeting.

VII. Announcements/Other Business
APC Luncheon, February 24; 11:30 a.m.; West Ballroom; RSVP to Ray Aberle

IX. Next Meeting
Tuesday, March 9, 8:30 – 10:30 a.m.
224/226 Lory Student Center

X. Adjournment 9:35 a.m.