I. Called to Order
   The meeting was called to order at 8:35 by Courtney Butler, Chair

II. Guest Speaker – Lynn Johnson, Associate VP for Finance and Budgets
Topic: Fringe Rate and How it Relates to Sick & Annual Leave

   Every 4-5 years facilities and administrative rate are renegotiated. Fringe rates are negotiated annually. All salaries and wages including vacation, holiday, sick leave pay and other paid absences are included. Rates project salaries and related benefit costs. The fringe rate is developed from a numerator and denominator and the last component is carried forward from the previous year. The difference between what is collected and what is paid out at the end of the year (either over recovery or under recovery) is factored into the fringe proposal as well. There are situations where employees are hired for self funded projects. They work on 6 week project and want to take vacation between projects, but there is no where to charge the time. In order to compensate for this one solution would be to increase the fringe rate to around 45%. The problem is that University funds would be needed to fund the initial increased pool of funds. Given the economic times this would have a huge impact on University funding. The majority of universities do what we do right now. Initially, we’d like to try to identify areas that are primarily affected before impacting the larger University. Our accounting should not be affecting employees negatively. There is a need to find out in which departments the problems exist. Perhaps we can extend the CEMML model to other units. Feedback is needed from APC on this topic.

   Discussion: Perhaps sick pay only should be shifted into fringe rate. What types of groups does this really impact the most? It’s difficult to find out. Please share with Courtney if you have ideas about how to determine which departments are affected. Could the University potentially be sued because we are offering benefits we can’t fulfill? Post Docs don’t get benefits, why is this? They get medical benefits, but not retirement match on their first year or leave ever. CEMML creates their own pool and could this be done collectively? It would mean further reductions to the colleges to build the pool. What happens when people move between colleges? We end up with the same problem that we have now. Would need to find a way to move funds with the employee and how much would be transferred? At least explore moving the sick leave over. Consider some objective criteria such as size of the grant. The manual says you can use sick leave in the in between time between positions.

III. Approval of February Minutes
Pony Davis moved to approve the February minutes, Ryan Abbott seconded. Motion carried.

IV. Officer Reports
   Chair, Presented by Courtney Butler – See Chair Report

Vice Chair, Jim Zakely – Not present

Secretary, Petra Marlin – No report

Treasurer, Stephanie Ouren – None of the Luncheon expenses have cleared yet.

Ruth Wilson moved to approve the officer reports as submitted, Darrin Goodman seconded. Motion Carried.
V. APC Committee Reports

- Awards Committee – Judy Brobst – Stars awards were made last month and Distinguished AP committee will be making award selections.

- Communications Committee – Darrin Goodman - Nothing to report at this time.

- Employment Committee – Frank Johnson and Petra Marlin – Discussed termination due to budget cuts/elimination of positions. CJ will be following up to see where procedures are listed for this. Ultimately, the employee has the right to defend their position.

- Nominations & Elections Committee – Pony Davis – Nominations are slow to come in and need to be in by next Friday. Please follow up with your areas.

- Policies & Procedures Committee – Linda Selkirk - Need input on Definitions of University Committees.

- Service & Outreach Committee – Ray Aberle – APC Luncheon went well. Will be talking about a possible spring coffee break.

University Committee Reports

- Benefits Committee – Ryan Abbott & Keith Wilson – Did not meet this month. But the committee is full. Waiting for proposals from companies to come in.

- Classified Personnel Council – Debbie Sheaffer – Mark Minor will forward census information to us. CPC also had a presentation on this.

- Commission on Women & Gender Equity – DeDe Kliewer – Website is up and running. DeDe will send a link to Darrin. Survey is planned to be sent out in April. Met about parental leave and trying to get 12 week parental/maternity leave. There are different options on how to fund it since some departments use it more than others. Hopeful for approval next fall.

- CSU Activities Board – JoAnn Cornell – Continuing to recognize offices and conduct monthly drawings

- Sustainability, Energy, and Environment Advisory Committee – Andrew Warnock – Looking to each of the areas to collect data on what departments are doing in the area of sustainability.

- University Parking Services Committee – Dave Mornes – Not sure that scheduled opening will happen, but a walk through is planned. There are some planned changes to lots, to rearrange spaces and arrangement of metered spaces, converting to pay stations.

Stephanie Ouren moved to accept Committee Reports as submitted, Heather Matthews seconded. Motion carried.

VI. New Business

A. APC Officer Elections for FY11 – No additional nominations. Current Officers are Courtney Butler (Chair), Jim Zakley (Vice Chair), Stephanie Ouren (Treasurer), Petra Marlin (Secretary). No other nominations on the floor. All in favor of reappointing the current Officers, none opposed. Motion Carried.

B. Approve definitions – Council Chair will serve on the Committee on Strategic and Financial Planning. Linda Selkirk. Linda Selkirk moved to accept the changes to AP manual section 3.C to reflect the definitions of University committees as amended, Pony Davis seconded. Motion carried.
VII. Announcements/Other Business
   A. UGO Evaluation for 2009
   B. 2010 Census and Students – encourage students to fill out information
   C. Budget Hearing Meeting will be March 10, 9 – 11 a.m. in the North Ballroom of the Lory Student Center
   D. Roselyn Cutler’s Retirement Gathering will be March 10, 2:30 – 4:30 p.m. in Room 209 of Student Services
   E. Final Changes to Appendix 2: Consensual Relationships in the Faculty/AP Manual Passed by Faculty Council on March 2nd – Legal Council requested a few minor changes in wording, but no change in context or substance.

VIII. Next Meeting
      Tuesday, April 13, 8:30 – 10:30 a.m.; 224/226 Lory Student Center

IX. Adjournment – 9:40 a.m.