Administrative Professional Council Meeting
May 11, 2010 – 8:30 AM – 10:30 AM
Room 224/226 Lory Student Center

Members Present: Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Auli Summerhays (Area 4), Evelyn Swiss (Area 5), Dede Kliewer (Area 6), Frank Johnson (Area 7), Ann Bruce (Area 8), Stephanie Ouren (Area 8), JoAnn Cornell (Area 9), Laura Leinen (Area 11 Alternate), Mary Dolce (Area 12), Robin McGee (Area 12), Heather Matthews (Area 13), Georgeann Venis (Area 13), Pony Davis (Area 14), Dave Mornes (Area 14), Keith Wilson (Area 14), Debi Colbert (Area 15), Darrin Goodman (Area 15), Linda Selkirk (Area 15), Ruth Willson (Area 15), Jim Zakley (Vice Chair)

I. Call to Order
The meeting was called to order at 8:37 a.m. by Jim Zakely, Vice Chair

II. Guest Speaker: Amy Parsons, VP for University Operations
Topic: Employee Morale
The OEO Director search is in its final stages and Diana Prieto, OEO Director at Purdue, has been offered the position and has accepted. Her start date will be July 15. Amy and Tony are having discussions regarding morale issues and are interested in hearing ideas for keeping morale high despite budget cuts. Leave payouts for budget related terminations were clarified and will be treated the same way next year. This will not be posted in the manual because it’s only a temporary policy. Suggestions offered: Just acknowledging that morale can be an issue is important. It was pointed out that there are discrepancies in how people are thanked across campus. Expanded benefits for dependent study privileges would be helpful. The issue was also raised about how to best communicate additional employee contributions for PERA, since some employees do not use email or have access to computers. Several people pointed out that the cut in pay due to less PERA contributions by the state is seen as a big impact to morale. APs in HR positions are feeling like the onus should not be put on HR staff to communicate this. Perhaps a follow-up letter to the campus wide email should be sent to the homes of those employees who will be impacted. There is a sense of lack of professional development opportunities on campus in general. A campus wide conference was suggested, something on a grander scale than PDI with more campus and faculty involvement.

III. Approval of April Minutes
Pony Davis moved to approve the April minutes, Darrin Goodman seconded. Motion carried.

IV. Officer Reports
Chair – see written report
Vice Chair – Jim Zakley - Jim provided some clarification on the memo on exceptions to policies regarding termination due to budget cuts and leave payout.
Jim will send out the Fall retreat date. Executive Committee members of APC/CPC/FC interviewed VP for Diversity candidates last week.
Secretary – No report
Treasurer – Stephanie Ouren - Expenses for AP Luncheon were $3,100. The April balance is $2,800 and we will discuss how we can spend those funds today.

Heather Mathews moved to approve the officer reports as submitted, Linda Selkirk seconded. Motion carried.

V. APC Committee Reports
Awards Committee – Judy Brobst – No Report
Communications Committee – Darrin Goodman – 2010 Distinguished AP award information is on the web. We were missing 2009 winners and they have been added.
Employment Committee – Frank Johnson – No additional items
Nominations & Elections Committee – Po ny Davis – No Report; Meeting May 13th
Policies & Procedures Committee – Linda Selkirk – Nothing to add
Service & Outreach Committee – Ray Aberle – No Report

VI. University Committee Reports
Benefits Committee – Ryan Abbott & Keith Wilson – Nothing to add
Classified Personnel Council – Debbie Sheaffer – Carol Shirey attended the meeting and announced changes for CPC regarding leave. The requirement to work the day before and after holidays will no longer be a requirement. Parental academic leave policies will go into effect. The GED completion program is very popular and another session will be added.
Commission on Women & Gender Equity – DeDe Kliewer – Commission will hold one more meeting this year. The campus climate survey went out. Some recommendations were improving working conditions for non-tenure track faculty and improvements to the parental leave policy. Response rates were better for some areas than others.
CSU Activities Board – Auli Summerhays – The Activities Board continues to boost morale through monthly drawings and saying thank you. The Board will also voting for new officers. The question was asked: Why can’t we just put everyone’s name in the pool for the monthly drawing? Some AP’s don’t want to participate. But having folks submit a their information also allows for ask for shirt size and gets people more engaged and asks them to nominate a unit that might not get recognized.
Physical Development Committee – Frank Johnson – No report
Sustainability, Energy, and Environment Advisory Committee – Andrew Warnock – No report
University Parking Services Committee – Dave Mornes – The usage of the parking garage and lot 310 near Engineering were discussed. Parking near Engineering is being used heavily. In the parking garage Faculty/Staff spots are not being used as well as student slots. There is some consideration of redistribution of space in the garage. However, once parking moves and office spaces are used it should be used more by Faculty/Staff. It was suggested that we may want to provide campus maps at the garage. There are long-term plans for a second garage on the north end of campus.

Georgeann Venis moved to accept Committee Reports as submitted, JoAnn Cornell seconded. Motion carried.

VII. Discussion Items
A. APC Year End Report – Need to gather items to include in the report. It is due June 30th to Amy Parsons. We didn’t present at PDI this past year and Heather and Dede would like to work on putting something together for AP’s for next year. Making personal contact by area rep was in the plan. Many would like to do that, but how do we get contact information for new constituents? This information comes from Courtney. It appears that some people get updates while others do not. If you think you should have gotten lists and didn’t, check with Courtney. We have not had formal discussions about what a 21st century land grant institution means, but discussions have happened through open forums with Tony and Joe Blake. This item would be good to carry over for next year in order to gain awareness on style and marketing.

B. Purchases for APC (new shirts, refreshments at June Celebration meeting, nametags?) – The purchase of a nice tablecloth to be able to use at benefits fair and luncheon was suggested. New shirts were also suggested, but they would need to be separate styles for Men and Women. Extension recently ordered some shirts and Joanne Littlefield can provide more information. Green would be good color and it was agreed that the current shirts are lacking the CSU logo. There is consensus that long sleeve button down is more professional than polo. Expanding space limitation at the luncheon was another suggestion, adding 30% to attendance list. This year we had to turn a lot of folks away. Could we make a request to carry forward the balance to fund next year’s banquet? We can justify it by saying the luncheon which will improve employee morale. A final suggestion was to allocate funds to compensate for the APC chair’s time. APC is getting recognized more and Officers are expected to be involved more on campus leading to more demands on time. During tight times
having more work on top of a regular workload discourages folks from running for chair, vice chair positions.

IX. Announcements/Other Business
A. Open Forum with Tony Frank – May 25 1 – 2 p.m. in Cherokee Park Room – Targeted towards AP and Classified staff. Please encourage constituents to attend.
B. Changes to Faculty/AP Manual Section F.3.1.4
C. Changes to Faculty/AP Manual Section F.3.2.3
D. Many HR policies aren’t written down and there seems to be resistance to allowing them to be written down. Some of this will be fixed by the policy officer. HR and legal want to take all of the leave issues out of the manual and put it under HR. Compared to other Universities we are unusual in that the manual is taken so seriously. It has even been cited in several legal cases. At CSU the manual is considered a contractual arrangement. Members present agreed that HR and Policies would need to have a better track record before we would consider changing where leave policies are housed. Consensus seems to be that we support retaining leave policies in the manual. HR is resistant about putting anything about FMLA in the manual. But if manual is ever in violation of the law, the law supersedes it. The manual supersedes all other University policies.

X. Next Meeting
Tuesday, June 8, 8:30 – 10:30 a.m.; A302/204 Natural and Environmental Sciences Building

XI. Adjournment 10:13