Administrative Professional Council Meeting
August 10, 2010 – 8:30 AM – 2:30 PM
Tamasag

Members Present: Doug Patimore, (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Linda Wardlow (Area 3), Auli Summerhayes (Area 4), Evelyn Swiss (Area 5), Foula Dimopoulos (Area 6), Dede Kliewer (Area 6), Kim Pendell (Area 7), Ann Bruce (Area 8), Stephanie Ouren (Area 8), Toni-Lee Viney (Area 9), Allison Robin (Area 10), Joanna Holliday (Area 11), Stephanie Rosso (Area 11), Cara DiEnno (Area 12), Mary Dolce (Area 12), Heather Matthews (Area 13), Anita Pattison (Area 13), Lois Samer (Area 13), Shaun Case (Area 14), Aimee Oke (Area 14), Crystal Shanley (Area 14), Shelby Sack (Area 15), Linda Selkirk (Area 15), Ruth Willson (Area 15 Alternate), Courtney Butler (Chair)

I. Guest Speaker - Bob Schur, Policy & Compliance Office
   The mission of the office is to meet the policy and compliance needs of the University in a central office. The office makes sure policies are in compliance with law and regulations and also looks at how other institutions are handling policies. So far work has begun in reviewing the process for facilitating growth and development of new and existing policies. There are many offices on campus responsible for compliance of existing policies – administrative, research, public safety, and a variety other areas. Recently a compliance reporting hotline was launched out of the office. Complaints may be made anonymously for reporting fraud, waste, and abuse of University resources. The hotline should not be used for crimes in progress, emergencies, grade or employment appeals/issues. Information available on the website includes a policy library, policy hierarchy, development process, and fast track policy process for individual departments. Departments may request input for updating policies and Bob will be available as a resource to help review and revise department manuals. The office will assist with the implementation of policies, in particular getting the word out and compliance planning.

II. Call to Order – The meeting was called order at 1:06 by Courtney Butler, Chair

III. Approval of June Minutes
   Dede Kliewer moved to approve the June minutes, Mary Dolce seconded. Motion carried.

IV. Officer Reports
   Chair – Courtney Butler - See written report. Definition of child is being broadened for FMLA and benefits. Input is needed in regards to a 1% raise for fiscal year 12. After brief discussion, AP council members felt that it seems unwarranted given cuts to other areas and more possible layoffs as well as inconsistency with State Classified raises. One suggestion was to offer additional paid vacation days in lieu of the raise. Work day length and 4 day work week have been discussed. It might be worthwhile to bring up work day length again. Jim and Courtney will be attending the leadership retreat in the Fall.
Vice Chair – Courtney Butler on behalf of Jim Zakely - Send in names of your alternates if you have not already done so.

Treasurer – Stephanie Ouren - We did not go over budget this past year. Still waiting to find out how much we spent over the whole year. Extra funds for this year will go into expanding the AP Luncheon.

V. Standing Committees
Communications Committee – Ruth Wilson – The committee will work on gathering benefits to be listed on the AP website. If members know of any benefits please pass them on to the committee. The first newsletter will address benefits and the organization chart. The committee also plans to create an FAQ on the website. In this coming year, last year’s nominees will be highlighted before the Luncheon to encourage AP Star nominations. Newsletters will also include APC accomplishments during the past year.

Employment Committee – Joanna Holiday – Employment committee plans to focus on staff morale and transparency. Would like to see a co-meeting of Benefits and Employment to see how each committee can compliment the other.

Nominations & Elections Committee - Kim Pendell – The committee will focus on finding people for area 1 and working on distribution of seats for areas.

Policies & Procedures Committee – Linda Selkirk – The committee will work on areas and representatives for campus to see if the current matrix is the best.

Service & Outreach Committee - Ann Bruce – The committee will continue to work on increased visibility: perhaps an open house at Moby, trial gardens, or Recreation Center. Another suggestion was an APC tailgate and complimentary athletics tickets. APC is represented at the orientation when Courtney has time. If she is not present Lori Smith talks about council. Perhaps a shared governance presentation could be done between councils since much of the information is the same. Perhaps we could have a table staffed if orientation moves towards having a fair type venue. A meet and greet could be held after orientation. Possibilities were brainstormed to provide incentives for people to read their messages. A link to the newsletter will be created so that we can collect stats about how many people opened it. We’ll continue to experiment with venues and ideas based on CPCs recent success at the Trial Gardens with gelato and Cam. Courtney will look into getting a table at the president’s picnic.

VI. University Committees
Benefits Committee – Discussed how benefits can be better utilized. Courtney will get a faculty perspective on how benefits committee has been working.

VII. Classified Personnel Council – Deb Luntsford – CPC hosted a very successful meet and greet at the Trial Gardens this summer.
VIII. New Business
A. Approval of University Benefits Committee Members for 2010 – 2013
The Executive Committee recommends to have Lois Samer and Toni-Lee Viney join Benefits Committee. Debbie Sheaffer moved to approve the recommendation. Linda Selkirk seconded. Motion carried.
B. Approval of Grievance Panel Members – Carl Davis, Kathleen Ivy, Mike Biggs, Pony Davis, Patsy Harlan, Mary Dolce
C. Approval of Sexual Harassment Panel Members - Lois Samer, Toni-Lee Viney, JoAnn Powell
Debbie Sheaffer moved to approve the Grievance and Sexual Harassment panel members. Amiee Oke seconded. Motion carried.
D. Approval of Auli Summerhays Appointment to Represent Area 4
E. Approval of Cara DiEnno Appointment to Represent Area 12
F. Approval of Ryan Abbott Appointment to Represent Area 7
G. Approval of Shaun Case Appointment to Represent Area 14
H. Approval of Crystal Shanley Appointment to Represent Area 14
I. Approval of Shelby Sack Appointment to Represent Area 15
J. Approval of Sara Neys Appointment to Represent Area 11
Heather Matthews moved to approve all newly named people. Motion carried.

IX. Discussion Items
Human Resources Improvements – Amy is looking for ideas for improving HR. What things would we like to see different? Think about this, ask constituents and bring ideas back to the next meeting.

X. Next Meeting
Tuesday, September 14, 8:30 – 10:00 AM
224/226 Lory Student Center