Members Present: Doug Patimore, (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Linda Wardlow (Area 3), Sara Colorosa (Area 4 alternate), Foula Dimopoulos (Area 6), Dede Kliewer (Area 6), Ryan Abbott (Area 7), Kim Pendell (Area 7), Kris McKay (Area 7 alternate), Ann Bruce (Area 8), Stephanie Ouren (Area 8), Toni-Lee Viney (Area 9), Joanna Holliday (Area 11), Cara DiEnno (Area 12), Robin McGee (Area 12), Heather Matthews (Area 13), Anita Pattison (Area 13), Lois Samer (Area 13), Dave Mornes (Area 14), Aimee Oke (Area 14), Crystal Shanley (Area 14), Darrin Goodman (Area 15), Angela Perryman (Area 15), Shelby Sack (Area 15), Linda Selkirk (Area 15), Courtney Butler (Chair), Jim Zakely (Vice Chair)

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

II. Approval of August Minutes
Linda Wardlow moved to approve the August minutes, Lois Samer seconded. Motion carried.

III. Officer Reports
Chair – Courtney Butler - See written report
Vice Chair – Jim Zakely – Replacements are needed for two campus mediator positions. Jim will draft a letter with Courtney to send out regarding replacements.

Treasurer – June statement reflects payment for administrative support and gifts. There was a $2200 balance from last year because payment for the shirts didn’t go through for last year. Despite this there still may be a way to increase funding for the luncheon. We started in July with $11,000 and spent $300 on an APC table cloth and bookstore items. For August there are charges for retreat items and for leadership conference lodging.

Darrin Goodman moved to approve the Officer Reports, Heather Matthew seconded. Motion carried.

IV. Standing Committees
Communications Committee – Darrin Goodman – The website has undergone several changes. The Members page of the website has been revamped and meeting dates have been added to the site. The Committees page and Areas of Representation page have been updated. The minutes have been added to the site and several employee resources have been added and edited.

Employment Committee – Joanna Holliday – The committee will meet next Monday

Nominations & Elections Committee – Kim Pendell – The committee has not met. One representative is still needed from Area 1.

Policies & Procedures Committee – Linda Selkirk - The committee will meet after this meeting and will be looking at the reassignment of areas.

Service & Outreach Committee – David Mornes – The committee met on August 27th and discussed APC representation at the Ag day game. A tailgate spot for that day has been secured. Let Dave know if you would like to help out. The possibility of a fall coffee break was discussed, but this could also turn into a light lunch break. The committee also began discussing ideas for the spring luncheon and is looking for speaker ideas. Slides for the employee orientation are being looked at and revised for use as shared governance slides between APC, CPC, FC. The committee will create a draft presentation and
ask for council input. Ideas for a spring coffee break were discussed as were way to take more active approach to connecting with new employees. It was suggested that we register APC as a group for Cans Around the Oval and that we challenge CPC.

V. University Committee Reports
Benefits Committee – Ryan Abbott – Benefits met last Wednesday and talked about changes for the upcoming year. Open enrollment will take place from November 1-19. Information regarding changes will be forthcoming. Health insurance will remain the same but life and dental will have some changes. We’ve asked for some dos and don’ts regarding changes. There are some changes that are being driven by federal regulation. The Benefits Fair will be held Tuesday Nov 9th in the North Ballroom. There will be no increase in health insurance premiums this year.

Classified Personnel Council – Debbie Sheaffer - CPC recently held their retreat and is mostly focusing on outreach and having a presence on campus. Mary Ontiveros, the new VP for Diversity came to last meeting and discussed what she will be doing in terms of promoting equity and diversity on campus. CPC will be working with housing and facilities to pull in more members.

CSU Activities Board – Linda Wardlow – Activities Board will be recognizing lab animal resources this month and will be sending out sign-ups for monthly prize drawings. They are also working on promoting the nomination of units for monthly recognition.

University Parking Services Committee – David Mornes – David will stay on as a AP representative. There is a plan to work on maintenance in the Engineering lot. Many new bike racks have been installed on campus. The student commuter levels of the garage are being heavily utilized and some faculty/staff slots have been reassigned to commuters. Lots 155 and 160 will be impacted by the groundbreaking of new Engineering construction. The garage will receive at least LEED Gold certification, perhaps Platinum. Suggestions were made regarding how to report overturned bike racks, handicapped parking assignment in front of Resources for Disabled Students and lines designating lanes in the parking garage.

Darrin Goodman moved to approve committee reports, Ryan Abbott seconded. Motion carried.

VI. Short Discussion Items
A. PDI – Heather Matthews – Proposals are due October 18th. The theme is Finding Balance. We discussed the option of presented at the PDI at last year’s retreat and would like to move on it this year. Toni-Lee and Dede volunteered to help. Suggestions were to address hot topics APC has been working on.
B. Presence at Campus Events – Courtney Butler – Amy suggested having a presence at various campus events (athletics, fall address). We will have a table at the football game and the fall address. We will have the brochure, but could we could also have a fact sheet, list of area reps, a laptop if wireless is available, copies of the newsletter, and a comment box. We’ll need an announcement/invitation regarding the tailgate. Doug can make sure we have table and chairs there, but what else do we want to have? Food may not be necessary since Ag day will be right next door. Suggestions included: balloons, face painting, and relaxation station.

VII. Discussion Items
A. Draft Changes to Manual Appendix 3 – Family Medical Leave Policy – The definition of Child is the biggest change as well as some changes regarding military personnel. Changes will be reviewed by legal council to make sure they are compliant with federal law. Clarification was asked for regarding the question: Is an employee required to request FMLA or is it optional? The policy does not address this, but it would helpful if it did. Policy states that university administrators do not have discretion to approve or disapprove FMLA, but the designation notice is signed and determined by the department representative. Per Courtney, they should be working on making changes to the designation form to more accurately reflect current policy. The administrator should only determine eligibility, not approve
or disapprove FLMA. If this is the case, documentation should probably include what to do if eligibility is not determined correctly. Clarification was asked for regarding whether or not administrators have to document why someone isn’t eligible for FMLA. Ultimately it would be helpful if there were an expert on campus who provided sessions every other week for employees and administrators, or an FAQ website. It was suggested that FMLA determination be taken out of departments hands and have employees apply though one office such as OEO or HR. It was also called to attention that in the Unpaid FMLA section, workers comp time is not addressed, but workers comp falls under FMLA. The third paragraph of the appendix addresses the bonding period and sick time. It purposefully does not address how much sick time can be used so that all sick leave can be used. This changed will need to communicated across campus. It was further suggested that references to “Son or Daughter” should be changed to “Child” to be more inclusive.

B. Possible Guest Speakers for 2010/2011 APC Meetings – Suggestions included Diana Prieto of OEO, Mary Ontiveros VP for Diversity, a contact from HR once new VP is hired in the Spring, and someone who can provide information on connecting with constituents perhaps from outreach and strategic initiatives. There are several new director positions within Women’s Programs, the African American Cultural Center and Housing. We could invite folks to provide info on changes in these areas.

C. Society of Senior Scholars – David Lundstrum talked with Courtney about extending membership to retired APs. Membership has been only for retired faculty, but he would like to open it up to retired APs as well. Scientists and research associates would certainly benefit from this. If this were an option for retired APs, how would we get word out? The organization helps facilitate retiree perks, organizes speaker series and seminars on retirement planning and workshops. They might want feedback about how to change their literature and website to welcome APs. A name change would help to make it sound more inclusive. Hierarchy would need to be addressed to be more inclusive.

VIII. Announcements/Other Business
A. Draft Changes to Manual Section D.3.8 – Policy Regarding Familial Relations – The change was very small; discussion was not necessary.

B. Memo to Amy Parsons Regarding University Benefits Committee – The Memo was drafted at Amy’s request. The intent was to point out that Benefits committee has not been utilized to its fullest potential and to get administration to pay attention to the committee so that the committee is involved in any benefits changes. Because the structure of HR is changing, we want to make sure that the committee continues to report to a higher level. Some suggestions regarding the memo were that the reporting structure was incorrectly represented and UBC has not been given direct charges at times. Ryan pointed out that the VP has been at meetings in the past and that UBC has never reported to the Director of HR. Courtney clarified that the intent was to clarify what the VP’s relationship with the committee should be as Amy herself seemed unclear that the committee should report to her. In the future council would like to review Memos for accuracy before they are sent out.

C. UBC Report for 2009/2010

IX. Next Meeting
Tuesday, October 12, 8:30 – 10:00 a.m.
224/226 Lory Student Center