Administrative Professional Council Meeting
October 12, 2010 – 8:30 – 10:00 a.m.
Room 224/226 Lory Student Center

Members Present: Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Valerie Monahan (Area 3), Linda Wardlow (Area 3), Sara Colorosa (Area 4 alternate), Evelyn Swiss (Area 5), Judy Brobst (Area 6), Dede Kliewer (Area 6), Frank Johnson (Area 7), Kim Pendell (Area 7), Stephanie Ouren (Area 8), Toni-Lee Viney (Area 9), Joanna Holliday (Area 11), Stephanie Rosso (Area 11), Carl Davis (Area 12), Robin McGee (Area 12), Heather Matthews (Area 13), Anita Pattison (Area 13), Lois Samer (Area 13), Shaun Case (Area 14), 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), Jim Zakely (Vice Chair)

I. Call to Order – The meeting was called to order at 8:35 am by Jim Zakely, Vice Chair

II. Guest – Tracy Hutton, Associate Director of Human Resource Services - Discussion about Family Medical Leave and Leave without Pay
Tracy asked what APC would like to have addressed in the PDI. It was asked that clarification be provided regarding whether or not the employer is required to request FMLA paperwork if it applies. Tracy clarified that policy states that it runs concurrent to other leaves. It isn’t an optional leave, if it qualifies it should be designated as FLMA. It is granted by the department. HR does not make the determination. Clarification was asked for regarding suggested manual revisions which imply that the decision is not made at the department level (the department cannot approve or disapprove FMLA). Tracy clarified that the point is to indicate that FMLA cannot be denied if the person or event qualifies for FMLA. HR also does not approve or disapprove FMLA. If an employee feels that FMLA was wrongfully denied, the employee can go to HR, but at formal appeals process is currently not in place. Tracy was asked to clarify whether or not FMLA could be denied if medical certification is not submitted. FMLA can be denied if medical certification is not submitted. Department HR staff also have questions regarding how FMAL issues should be addressed with faculty. Tracy indicated that there are many different ways the issue can be handled. Decisions have to be made at the department level. Concerns about the administration of FLMA being a decentralized process were brought up. Tracy indicated that there are many different models for administering FLMA. In regards to what would be helpful in a PDI session, council members felt that an outline for employee and administrators would be beneficial. Information about coordinating the different leave types, how they interrelate, who determines what is used in which cases would also be useful to administrators. Administrators were also interested in knowing what processes are used 90% of the time as opposed to processes for the 10% of unusual cases for FMLA requests. Perhaps other materials need to be available in addition to the PDI. Maybe different sessions need to be created for employees and administrators. HR could also provide information at the benefits fair. Employees are interested to know who their contact is in HR if they have questions. Jackie Swaro can answer employee questions. For administrators Terri Suhr or Tracy Hutton act as the contacts. They are also available to make presentations for specific departments. Tracy suggested that unit specific presentations would most likely be more effective.

III. Approval of September Minutes – Judy Brobst moved to approve the September minutes, Linda Selkirk seconded. Motion carried.

IV. Officer Reports
Chair – Jim Zakely - See written report – There was a question about background checks and amending offer letters since offer letters should not be going out prior to a background check. Jim will ask for clarification from Courtney regarding this.

Treasurer – Stephanie Ouren - Shirts are on the September statement and all coffee has been charged for the whole year at one time this year as opposed to once a month.
Darrin Goodman moved to approve the Officer Reports. Heather Matthews seconded. Motion carried.
V. Standing Committees
Communications Committee – Darrin Goodman – Various updates have been completed. Darrin has his camera to take member photos for the website after the meeting.

Employment Committee – Joanna Holliday – Lori Smith has been invited to the November meeting to talk about supervisor trainings. An ACE fellow is working with the Provost’s office She will be looking at the leave policy and will be meeting with APC and CPC reps to find out what leave issues each group faces.

Service & Outreach Committee – Aimee Oke - APC staffed a table at Ag day. We did not have much foot traffic but still had a fun time. APC also registered for cans around the oval. A light lunch break is scheduled on the 22nd at the Recreation Center. Small slices of Jimmy John’s sandwiches and chips and tours of Recreation Center will be available. The committee needs input on dates for the Luncheon. Monday or Tuesday before Spring break appear to be the best options. Preferably Monday since the APC meeting is on Tuesday. Suggestions for speakers include a student, Mary Ontiveros, Amy Parsons (if she is interested and can make it). Live music performed by students or APs was also suggested. The light lunch break and luncheon will be posted on the web by Darrin and Jim will send information through the list serve. Input is also needed regarding the list of new employees. The committee proposed sending out a monthly message to new employees. A sample email was shared. Feedback included looking at the letter Courtney sends makes sure messages are not repetitive. Mentoring options will be discussed at the next meeting. Amiee will ask Courtney how the lists of new employees are distributed. Perhaps APC members could invite new individual in their area for coffee or lunch. Area reps seem to be in favor of the opportunity to contact new employees. We will need to identify which area rep will receive the list of names and who will coordinate connecting with new employees from each area.

Ad Hoc PDI Committee – Heather Matthews – The PDI will aim to increase awareness about what APC does. Heather will bring the blurb to the next meeting. Essentially information will be provided regarding who we are, what we do, and how we do it.

University Committee Reports
Benefits Committee – Linda Wardlow – The committee is looking for suggestions to look into regarding benefits. Suggestions were looking at increasing credit hour benefits through CSU and perhaps partnering with other institutions. It would be nice to see the same benefit applied to online course as it is to resident courses. Issues surrounding maternity leave. Extending study benefits to certification programs was also suggested. Offering courses in a concentrated manor might make attendance more accessible for APs (i.e. classes during breaks). Another suggested was the possibility to bank tuition benefits. It was pointed out that there are very few master’s level courses folks can take off campus. Again, could we connect with other online institutions to increase the availability of study benefits. Reimbursement was suggested as a way to handle courses at outside institutions.

Classified Personnel Council – CPC also participated in AG Day with a table on the concourse. Perhaps we can join forces next time. CPC handed out cardboard Ram fans. They are working on getting membership opened up to have 14 instead of 7 members. In terms of their discussion about benefits they pointed out the reciprocal agreement with UNC. They also pointed out that UNC offers employees free tuition for family members. And CU system just upped their credit benefits from 6 to 9.

CSU Activities Board - Activities Board honored lab animal resources for September. They will recognize advocacy offices this month. There will also be an employee of the month reserved parking spot in the future.
Physical Development Committee – The parking lot behind the north side of the LSC will be taken out of service in order to expand the Engineering building. Construction will take up much of parking lots 155 & 160.

University Parking Services Committee – Dave will bring suggestions from the last meeting forward. Mirrors in the parking garage for corners were additionally suggested.

University Safety Committee – Linda Wardlow - AEDs will be deployed in an additional number of buildings.

Frank Johnson moved to approve committee reports. Darrin Goodman seconded. Motion carried.

VI. New Business

2010/2011 APC Work Plan Approval – It was suggested that the following tw item be removed from the list because HR is not able to identify recurring issues or complaints:
Investigate what recurring issues or complaints are brought to Human Resource Services, Benefits and the administration by APs regarding their employment at CSU.

Generally, the Chair and Vice Chair find out about issues through phone calls from APs. Council as a whole will investigate and provide input regarding recurring employment issues. It was suggested that the language for this particular point be changed to reflect that HR is not aware of what the issues are.
The following change was suggested: “Investigate issues brought to Benefits or Employment committee…” Clarification was offered that there is a formal process for bringing issues to the Benefits Committee.

In regards to feedback concerning clarification of what constitutes a “better place to work”, it was pointed out that this particular point was referenced from the Chronicle of Higher Education’s 100 Great Places to work article. Amy Parsons asked APC to think about suggestions for keeping morale up. Work life committee should have some information about this. The discussion we had about FMLA and leave is another way we are addressing this issue. Jim clarified that points in the work plan are not meant to be addressed by any one particular committee. The work plan is more global in nature as opposed to what any one committee is doing.

Dede Kliewer moved to approve the work plan as submitted and revised. Frank Johnson seconded. Motion carried.

VII. Discussion Items

A. Campus Safety Consultant Visit – A consultant will be visiting campus tomorrow. Dede has agreed to meet on APC’s behalf. Contact Jim if you would also like to attend.

B. Conflict of APC Meeting Time with Cabinet – There is a willingness to move the meeting to accommodate in order to have Faculty Council presence. There are many scheduling conflicts as many have already planned their weekly meetings around this one. It may be good to wait until next year to make the change. Darrin will conduct a survey regarding what day/time would work best.

IX. Announcements/Other Business

A. New Draft of Changes to Manual Appendix 3 – Family Medical Leave Policy – APC members should take a look at the draft to provide feedback to Courtney or Jim. A copy of any suggested changes should be sent to Benefits Committee.

B. Lorie Smith from Training & Organization Development will be attending the November meeting to talk about Supervisor Training.

C. Campus Safety Consultant Visit – Meeting with CPC/APC reps Wednesday, October 13 at 9 a.m.

X. Next Meeting
Tuesday, November 9, 8:30 – 10:00 a.m.
213/215 Lory Student Center