Call to Order - The meeting was called to order at 8:35 by Courtney Butler, Chair

II. Guest – Lorie Smith, Director, Training & Organizational Development – Discussion of Supervisory Training

There has been an expressed need to train up and coming professionals within the University in the area of Supervisory Track training. The idea behind supervisory track training is to build “bench strength” and competencies. There are many individuals interested in contributing to creating a year long CSU 101 training program. Lorie’s office has been working on narrowing down components to be included in the training. The short list includes such areas as: Information technology, enrollment, tuition and fee models, legal issues, councils and shared governance, TILT, Student Affairs, Athletics, budget, auxiliary enterprises, assessment and accreditation, history/mission/vision/values, Board of Governors, Cabinet, organizational structure, advancement, diversity, strategic planning, institutional research, tech transfer, HR, outreach and service, town-gown issues, admissions and recruiting, student profiles, current issues in higher ed. Lorie has been further exploring the model Rutgers University uses for its training program. It will be important to have the support of the President’s Office as plans are to issue a Certificate of completion through that office. In order to provide more qualitative information about how the individual participated or performed throughout the training Lorie’s office is again looking towards the Rutgers’ model which uses combination of cohort evaluation and “mentor”/outside office evaluations. An application process was suggested as a way to select a good cross section of campus representatives for a diverse cohort.

A second program being developed is based on three tier model: intro to supervision, training for supervisors with some experience who are looking to move up to mid level positions, upper level leadership. Housing and dining rely heavily on internal resources for their trainings and Lorie’s office will be looking to utilize internal trainers as well. Amy is asking that Lorie submit a proposal to fund the 1st round of training sessions. Employees may need to give up one or two days away from campus to do the training, which will require additional funding. Rollout is expected for February/March for this stage of the program. APC will be notified when the announcement goes out. This will be a stand-alone option, but employees can advantage of both CSU 101 and the three tier model. As a reminder, Lorie’s office already offers some specific supervisory skills classes as well as one-on-one leadership coaching.

The last item Lorie is looking for feedback on is the concept of a mentoring program. This seems to have a lot of support across campus within a wide variety of departments. Some are very focused depending on the population. Please share your thoughts on this with Lori through an email. In the past programs have not had a strong history of success and have been highly dependent on one individual. If there is a way to integrate such a program in the previous two components then we could give it some further thought. It would be nice to have a vision and mission statement regarding what we are trying to accomplish as an organization with these programs and who is the target audience (faculty vs. AP). Faculty thinking of moving into administrative roles could benefit from CSU 101. The proposed acronym for CSU 101 is PhD. If you have ideas for what this acronym could stand for please email Lorie.
III. Approval of October Minutes
Dave emailed a name correction that has already been changed.
Heather Matthews moved to approve the October minutes as corrected. Darrin Goodman seconded.
Motion carried.

IV. Officer Reports
Chair – See written report.
Courtney received an invitation from Tony to meet with the new Executive Secretary to the Board. She is not sure what the meeting is about other than to get to know one another.
Sandra Hanes is helping to research how sick and annual is paid to those on grants. She is also looking into how a leave bank might work.
CPC is buying towels to give away at basketball games and they would be willing to go in on this with AP Council for a reduced price. Courtney talked to Amy and we could still increase numbers for the Luncheon. If we wanted to purchase towels, Amy would cover a budget overage of $500-750. The cost is about $500 for around 1,000 towels and funds would come out of the general budget. There are concerns about being fiscally responsible and this seemed to be the consensus. We can keep in mind that if we want to do something else at the game the funds are still available.
Clarification on the sick leave statement was asked for. The reason we would like to see new employees given a year’s sick leave up front is because if someone is hired pregnant they would have enough leave to cover two weeks for maternity leave before short term disability takes place. This would only apply to faculty and AP. It was asked if this would apply retroactively for those who are still in their first year. It was noted that the wording “a year’s worth” seems confusing, but was used because Faculty and AP accrue different amounts in their first year.
Clarification on the tuition benefit was also asked for. In the case of a spouse passing away, someone already in a degree program can use the tuition benefit until they have remarried. The intention is that they can have the benefit until they have completed a degree program. However, if they were not in a degree program and their spouse has passed away they cannot use it. Domestic partners are also being proposed to be included.

Treasurer – There were $11 in phone charges.
Frank Johnson moved to approve Officer Reports. Evelyn Swiss seconded. Motion carried.

V. Standing Committees
Awards Committee – Angela Perryman – The committee discussed the timeline for AP Star awards and an announcement should go out in next week. Nominations are being asked for by late January.
Communications Committee – Darrin Goodman – The committee met to talk about the redesign of the APC brochure, as we are nearly out of brochures. It was suggested to get rid of lime green color and give it a more updated look as well as create an electronic version of the brochure. There is a link in the committee report to look at the brochure. Please let Darrin know if you have suggestions. There was general agreement to have Tony’s photo and a brief quote from him in the brochure.
Employment Committee – Frank Johnson – Amy asked to the committee to investigate the issues of flex time and flex place employment. There is a process to get new policies or study of new policies approved. The state policy is very straightforward and encourages flexibility, but it is up to the supervisor to approve. Flex time and place are not a benefit or a right. Employment Committee is investigating clear guidelines for flex time and place might be implemented. There are many assessment tools to assess flex time and flex place eligibility. Human Resources will need to be involved in these discussions. The first step is to submit a request to the operations committee which will approve or disapprove the request to move forward with developing guidelines. It will take a lot of work, but could be beneficial to all of us. It would provide clarity for supervisors at all levels (Faculty, AP, State Classified) across the board of what the options are. Should guidelines eventually be developed it would have an effect on supervisor workloads. We need to be careful that the policy would not affect APs who already have a great deal of flexibility negatively.
Policies & Procedures Committee – Linda Selkirk – The committee needs Council input regarding the allocation of representation. Responses can be emailed to Linda. Comments on limits to membership are also welcome.

Service & Outreach Committee – 100 pounds donated were donated to Cans Around the Oval. The lunch break attracted about 80 people and 22 signed up for the Rec Center. Amy will speak at luncheon, which will take place on March 7th. The committee is still looking at slides for the orientation and what to do with communication for new APs.

Ad Hoc Committees
PDI Session Committee – The description has been submitted to PDI and Heather shared the description. Courtney will send out a copy by email.

University Committee Reports
Benefits Committee – The committee had a question about the revised sick leave wording for new employees (two weeks vs. a year’s worth). It sounds like the wording will stay at “a year’s worth”. Other questions that came up were: Where will it reside to get it fixed? Will it be a policy change or an insurance/benefit change? It was clarified that the leave should also be referred to as FML and not maternity leave.

University Parking Services Committee – 250 more parking permits were sold this year than last year. There has been a large increase in student parking permits, but a drop in visitor parking permits. A sub-committee is being formed to address parking issues on the North side of campus. 160 spaces in Engineering will be lost. And 253 spots for Mason street construction will be lost. Eventually a new north structure will be constructed, but this will not happen in the near future.

CJ Keist moved to approved committee reports. Ryan Abbott seconded. Motion carried.

VI. Unfinished Business
A. Poll results for changing the meeting date. Only 17 people have responded and there are 41 of us. 1st, 2nd and 3rd Monday of each month seems to work best for those that have responded. Darrin will resend the poll so more people can respond.

VII. New Business
A. Approval to initiate the request to develop policy and guidelines for flexible work arrangements. Frank Johnson moved to approve to initiate the request to develop policy and guidelines for flexible work arrangements. Ryan Abbott seconded. Motion carried.

VIII. Discussion Items
A. Future Leadership of APC – Jim is willing to finish out the academic year. Courtney is term limited and Jim will not be able to run for Chair. He may or may not be able to run for an area rep position. Officer elections are in February. Representatives voiced the need for some time to think about it. It would be good to have a description of the positions and the time commitment needed for Chair and Vice Chair. It’s not a given that vice chair will move into the chair position. Given the situation we will wait for normal election cycle since the Vice Chair is not resigning.

IX. Announcements/Other Business
A. Benefits Fair – Today in the North Ballroom

X. Next Meeting
Tuesday, December 4, 8:30 – 10:00 a.m.
224/226 Lory Student Center (old room)