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

II. Approval of December Minutes
Linda Wardlow moved to approve the December minutes with the following corrections, Linda Wardlow and Cara DiEnno were present for the December meeting, and the meeting date needs to be corrected from November to December. Lois Samer seconded. Motion carried.

III. Officer Reports
Chair – Courtney Butler – See written report.
Courtney clarified that employees are being assigned to the Post Doc category. Richard was incorrectly told that Post Doc employment status was not being assigned to Post Docs. There was a task force on Post Docs last year. Peter Dorhought was in charge of that task force. The changes in leave pay are being overseen by Faculty Council and Amy Parsons. Debbie Sheaffer provided some background information about the task force.

Vice Chair – Jim Zakely – Some vacancies will need to be filled this year. One on benefits, two on university mediators, three University sexual harassment committee member terms expire and there will be 2 vacancies, University grievance panel (how many expire/vacancies) Jim will be sending out an email regarding vacancies.

Treasurer – Stephanie Ouren - $30 were spent last month, the current balance is $4300. Instead of asking for one time funds to cover any addition expenses for the Luncheon, it was suggested we ask Amy for permission to suspend charges to administrative support.

Darrin Goodman moved to approve Officer Reports with corrections to the Chair Report regarding Post Docs. Linda Wardlow seconded. Motion Carried.

IV. Standing Committees
Communications Committee – Darrin Goodman – We are getting closer to finalizing the new brochure.
Employment Committee – Joanna Holliday – The committee fine tuned the proposed policy on flex time and place and it will be submitted to Bob Schur’s office.
Nominations & Elections Committee – Kim Pendell - Officer elections coming up next month. Dave Mornes and Linda Wardlow have been nominated for Chair. We still need nominations for Vice Chair and Secretary. Kim will be contacting those reps up for reelection to see if they still interested in continuing.
Policies & Procedures Committee – Linda Selkirk – Policy changes will be discussed under Unfinished Business.
Service & Outreach Committee – Dave Mornes – The committee will meet after this meeting to put together a schedule for luncheon. They are also planning to sponsor a coffee break at Moby in the
Spring. Farrah drafted some New Employee Orientation slides for shared governance. The committee is still working on communication to new hires via email.

AdHoc Committees
PDI Session Committee – Toni-Lee Viney – The PDI went well with 10 attendees. The website was reviewed with attendees and shared governance was discussed. Attendees had the opportunity to share concerns and ask questions. Issues brought up were things that are already in progress such as study privilege, sick and annual leave for employees on soft money grants, and getting sick leave benefits up front when hired.

University Committee Reports
Classified Personnel Council Sarah Barrett for Deb Luntsford – A big concern for CPC is the 2.5% taken out for PERA in continuing years. They are working with Amy and legislative representatives to advocate against this. Hickenlooper’s transition team includes Dr. Yates who is familiar with PERA issues. CPC is also still working on expanding membership.

University Parking Services Committee – Dave Mornes – Committee meets tomorrow. Joanna and Dave are on the sub-committee for parking issues on north side of campus

Safety Assessment Sub-Committee - Linda Wardlow – This committee looks at safety issues around campus. Funding has been made available for additional AEDs to be installed in buildings.

Dave Mornes moved to approve Committee Reports. Stephanie Ouren seconded. Motion carried.

V. Unfinished Business
A. Review of Changes to APC Constitution Article V-Section 2 – Proposed changes are to have a minimum of 2 people per area and maximum of 3 people per area with a cap at 45 members overall. If these changes are made how will we address the issue that some areas currently have 4-5 representatives? Courtney provided some information regarding the make-up of Faculty Council. In their model numbers aren’t capped. Numbers are dependent on the number of departments and they have 65-70 members. They also have committee members and ex officio members. In their model all work is done in committees and the agenda is more of a consent agenda.

Stephanie Ouren moved to accept the proposed changes to the constitution, Lois Samer seconded. It was clarified that you do not have to be a member to serve on standing committees. Some discussion followed in regards to whether or not it creates a problem for smaller units to find a second representative. Smaller areas did not seem to think that this would be a problem. Larger areas seemed fine with losing one or two representatives as long as others could serve on standing committees. Some discussion also ensued about having off-campus representation and the difficulties with being able to attend meetings and get information. It was determined that this is something for a separate discussion. In terms of handling areas with more than 3 representatives, it was proposed that current representatives would be allowed to serve until their terms expire. Attrition will almost take care of the representation issues this year given expiring terms. The objective of staying at 45 members was to ensure that we have a workable number of people serving on council. There seemed to be consensus about wanting to keep a smaller number of members in the interest in getting work done efficiently. The proposed formula will also make it easier in terms of moving/reallocating numbers so often. One further point of discussion was whether or not this model allows for equal representation. It was determined that neither the current nor the suggested model really takes this into consideration. There could at large members for underrepresented groups. But people from these groups can also attend meetings and serve on committees. Representatives can take it upon themselves to help recruit underrepresented members.

VI. Announcements/Other Business
A. Officer Elections will take place at the February meeting
B. Budget Hearing Meetings will be January 27th & 28th
C. SPARC Hearing Meetings will be January 19th
D. AP Stars Nominations are currently being solicited – Nominations are due February 4th and it would be helpful to send out another reminder.
E. Deb Peterson Adult Learner scholarship is now up on the website, also point them to document on the web for Stars Nominations

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