Administrative Professional Council Meeting  
February 8, 2011 – 8:30 – 10:00 a.m.  
Room 224/226 Lory Student Center

**Members Present:** Doug Patimore (Area 1), Petra Marlin (Area 2), Debbie Sheaffer (Area 2), Linda Wardlow (Area 3), Auli Summerhays (Area 4), Marty Welsch (Area 5 Alternate), Evelyn Swiss (Area 5), Foula Dimopoulos (Area 6), Dede Kliewer (Area 6), Frank Johnson (Area 7), Kim Pendell (Area 7), Stephanie Ouren (Area 8), Toni-Lee Viney (Area 9), Allison Robin (Area 10), Joanna Holliday (Area 11), Stephanie Rosso (Area 11) Mary Dolce (Area 12), Robin McGee (Area 12), Heather Mattews (Area 13), Anita Pattison (Area 13), Shaun Case (Area 14), Dave Mornes (Area 14), Aimee Oke (Area 14), Darrin Goodman (Area 15), Angela Perryman (Area 15), Shelby Sack (Area 15), Linda Selkirk (Area 15), Courtney Butler (Chair), Jim Zakley (Vice Chair)

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

II. **Approval of January Minutes**
Stephanie Ouren moved to approve the January minutes. Linda Selkirk seconded. Motion carried.

III. **Officer Reports**
Chair – Courtney Butler – See written report.

There should be a correction to the written report under the meeting with Amy Parsons section, it should read Board of Governors not Board of Directors. Courtney also pointed out the suggested removal of section H from the Manual. The sections covered will be moved to the policies office since they are all general to the University, not APs and faculty specifically. There were no objections from council regarding the removal. Courtney suggested inviting Tony DeCrosta to a future meeting in order to get more insight into HR. Tony will be the interim for at least 6 months before a new search for an AVPHR is started. Courtney has also invited Lynn Johnson in the case that a cabinet meeting gets cancelled to talk about the budget. Courtney spoke with Lynn about sick and annual leave issues. They are still working on solutions and while there may not be a blanket solution, they are working on solutions that may be applied to certain departments with large numbers of short term grants. Comments were made about the staggering cuts to full time employees suggested in budget documents if 10% were implemented. Courtney pointed out that we are not sure how many of those positions are actually vacant positions that won’t be filled, so numbers from the budget hearing meetings are difficult to interpret.

Vice Chair – Jim Zakley – Jim is still working on filling committee vacancies. There may be more vacancies coming depending on whether or not members renew their terms.

Treasurer – Stephanie Ouren - $11 were paid out in phone expenses for the month.

Heather Matthews moved to approve the Officer Reports. Evelyn Swiss seconded. Motion carried.

IV. **Standing Committees**

Awards Committee – no written report submitted – 18 nominations for AP Star Awards were received and 10 award recipients have been selected. Nominees will be notified later this week. The committee is working with Dave Mornes to reserve spaces for nominees at the luncheon. The Distinguished AP Award nomination process will take place after the AP Star Award process is wrapped up in order to not cause confusion between the two awards. The Distinguished Award is meant for people who have demonstrated outstanding work over time and has a $1,000 award associated with it.

Communications Committee – no written report submitted – The committee is still working on the brochure.
Employment Committee – no written report submitted – The proposal for flex time/place has been submitted. Bob Schur has come back with some comments and the committee has not been able to get back to him yet.

Service & Outreach Committee – The Spring Luncheon flyer went out by email. More than half of the spots are filled already (164). The program has also been drafted. The room will be open at 11:15.

Benefits Committee – The committee is looking at modifying operating bylaws. They are still talking about defined benefit plan vs. defined contribution plan. There has been legislation proposed to do away with guaranteed retirement income.

Classified Personnel Council – CPC also had Tony DeCrosta attend their meeting and suggested it would be good to have him come to an APC meeting as well.

CSU Activities Board – The board is continuing to work on changing their name to Employee Appreciation Board. They continue to do monthly drawings and recognize Units. To submit a Unit nomination, go on the Activities Board web page.

University Parking Services Committee – The committee meets tomorrow. A Subcommittee to address issues with north side campus parking issues has been created. Leah Hanson will be taking Dave’s place on the committee.

Safety Assessment Sub-Committee – no meeting until March

Commission on Women and Gender Equity – The Commission met with Tony Frank and presented issues from the campus climate survey. There were concerns with salary equity and balance of work-life. Faculty also brought up child care issues. There are issues with targeted child care for the campus community. There are plans to purchase the Washington School for this purpose. There were also concerns about personal safety on campus, not just physical concern but concern with expressing ideas. Age discrimination was raised as a concern.

Linda Wardlow moved to approve Committee Reports. Toni-Lee Viney seconded. Motion carried.

V. Unfinished Business
A. Vote of Changes to APC Constitution Article V-Section 2 – Linda moved to remove the motion to accept the changes to the APC Constitution Article V, Section 2 from the table. Motion was approved. The committee wants to make it is known that the committee does not have a vested interest in making the changes. Council voted on the original motion and it was carried.

VI. New Business
A. Officer Elections
   a. Chair Election – Dave Mornes was elected Chair.
   b. Vice Chair Election Toni-Lee Viney was elected Vice Chair.
   c. Treasurer Election – Stephanie Ouren was elected Treasurer.
   d. Secretary Election – Robin McGee was elected Secretary.
   e. Approval to changes to preface of manual – Stephanie Ouren moved to accept the changes, DeDe Kliewer seconded. Motion defeated. In the third paragraph on the first page it was suggested that changes must be reviewed and approved by AP Council, not just reviewed. Also, it was suggested that APs should have the right to comment on or criticize any matter of institutional or policy action, this should not only be reserved for academic faculty members. Auli moved to make a formal motion for Courtney to take changes forward in writing, Linda seconded. Motion carried. Frank also pointed out that the very last paragraph is not correct
regarding availability of state funds. The second sentence also not true. It was suggested that Legal Council review the last paragraph. In general it was suggested that anywhere it reads academic faculty it should read academic faculty and administrative professionals. Clarification was asked for regarding the meaning of faculty; does faculty mean all faculty or only tenure track.

VII. Discussion Items
A. APC Brochures – Darrin Goodman had copies of the new and old brochure to compare. Robin McGee helped with the design of the brochure. Designers tried to select photos of APs from different areas. The brochure still has to be approved by Communication and Creative Services. Darrin will send out a copy via email for suggestions. We have a new quote from Dr. Frank. The new design takes many of the comments regarding the old brochure into consideration. One concern is that one of the pictures is a faculty member and not an AP. We’re not sure about others in the photos. Frank and Joanne can provide photos of APs from the field. Residence Life also has a large number of APs. The purpose of the photo was to show APs working with students.

VIII. Announcements/Other Business
A. Distinguished AP Nominations are currently being solicited – due March 4th
B. Open Forum with Tony Frank & Pat McConathy – April 21st, 10 a.m. This is for APs and State Classified. The date will stay the same, but the time may change.
C. Budget 101 Session – February 28th, 2 – 3:30 p.m., Cherokee Park Room, LSC
D. Final Budget Hearing – March 9th
E. It was suggested that we all wear our APC shirts for the Luncheon.

IX. Next Meeting
Tuesday, March 8, 8:30 – 10:00 a.m.
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