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

II. **Approval of March Minutes** –
   Debbie Sheaffer moved to approve the March minutes. DeDe Kliewer seconded. Motion carried.

III. **Officer Reports**
   Chair – Courtney will be sending out the written report. In her meeting with the CPC chair, Farah mentioned that CPC revisits the goals they set in the fall goals mid-year. This may be something APC wants to think about doing next year. Bob Schur Amy Parsons will attend the CPC May meeting and give legislative updates. They will also attend our meeting in May. There is a bill CU is pushing to make state classified positions, AP positions. CPC at CSU is not supportive of this.
   Courtney found out that there was an APC/CPC dedicated phone line costing about $300 a year. It was very rarely used and has been disconnected.
   Mediators have been appointed and letters have been sent.
   Leadership training session emails have been sent out. At the end of the day there is a time slot for APC/CPC to address shared governance. Brochures and/or fact sheets will be put in attendees folders.
   Ability to use the study privilege with CSU – Global should start July 1. However, wording indicates entitlement to 6 free credits ever, not per year. Amy is working on getting this worked out. She is also working on getting the study privilege increased to 9 credits. Courtney has suggested increasing it to 10 credits to cover two language classes per year.
   Courtney and Dave met with Richard and the new incoming Faculty Council chair. The grievance section in the manual is being reviewed by Legal Council. Review is being held up by some discrepancies between ours and Pueblo’s manual. Board of Governors has decided that changes can be reviewed throughout the year as opposed to only the end of the year, so changes can be reviewed in the fall.
   The June meeting will be in Courtney’s building.
   Benefits Committee, will need two new people for next year.
   APC retreat will be held on August 9th at TAMASAG.

   Vice Chair – Nominations for Sexual Harassment and Grievance panels will be announced later in the meeting. We will have openings on the Benefits Committee with terms starting July 1. If anyone has suggestions, please send Jim nominations.

   Treasurer – Amy has promised to fill in our deficit in order to accommodate the increased luncheon costs due to attendance.

   Heather Matthews move to approve the Officer Reports. Darrin Goodman seconded. Motion carried.
IV. Standing Committees
Awards Committee – Angela Perryman - 12 nominations were received for the Distinguished AP award. 4 winners have been selected and will be announced at the Celebrate CSU event.
Communications Committee – Darrin Goodman – The brochure is done. The APC listing on the CSU A-Z page has been changed from Admin Pro to Administrative Professional Council (APC) and the phone number no longer appears.
Nominations & Elections Committee – Kim Pendell – Nominations needs help recruiting people from Area 1 and College of Business for open positions.
Policies & Procedures Committee – no report. It was clarified that we do have information about university committees in our procedures in terms of matching what Benefits Committee has proposed as revised bylaws regarding recruitment to make sure we are not in conflict.
Service & Outreach Committee – Dave Mornes – There were 270 attendees at the Annual Luncheon. The Spring outreach event was lightly attended (about 35). Two tours were given. Drafts were shared of new employee orientation slides.

University Committee Reports
Benefits Committee – Lois Samer – The committee is working on finalizing bylaws and is having ongoing discussion regarding retirement funding and plans offered. CSU AP’s receive less employer contribution compared to AP’s at other peer institutions. The committee will be submitting a report with their findings to Amy Parsons. It was suggested to also look at the inequity between PERA contributions and AP contributions to retirement before pursuing any changes in employer contributions for AP’s. A faculty member presented some concerns with insurance coverage of the therapy for a particular surgery he had. There appears to be gender inequity in terms of coverage regarding gender issues. The committee is exploring how they can investigate that concern. It will likely be forwarded to the Commission on Women and Gender Equity. The committee is also reviewing information concerning parking changes and may recommend differential fees based on parking distance. There was a question regarding a change in the manual dealing with leave accrual when an employee drops below 50%. The question would need to be directed to Amy Parsons or Richard Eykholt.
Classified Personnel Council – Blanche Hughes will speak at their next meeting.
University Parking Services Committee – Engineering lot resurfacing will cause the entire lot to close for the full Summer term. The Meridian lot will also close for two years. Council members expressed some concerns about this and felt there has been a lack of communication and perceived lack of concern for finding suitable solutions to the dilemmas the closures will cause. It was reported that building proctors are being informed.
Safety Assessment Sub-Committee – Linda Wardlow - a lightning sensor will be added to the south end of campus and additional AEDs will be installed across campus. If your building does not have one and you would like one, contact James Graham in Environmental Health.
Commission on Women and Gender Equity – DeDe Kliewer – The commission will meet next month. They would like to meet with the safety committee after reviewing the survey results.

Auli Summerhays moved to approve Committee Reports. Linda Wardlow seconded. Motion Carried.

V. New Business
A. Approval of Grievance and Sexual Harassment Panel Members – Jim Zakley moved to approve the appointment of those highlighted in bold for the Grievance panel and Sexual Harassment Panels, Courtney Butler seconded. Motion carried.
B. Bylaws for Benefits Committee – Based on a request from Amy Parsons, the Benefits Committee has created bylaws. The initial wording for the bylaws was proposed by Bob Schur’s office. The first draft included having an Ex-officio member from Human Resources on the committee. The committee members present voted to change this to not include an ex-officio member from HR in order to comply with what is stated in the APC/FC Manual regarding benefits committee membership. A lengthy discussion followed. One major point of concern was that veteran AP’s were under the impression that veteran AP’s were under the impression that the manual at one point specifically indicated that an ex-officio HR member be appointed to benefits committee. Further investigation is needed into if, when and why this was changed in the manual. There were split opinions regarding whether or not an ex-officio HR member should be included. Those in favor argued that the expertise an HR member would offer the committee on an ongoing basis would be invaluable to the committee’s effectiveness. Also, if the committee made a proposal and sent it to the benefits office, it would be difficult for them to advocate for changes without having been included in the discussions. Those against argued that HR members in the past have not been helpful in providing insight and information and felt in some cases had withheld information from the committee. They also argued that not having an ex-officio member would allow them the flexibility to invite people from HR when needed to meetings and allows them to be in compliance with what is stated in the manual regarding membership. There are enough concerns about the bylaws and wording that Council would like to see things added and changed. Membership was taken directly out of the manual and will be addressed through Faculty Council by making changes. It was suggested to formalize a response to send to Benefits Committee, Mica Glanz, Benefits Committee Co-Chair, and Amy Parsons. Changes to manual need to be addressed first. Courtney will work on the letter, and those who have spoken up are requested to send their thoughts to Courtney in writing.

VI. Discussion Items
A. Meeting Day/Time for Next Year – Mondays received the highest vote. Darrin will resend the information to Courtney. Darrin Goodman moved to take what we received from the poll data to change our meeting dates. Auli Summerhays seconded. Motion carried.

VII. Announcements/Other Business
A. Open Forum with Tony Frank & Pat McConathy – April 21st, 10 a.m.

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