Members Present: Dan Banuelos (2), Heather Blair (3), Casey Brunson (3), Joanna Holliday (11), Jennifer Ivan (10), CJ Keist (11), Ronda Koski (7), Sonya LeFebre (12), Petra Marlin (2), Robin McGee (12), Aimee Oke (14), Stephanie Ouren (8), James Owiny (5), Anita Pattison (13), Angela Perryman (15), Jill Salahub (9), Lois Samer (13), Linda Selkirk (15), Crystal Shanley (14), Auli Summerhays (4), David Thilmany (9), JoLynn Troudt (14), Linda Wardlow (3), Marty Welsch (5), Emily Wilmsen (1), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Courtney Butler (Past Chair), Timothy Gallagher (Faculty Council)

1. Call to Order - 8:30 am;
   • Announcements:
     • Upcoming Guest Speakers:
       January 9th – VP Amy Parsons
       February 13th – Tony Pang (LSC Renovation)
     • CSU Workplace Climate Survey concludes on January 6, 2012
       http://studentvoice.com/colsa/workplaceclimate
     • Mobile Communications RFP; please provide input
     • SWOT / Work-plan copies passed around for review

2. Guest: Lynn Johnson, Chief Financial Officer and Associate Vice President for Finance
   2.1. Budget Development Process: focus on incremental increase/decrease in E&G. Lynn reviewed version 3 of the budget and more changes will be made as information is made available from the state. CSU will face cuts in financial aid and that will need to be backfilled. Lynn noted some of the assumptions used during the budget development, one being that tuition forecasts/increases use the current years enrollment numbers. Differential tuition will be extended into next year. Lynn mentioned that recent increases in enrollment are due in large part to the expansion of international programs. In the current version of the budget, there is a provision for a 3% salary increase for faculty/AP’s. If the state does not provide salary increases for State Classified position, there is currently $1.7 million set aside (from reserves) for SC salary increases. The most recent version of the CSU budget can be viewed the presidents website (http://www.president.colostate.edu/budget/index.aspx).
   2.2. Fringe Rate Build/Development: Lynn provided an overview of how the fringe rate is determined. A proposal is due and negotiated with the Division of Cost Allocation (DCA) by December 31st each year. There are many variables that effect the fringe
rate calculations and as Lynn explained, it can become very complex. Lynn mentioned that as State Classified positions get rolled into AP’s, the fringe rate will become lower. Lynn also noted that PERA also has a direct one-to-one impact on the fringe rate calculations. Depending on legislation, PERA increases could produce a fringe rate of 36% BY 2017. Next Lynn described the “30 consecutive day rule”: when an employee’s sick leave reaches 30 days, the 31st day can be charged to fringe pool. That rule has historically caused problems and has recently been amended to exclude the “consecutive” requirement. CEMML and CNHP (sub-units within Warner College of Natural Resources) have been exploring alternative methods of accounting for sick and annual leave. After many months of discussion and exploration, a possible solution is being considered and developed by the Information Systems group, and in particular Oracle development/support. Lynn is hopeful and optimistic that CEMML and CNHP can continue to account for sick and annual leave using their current system while transfer and accounting of dollars can be done transparently in the Oracle system. Whatever method comes into being, Lynn would like to test it for a couple of years before expanding into other areas on campus.

3. Approval of Minutes:

3.1. Modifications: change “leave bank” to “flex time policy proposal” in section 5.4. In section 4.1, reword to describe “two processes for potential improvements”.

Motion to approve as noted by CJ, second by Linda S. CARRIED.

4. Officer reports:

4.1. Chair (Dave) - see written report. Emily suggested adding the MVP tailgate invitation to the report. Emily also reported negative feedback from the AP employees that help arrange the event - possible problems pertaining to advance requests from those attending the event. Toni-Lee will followup. Dave said that he would like to attend the next scheduled standing committee meetings.

4.2. Vice Chair (Toni-Lee) - An AP PDI session will be held in January and she passed around the PDI summary description. LSC construction committee would like an AP representative. Toni-Lee will do that unless someone else might have better background for it. Please contact Toni-Lee if interested.

4.3. Secretary (Robin) - none.

4.4. Treasurer (Stephanie) - Minor expenses including Recreation Center open house event.

5. Standing Committees:

5.1. Awards - (Auli/Angela); see written report. AP Star deadline Jan 20th and there are no nominations currently submitted. The committee is asking help to make AP Stars Award more known. Brochures and information are available on the APC website. Nominations can be submitted online. Distinguished Award will be next event.
discussion of how to better market AP’s and what/who they are. Angela suggested council members contact departmental HR to get a list of AP’s and distribute with AP Stars announcement so others know who could be nominated.

5.2. Communications - (Emily); see written report.

5.3. Employment - (Joanna); see written report. Committee wants feedback on leave bank proposal; very little information is being shared and it is not being properly vetted. After some discussion, it was decided that Dave will provide Bob Schur a copy of the proposal and the committee concerns so that he can try to address the concerns and provide information to the council to be able to make an informed decision. Bob also asked the council to consider if the leave bank is actually needed.

5.4. Nominations/Elections - (Kim); none. Joanna suggested that this committee could possibly nominate individuals for exit interviews (in regards to the “Exit Interviewer Positions” section of the Chair Report). Let Kim and/or Dave know if you are interested.

5.5. Policies and Procedures - (Linda/Dede); none.

5.6. Service and Outreach - (Aimee); planning Spring luncheon in March. She is trying to find student speaker. Aimee also suggested that the committee would like to increase visibility of the event and try to make it more interactive. One idea is to ask upper-level administrators of CSU sit at tables to help initiate dialog and discussion. Please contact Aimee with other ideas.

6. Ad Hoc Committees:

6.1. none

7. University Committees:

7.1. Benefits - (Joanna/Frank/Linda/Lois); the committee is currently looking at Leave Bank Proposal, Mobile Communications RFP and post-retirement benefits.

7.2. Classified Personnel Council - (Ronda); meeting tomorrow and Bob Schur will be guest speaker.

7.3. CPC Leave Share Committee - (Linda); see written report.

7.4. Commission on Women and Gender Equity - (Dede)

7.5. Employee Appreciation Board - (Auli); see written report.

7.6. Parking Services - (Anita/Patsy); none.

7.7. Physical development - (Frank); see written report.

7.8. Safety Assessment - (Linda); none.

7.9. Strategic Plan Area Review Committees (SPARC)
7.9.1. Teaching and Learning (Jim); none.

7.9.2. Research & Discovery (Shaun); revising goals and strategic plans in preparation for “SPARC-Fest” in January.

7.9.3. Outreach & Engagement (Courtney); working on strategic goals in preparation for “SPARC-Fest” in January.

7.9.4. Faculty & Staff Development (Anita); none.

7.9.5. Infrastructure & IT (Frank); none.

7.9.6. Diversity (Foula); none.

7.10. Sustainability, Energy, and Environment Advisory Committee (Andrew); none

Motion to approve by . CARRIED

8. Unfinished Business:

8.1. Approval of APC Work Plan / SWOT Analysis for 2011-2012; no concerns expressed. Motion to approve by Emily second by James. CARRIED.

9. New Business:

9.1. none

10. Discussion Items

10.1. Final Revisions to Section D of the Manual (At-Will Employment)

10.1.1. Please review and send comments to Dave.

10.2. Proposed Change to Section D.7.13 of the Manual (Travel Policies)

10.2.1. Please review and send comments to Dave

10.3. Draft of Proposed Leave Sharing Policy for Administrative Professionals

10.3.1.

11. Announcements/Other

11.1. adjourned at 10:30am

12. Next Meeting - January 9th, Lory Student Center, room 224/226 at 8:30 am