Administrative Professional Council Meeting

February 13, 2012 - 8:30 to 10:30am
Lory Student Center 224/226

Members Present: Dan Banuelos (2), Casey Brunson (3), Foula Dimopoulos (6), Joanna Holliday (11), Dede Kliewer (6), Ronda Koski (7), Sonya LeFebre (12), Robin McGee (12), James Owiny (5), Doug Patmore (1), Anita Pattison (13), Kim Pendell (7), Angela Perryman (15), Lois Samer (13), Linda Selkirk (15), Crystal Shanley (14), Auli Summerhays (4), David Thilmany (9), JoLynn Troud (14), Linda Wardlow (3), Marty Welsch (5), Deborah Yeung (?), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Courtney Butler (Past Chair), Timothy Gallagher (Faculty Council)

1. Call to Order - 8:30am

2. Announcements

- James Owiny - Reminder: Technician of the Year Award - $100 award. There is also a Colloquium for Physics in March, and you must register to attend but it is free.

- APC February newsletter available now

- APC Spring Luncheon is February 27, 11:15 - 1:00pm; RSVP to Aimee Oke

- Distinguished AP Award nominations due March 2nd

- CPC Outstanding Achievement Award nominations due March 2nd

- Open Forum - President Frank (AP/SC), April 9, 4:30-5:30pm, LSC Grey Rock Room

- Open Forum - President Frank (All), May 7, 4:00-5:00pm, LSC Cherokee Park Room

- Upcoming APC Meetings with Guest Speakers:
  - March 12th – Jannine Mohr, Office of General Counsel
  - April 9th – Tony DeCrosta
  - May 14th – Amy Parsons
  - June 11th – Bob Schur & Jason Johnson, 2012 Legislative Session Update

- Next APC meeting is March 12, LSC 224/226

3. Guests Mike Ellis, Assistant VP and Executive Director, LSC, Tony Pang, Training Development Graduate Assistant, LSC, and Dr. Doug Hoffman, Professor of Marketing in the College of Business.

Topic: LSC revitalization project (http://www.sc.colostate.edu/renovation.aspx). Construction begins Spring 2013 and will cost about $65 million. Theater renovation will be complete in May and seats about 500 theater style seating, or about 220 for tables. The LSC project will renovate 160,000 sq. feet and add 40,000 sq feet. It is partially paid with $70 increase in student LSC fee. They shared a video of project and it is also available on their
website. The construction will last 16 months and will shut down south end first. The food court will also be shut down but perhaps for only one semester. They are hoping the newly renovated building will be a certified LEED platinum building (1st on campus). In general, the LSC renovations is comprised of 3 major aspects 1) infrastructure 2) diversity programs, 3) growth. A viewing balcony will provide a view of “A Hill” and a wall will tell story of CSU using pictures and text and will help reinforce CSU’s land grant mission and tradition. The overall design will be very open and accessible. Some of the bigger challenges will be the food court which must be complete by fall 2014 and temporary relocation of 40,000 square feet of office space. The events staff will work with the Hilton during the renovation. The renovation will benefit both local and state economy by employing local sub-contractors.

4. Action Items

4.1. Approval of January Minutes: change to section 3.1 - Amy Parsons expressed enthusiasm in the flextime concept, but questioned if there is a need for an implementation process and procedures/policy since the existing policy is already very open to interpretation.

Motion to approve as noted by Linda, 2nd Courtney. CARRIED

4.2. Election of Officer for 2012-2013

4.2.1. Chair - Dave; approved
4.2.2. Vice Chair - Toni Lee; approved
4.2.3. Secretary - Robin; approved
4.2.4. Treasurer - Linda Selkirk; approved

5. Officer reports:

5.1. Chair (Dave) - see written report. Planning to meet at Tamasag for annual retreat, and will possibly schedule on Friday rather than Monday. Primrose alternative site could be much less expansive. April Faculty Council meeting (1st Tuesday) will have formal in-depth discussion of stadium (President Frank & Jack Graham will be in attendance). The meeting is open to anyone and begins at 4pm A102 Clark. Operating procedures are being consolidated into a consistent style and would like to complete this year. Dave would like a long term storage mechanism for APC documentation. Ronda suggested contacting Ed Peyronnin as his dissertation focus was very much related to this.

5.2. Vice Chair (Toni Lee) - none.

5.3. Secretary (Robin) - none.

5.4. Treasurer (Stephanie) - Dave on behalf of Stephanie who was absent; budget updates include August employee appreciation at gardens, will request additional money for
6. Standing Committees Reports:

6.1. Executive (Dave/Toni-Lee) - see written report.

6.2. Awards - (Auli/Angela) - see written report. The committee has selected AP Star award winners from nominations but not yet notified recipients. Distinguished AP award provides $1,000 award, please publicize and market to your areas. The deadline is March 2nd and the online forms will hopefully make it easier to nominate individuals.

6.3. Communications - (Emily) Feb newsletter distributed and will meet on February 22nd.

6.4. Employment - (Joanna) - see written report. flextime/flex-place policy discussions; discussed wording proposals and will be meeting today to review. Joanna noted that there was email correspondence that proposed changes not discussed in meeting. It’s been difficult to keep momentum.

6.5. Nominations/Elections - (Kim) - see written report. Please let Kim know of any appointment changes.

6.6. Policies and Procedures - (Linda/Dede) - none

6.7. Service and Outreach - (Aimee) - see written report. The committee is still looking for speaker at luncheon and need raffle and door-prize items. The luncheon will have “VIP guests” for each table to increase dialog. APC should announce food bank donation and reminder to RSVP for luncheon. APC is expecting about 300 people to attend.

7. Other Committee Reports:

7.1. Benefits - (Joanna/Frank/Linda/Lois) - met with Tony Decrosta and Teri Suhr. Health care benefits are negotiated each year and would like to be notified in May to address leave share, healthcare issues and retirement plans.

7.2. Classified Personnel Council - (Ronda) - light attendance due to PDI sessions; suggested avoiding meetings during PDI’s in early January.

7.3. CPC Leave Share Committee - CPC leave bank revision should be moving forward.

7.4. Commission on Women and Gender Equity - (Dede) - meeting Wednesday. Committee is supportive of leave share and willing to help with flextime, flex-place proposal if needed.

7.5. Employee Appreciation Board - (Auli) - recognized student consult teams, department recognition for Telecommunications and Sponsored Programs.
7.6. Parking Services - (Anita/Patsy) - there will be closures in summer near Hartshorn and Corbett area will be closed during summer. Meridian will possibly be closed for a long time due to LSC and other construction.

7.7. Physical development - (Frank); none.

7.8. Safety Assessment - (Linda) - asbestos abatement being performed at Military Science and Washington School. The committee is currently addressing non-compliant elevators and installing safety ladders around campus (6 buildings).

8. Strategic Plan Area Review Committees (SPARC)

8.1. Diversity (Foula) - still working on campus climate project. Will share website with more information when available. Current definitions of diversity are much more broad. Assessment results will be coming soon.

8.2. Faculty & Staff Development (Anita) - see written report. There is continued growth of diversity on campus.

8.3. Infrastructure & IT (Frank) - none

8.4. Outreach & Engagement (Courtney) - reviewing goals (17 of them). Courtney suggested that AP’s should attend the sessions which are generally very positive discussions. There is a general discussion of SPARC goals meeting and being inline with university mission and goals; need common voice to pull all committees and initiatives together.

8.5. Research & Discovery (Ronda) - adding more language in goals to attract and retain research, graduate students and international status.

8.6. Teaching and Learning (Jim); none.

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

Motion to approve reports by . CARRIED

9. Discussion Items

9.1. none

Adjourned 10:20am.