Members Present: Dan Banuelos (2), Casey Brunson (3), Joanna Holliday (11), CJ Keist (11), Ronda Koski (7), Robin McGee (12), Aimee Oke (14), Anita Pattison (13), Angela Perryman (15), Jill Salahub (9), Lois Samer (13), Linda Selkirk (15), JoLynn Troudt (14), Marty Welsch (5), Deborah Yeung (6), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Timothy Gallagher (Faculty Council), Terri Pecora (CPC)

1. Call to Order - 8:40am

2. Announcements

   • Commitment to campus - nutrition services handout

   • Distinguished Alumni Award nominations due April


   • Faculty Council Meeting (open to all) with President Frank and Athletic Director Jack Graham as speakers, April 3, 4:00-5:30pm, Clark A102

   • Open Forum - President Frank (AP/SC), April 9, 4:30-5:30pm, LSC Grey Rock [NOTE: this open forum was rescheduled to April 10th after the APC had met]

   • Celebrate! Colorado State (Distinguished AP Awards), April 24, 3pm, LSC Main

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

   • Upcoming APC Meetings with Guest Speakers:

     • April 9th – Tony DeCrosta
       - Meeting Location: LSC Grey Rock Room

     • May 14th – Amy Parsons

     • June 11th – Bob Schur & Jason Johnson, 2012 Legislative Session Update
       - Meeting Location: Rockwell North Banquet Room (East Side)

     • August 3rd – APC Retreat at Tamasag (tentative)

   • Next APC meeting is April 9, LSC Grey Rock Room

3. Guest: Jannine Mohr, Office of General Counsel. Topic: “Penn State: A Case Study and a Cautionary Tale”. Jannine provided a handout of the Powerpoint slides and copies of grand jury reports that were used in a PDI session in January. Janine reviewed a chronological order of events
leading up to and after the Penn State case was made public. The grand jury reports began in the mid 90’s. There was a consistent theme among all the reports that tied Sandusky to alleged victims that were all associated with The Second Mile charity program that Sandusky founded in 1977. Despite early and continued reports of alleged abuse, Penn Sate officials repeatedly made decisions that allowed the alleged abuse to continue. Janitorial workers that witnessed alleged abuse felt threatened to report it to authorities. Jannine noted that Penn State did not have an Office of General Council that could have been consulted numerous times and they also lacked effective communications with the general public. Today there are about 75 to 100 known alleged victims and there are numerous civil lawsuits and criminal charges filed. Penn State could also be fined, lose financial aid, face sanctions from the NCAA and the list continues to grow.

CSU will continue to conduct training and expand and publicize information to encourage the report of wrong-doing, whether it’s suspicion or real. Refer to http://reportinghotline.colostate.edu/ for more information. Lessons learned:

- follow process and procedures
- failure to report crime can make you liable
- we all have a moral and ethical responsibility to report crime and wrong-doing.

4. Action Items

4.1. Approval of February Minutes. Correction: the membership of the CPC leave share working group is to remain anonymous.

Motion to approve minutes with noted correction. CARRIED

5. Officer reports:

5.1. Chair (Dave) - see written report. Have received many exit interview nominations (approximately 40 so far).

5.2. Vice Chair (ToniLee) - note that the monthly report forms have new action item for other committees to encourage communications among sub-committees.

5.3. Secretary (Robin) - none.

5.4. Treasurer (Stephanie) - Dave for Stephanie; budget on track. Supplemental money from Amy Parsons for luncheon and employee appreciation day has been transferred to APC.

6. Standing Committees Reports:

6.1. Executive (Dave/Toni-Lee) - see written report. Dave shared a handout to verify committee membership. Communications committee to include approach for website updates and a communications plan.

6.2. Awards (Auli/Angela) - Have received 18 nominations for distinguished AP; ongoing review of the nominations. A monetary award for AP Stars is being considered for next year.
6.3. Communications (Emily) - none.

6.4. Employment (Joanna) - see written report. Still working on flex time; will meet March 19th followed by reg meeting on 26th. Reviewing funding mechanism for leave bank. Please send comments and suggestions to any committee member.

6.5. Nominations/Elections (Kim) - see written report. Area 7 will have 2 openings.

6.6. Policies and Procedures (Linda/Dede) - see written report.

6.7. Service and Outreach - (Aimee) - see written report. Had a great supply for giveaways and did not have to turn anyone away for luncheon. Planning spring outreach event; will possibly highlight Fine Arts facility and is tentative for April 27th. Distributed handout for possible gifts to select from; members asked to check what they most liked. Deborah Yeung is new member on Service and Outreach committee.

7. Other Committee Reports:

7.1. Benefits - (Joanna/Frank/Linda/Lois) - see written report. Year-end report to include the following recommendations: 1) medicare supplemental options (a large gap of time where you are on your own), 2) increase in contribution plan (is less than what provided by peer institutions), 3) inclusion of leave bank (with contribution from university). CPC leave bank policy discussions continue to move forward.

7.2. Classified Personnel Council (Ronda) - the Penn State case PDI information was presented. Tony DeCrosta reviewed list, by title, of State Classified personnel moving to Administrative Professional. The work-life survey results being are being summarized. The new INTO office is located in Spruce Hall and an English education program for INTO incoming students is being prepared. The committee working with the RFP for mobile communications is recommending a stipend based program to allow employees to choose what works best for them. The RFP received 3 proposals but 2 did not meet RFP criteria. The stipend, if approved, could include an opt-in plan for individual departments.

7.3. CPC Leave Share Committee - none.

7.4. Commission on Women and Gender Equity (Dede) - none.

7.5. Employee Appreciation Board (Auli) - Auli is resigning from the APC.

7.6. Parking Services - (Anita/Patsy) - Discussed the concerns of speeding in parking garage and have added speed signs and will patrol more. Parking survey coming soon. Also reviewed south drive parking and is expecting to add 155 spaces. A new lot near conference service center could accommodate about 240 residential parking spaces.

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

7.8. Safety Assessment - (Linda) - none.

8. Strategic Plan Area Review Committees (SPARC)
8.1. Diversity (Foula) - none.

8.2. Faculty & Staff Development (Anita) - see written report.

8.3. Infrastructure & IT (Frank) - none.

8.4. Outreach & Engagement (Courtney) - none.

8.5. Research & Discovery (Ronda) - none.

8.6. Teaching and Learning (Jim) - none.

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

Motion to approve committee reports.
CARRIED

9. Discussion Items

9.1. There had been a problem with AP email lists not being updated properly, but that should be fixed now. Please advise if you find otherwise. The Communications Committee will prepare guidelines for use of AP email lists. Due to time limitations, this discussion will continue at the next APC meeting

Meeting adjourned 10:30am.