Administrative Professional Council Meeting

April 9, 2012 - 8:30 to 10:30am

Lory Student Center, Grey Rock Room

Members Present: Dan Banuelos (2), Casey Brunson (3), Foula Dimopoulos (6), Joanna Holliday (11), CJ Keist (11), Kim Kita (15), Dede Kliewer (6), Beth Kessler (11), Ronda Koski (7), Robin McGee (12), Aimée Oke (14), Stephanie Ouren (8), James Owiny (5), Shaila Parasha (11), Anita Pattison (13), Kim Pendell (7), Angela Perryman (15), Jill Salahub (9), Linda Selkirk (15), Crystal Shanley (14), Auli Summerhays (4), JoLynn Troudt (14), Linda Wardlow (3), Marty Welsch (5), Emily Wilmsen (1), Deborah Yeung (6), Dave Mornes (Chair), Courtney Butler (Past Chair), Timothy Gallagher (Faculty Council), Terri Pecorra (CPC)

1. Call to Order - 8:35am

2. Announcements

   • Open Forum - President Frank (AP/SC) – RESCHEDULED to April 10, 4:30-5:30pm, LSC North Ballroom

   • Proposed Policy on Electronic Surveillance Systems - comments due 4/10
     [http://policies.colostate.edu/PolicyConsideration.aspx](http://policies.colostate.edu/PolicyConsideration.aspx)

   • 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:

      • May 14th – Amy Parsons, LSC 224/226

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

      • August 3rd – APC Retreat at Tamasag

3. Guest Speaker:

   3.1. Bob Schur, Director of the Office of Policy and Compliance

Bob was present to answer any questions regarding proposed policy for Electronic Surveillance Systems. The policy intent is to help manage the growing number of video surveillance cameras, manage access to cameras and their recorded video, and define their purpose. The CSU Alarms Committee is currently using OnSSI software and could possibly extend that to campus as the standard operating platform for surveillance cameras. However, if the policy is approved, an RFP may be issued for the software that will be used to manage the cameras and video. A standard operating platform would make it much easier for CSUPD to monitor video throughout campus. New and upgraded systems are focus of policy and will not necessarily apply to pre-
existing systems. Please talk to Alarms Committee now if planning installation of surveillance systems. Contact Jim Graham or Dave Hurley

3.2. **Tony DeCrosta, Executive Director of Human Resources**
Tony visited with APC to review the impact that House Bill 1301 will have on CSU’s State Classified and Administrative Professional employees. Approximately 500-800 State Classified employees will be eligible to be converted to the growing number of Administrative Professionals on campus. AP’s represent a very diverse employment group and have retained historical job titles (eg “Coordinator” and “Research Associate”) that are not necessarily representative of the work they actually perform. This has led to confusion and difficulty creating a framework of fairness and equity for a wide variety of careers. That framework is under review and will be revised in the coming months. It will focus on fairness and create a new hiring practice that will be more effective, efficient and account for career progression that is currently undefined and/or vague at best. January 1, 2013 is the planned date to begin the transition of State Classified personnel to Administrative Professional so there is a lot of work to be done between now and then and will take years to refine the process. The Human Resources website ([http://www.hrs.colostate.edu](http://www.hrs.colostate.edu)) will be updated regularly with information related to this employment transition to include FAQ’s and a list of State Classified job titles that will be affected by the transition. There are also plans to hold open forums and use other forms of communications for employees directly affected by this. Tony noted that for employees that have the option of moving from State Classified to Administrative Professional, it is very important for supervisors to not influence their decision.

4. **Action Items**

4.1. Approval of March Minutes. In section 9.1, need to change the word “be” to “being” (There had been a problem with AP email lists not being...). Under “Announcements”, make note of President Franks open forum being rescheduled to April 10th. Add Joanna Holliday to attendance.

Motion to approve minutes as noted above, CARRIED.

5. **Officer reports:**

5.1. Chair (Dave) - see written report. Parking fees going up next fiscal year and will cost $261/year. Commitment to campus has been extended to include USA Today readership program and lactation rooms for nursing mothers ([http://www.facultyandstaff.colostate.edu/commitment-to-campus.aspx](http://www.facultyandstaff.colostate.edu/commitment-to-campus.aspx)). Please send any additional ideas to Dave. Dave asked council if the APC meeting time on Monday’s could be open to change beginning in September. Although some AP’s present had possible scheduling conflicts, the majority was accepting of moving the meeting to Tuesday mornings.

5.2. Vice Chair (ToniLee) - none.

5.3. Secretary (Robin) - none.
5.4. Treasurer (Stephanie) - negligible expenditures, on track for meeting this year's budget.

6. **Standing Committees Reports:**

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

6.2. Awards - (Auli/Angela) - see written report. The committee selected four finalists for the Distinguished AP Award and will make an announcement on April 24th. Currently reviewing online process for submission of Distinguished AP's and will try to improve for next year. Auli noted it would be useful to have a matrix to help evaluate the nominations for next year.

6.3. Communications - (Emily) - the Public Relations group publicizes outstanding graduates and if you would like to nominate a graduate this semester, please contact Emily.

6.4. Employment - (Joanna) - see written report. The committee recommends that the APC support the leave bank proposal. Currently looking for other funding resources to support/sustain leave bank; please send ideas to committee.

6.5. Nominations/Elections - (Kim) - APC needs Area 2 representatives for ballot. All other areas have enough nominations to fill openings, and some areas have more nominations than can be filled by open positions.

6.6. Policies and Procedures - (Linda/Dede) - recommend to review Policy and Procedure manuals annually.

6.7. Service and Outreach - (Aimee) - have scheduled Spring APC event for May 2nd, 11am to 1pm, at the Performing Arts Center. Will have ticket giveaways for summer line-up, tours of the center on the 1/2 hour. Based on feedback provided by council members, the APC promotional items will be magnet clips and grocery totes. Only two winners of the lunch with Dr. Frank and Amy Parsons from the give-away at the Fall Luncheon showed up for lunch. Doug Pattmore will be resigning from committee. He is a very valuable and energetic member of the Service and Outreach Committee and will be missed. Please contact Aimee if interested in serving on the committee next year.

7. **Other Committee Reports:**

7.1. Benefits - (Joanna/Frank/Linda/Lois) - committee notes will be emailed to Dave. Kaiser Permanente will be providing State Classified benefits and the committee is interested in considering them as an option for AP’s. The leave share should be conducted as a 2 year trial and are proposing one-time funding and will track effectiveness. Suggest adding this topic to agenda for further discussion.

7.2. Classified Personnel Council - (Ronda) - the council selected May 22 as date for Spring luncheon and will have annual retreat July 10th at the Primrose facility. Other discussion items included stadium, re-branding of the CPC, re-evaluation of the council mission and “welcoming wagon” for new State Classified employees.
7.3. CPC Leave Share Committee - the committee reviewed 1 application and approved proposed changes effective July 1, 2012.

7.4. Commission on Women and Gender Equity - (Dede) - met with Dr. Miranda to review Safe Ride (and walk) program. Dede noted that the program is open to everyone and is not for students only.

7.5. Employee Appreciation Board - (Auli) - April, May, June and July drawing for parking pass award received many nominations and included student employees. Unfortunately, the budget constraints won’t permit the board to accept student nominations.

7.6. Parking Services - (Anita/Patsy) - it was determined that parking survey results would be obsolete by the time they were coalesced, so has abandoned idea. Instead, a consultant will be hired to provide recommendations.

7.7. Physical development - (Frank) - none.

7.8. Safety Assessment - (Linda) - none.

     Motion to approve reports, CARRIED

8. Discussion Items

8.1. Use of APC area email list-servs (apc_area1-15@) and the university moderated list for AP’s (adminpro@colostate.edu): When is it appropriate to send email to the area and central moderated lists? It was agreed to limit email to “big” events and to keep them short, and use a meaningful subject line. Will rely on APC Executive Committee to be “moderator” and communicate need for mass email when appropriate. The Communications sub-committee will address this and provide specific details of process and procedures to be followed. It was suggested that APC events be communicated by using central moderated list and reinforced with follow-up email to the area lists.

8.2. Area7 (CAS/AES) Meet & Greet – A Success Story - the area AP email list was used to announce the very successful “Meet & Greet” event in the College of Agricultural Sciences.

Meeting Adjourned at 10:30am