Administrative Professional Council Meeting

June 11, 2012 - 8:30 to 10:30am

Rockwell North Banquet Room (East Side)

Members Present: Casey Brunson (3), Becca Ellis (10), Hilary Freeman (13), Joanna Holliday (11), Jennifer Ivan (10), Beth Kessler (11), Kim Kita (15), Dede Kliewer (6), Ronda Koski (7), James Owiny (5), Linda Selkirk (15), Auli Summerhays (4), JoLynn Troudt (14), Marty Welsch (5), Emily Wilmsen (1), Deborah Yeung (6), Dave Mornes (Chair), Timothy Gallagher (Faculty Council). Newly elected representatives present include: Angie Addie (11), Greg Douras (9), Dan Herrick (11), Jennifer Strange (5)

1. Call to Order - 8:35, Dave.

2. Announcements
   - Welcome newly elected APC members and introductions.
   - Next meeting is August 3, 8:30am to 3:30pm - APC Retreat at Tamasag

3. Guest:
   3.1. Bob Schur and Jason Johnson visited to provide an update on 2012 legislative session. A handout was provided to highlight current legislation as it relates to CSU. Budget reduction was not as bad as forecast; down from $60 million to $6 million, of which CSU will have about 20%, or $1.2 million reduction. Firearms bill was killed. HB1321, personnel system could provide funding for merit increases and would eliminate “bumping rights”. HB12-1072 to account for “life experience” as credit for prior learning passed. All bills concerning PERA were killed. HB-1350 regarding instate tuition classification passed. Colorado State Forest Service and Lower North-Fork Fire fall-out: moves fire management group of CSFS to Department of Public Safety. It’s unknown how this might affect the total CSU research grant monies that are attributed by the CSFS fire management group, but working on that to have answer before July 1.

4. Action Items
   4.1. Approval of May minutes: Ronda noted mistake in 3.1, paragraph 3. “we don’t need to destroy any green space or buildings.” is incorrect. It should be changed to: “The proposed site of an on campus stadium will require the destruction of several buildings (greenhouses) currently used by faculty, staff, and students in the Department of Horticulture and Landscape Architecture. The cost and details of replacing the buildings will be worked on over the summer (not included as part of stadium cost of $246 million).”
Motion to approve minutes with noted changes by James Owiny 2nd, Linda Selkirk. CARRIED

4.2. Nomination and election of APC secretary. Ronda taking it under consideration and if willing, APC will conduct an email ballot. Joanna may consider the position if Ronda does not.

4.3. Approval of University Committee Assignments
- Benefits Committee – 1 vacancy (3-year term); Angie Addie volunteered
- CPC Leave Sharing Committee – 1 vacancy; Ronda volunteered
- Employee Appreciation Board; Emily Wilmsen volunteered to replace Nick Olsen.
- Grievance Panel – Re-appoint Debbie Sheaffer, Christine Susemihl, William Wheat, Lois Samer, Auli Summerhays, Kathy Thornhill and Jan Rastall
- Parking Appeals – Appoint Kay Gallatin (to replace Bill Laffey); Casey Brunson is already on this committee so no need to appoint Kay.
- Parking Services - 1 vacancy; Hillary Freeman volunteered.
- Safety Assessment Subcommittee – 1 vacancy; Dede may be able to serve depending on time of meetings. Joanna may also have nominee and will follow-up.
- Sexual Harassment Panel – 3 vacancies (two 3-year terms & one 1-year term); Volunteers include Greg Douras (3 yr term), Emily Wilmsen (3 yr term) and Dan Herrick (1 year term).
- Move to approve all of above Toni-Lee, 2nd by James Owiny. (tentative are secretary and safety assessment)

5. Officer reports:

5.1. Chair (Dave) - see written report. Distinguished Alumni Employee winner to be announced soon. Campus survey results will be reviewed at APC retreat. Ad hoc committee met on June 8th to address potential gaps in leave benefits for faculty and APs. A summary of peer institution leave benefits was discussed at this meeting and the summary document was distributed to council members. The proposed leave share policy may only benefit a few individuals, and the committee is considering this in the bigger picture of overall leave benefits. Dede motioned to approved supporting the proposed trial leave share program which is one of the items in the 2012 UBC Recommendations report. Emily W. seconded the motion. Motion passed.

Discussion: Some administrators seem to think the proposed leave share policy is not needed because there have been no cases for which current benefits did not cover the need for leave. Joanna suggested that such a policy could improve moral by allowing someone to donate to a specific persons need. Financially, the cost may be low for the 2-year trial program, but the potential liability could be large and would have a significant impact on the financial statements. A cap on the amount of leave time allowed to be donated could help to limit the liability. Dave asked for specific examples to support the need of the leave bank and perhaps there are, or will, be examples of this need due to High Park Fire.
Motion to approve support of leave bank unanimous, CARRIED.

5.2. Vice Chair (ToniLee) - none.

5.3. Secretary (Robin) - has enjoyed his time as secretary and bids farewell for now.

5.4. Treasurer (Stephanie) - none.

6. Standing Committees Reports:

6.1. Executive (Dave/Toni-Lee) - did not meet in May, and will begin planning APC retreat on June 27th.

6.2. Awards (Auli/Angela) - see written report. Auli thanks departing APC representatives with token of appreciation. AP’s that will not be serving the next term include Courtney Butler, Kristin Haller, CJ Keist, Sonya LeFebre, Petra Marlin, Robin McGee, Stephanie Ouren, James Owiny, Doug Patmore, Kim Pendell, Angela Perryman, Stephanie Rosso, Lois Samer, Auli Summerhays, David Thilmany and Linda Wardlow.

6.3. Communications (Emily) - no updates, but please consider sharing “fire stories” with committee and the Public Relations department. As an fyi, Paul Miller, CSU magazine editor of 25 years, is retiring. Please share stories of employees special efforts, contributions, etc. with Emily and/or other members of Public relations group. James Owiny mentioned that Todd Hanson is helping to take in horses affected by fire evacuees.

6.4. Employment (Joanna) - have not met, but working on sample template to help Bob Schur’s efforts with flex work arrangements.

6.5. Nominations/Elections (Kim) - none; Emily would like a list of new APC members to post on website.

6.6. Policies and Procedures (Linda/Dede) - updating manual changes and annual accomplishments review has been written, but not yet shared.

6.7. Service and Outreach (Aimee) - none.

7. Other Committees:

7.1. Benefits (Joanna/Frank/Linda/Lois) - held elections and Joanna will co-chair committee. Discussed several recommendations and would like to discuss with Faculty Council going forward. Tim Gallagher noted that benefits will be discussed in Faculty Council Executive meeting in August.
7.2. Classified Personnel Council (Ronda) - Amy Parsons and Mary Ontiveras were guest speakers at luncheon.

7.3. CPC Leave Share Committee - reviewed 1 application.

7.4. Commission on Women and Gender Equity (Dede) - not meeting in summer, but working on Safe Ride and Safe Walk programs.

7.5. Employee Appreciation Board (Auli) - no meetings; retreat this Friday to elect new officers.

7.6. Parking Services (Anita/Patsy) – none

7.7. Physical development (Frank) – none

7.8. Safety Assessment (Linda) – none

8. Discussion Items

8.1. University Benefits Committee 2012 Recommendations (see above in Chair report); General consensus for support of initiatives. Committee looking at broadening definition of parental leave.

Meeting adjourned at 10:25