Administrative Professional Council

August 3, 2012 – 1:00-3:00 p.m.

Tamasag

Members Present: Angie Addie (11), Dan Banuelos (2), Sarah Barrett (8), Katie Boeder (8), Kelley Brundage (2), Casey Brunson, Foula Dimopoulos (6), Greg Douras (9), Darrin Goodman (15), Dan Herrick (11), Joanna Holliday (11), Jennifer Ivan (10), Ronda Koski (7), Mary Ontiveros (guest), Lindsay Schreiner McCarthy (4), Kris McKay (7), Alan Mertens (12), Jill Salahub (9), Linda Selkirk (15), William Sprouse (12), Jennifer Strange (5), JoLynn Troud (14), Woody Woodward (1), Deborah Yeung (6), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Timothy Gallagher (Faculty Council), Terri Pecora (CPC)

1. Call to Order

2. Announcements

- Employee Appreciation Day at the CSU Trial Garden, August 7, 3-5 pm.
- Upcoming APC Meetings: 2nd Monday of every month, meetings listed on the event sheet in packet. The next meeting is scheduled for September 10, 8:30-10:30am in LSC Room 203/205.

3. Guest Speaker

Mary Ontiveros, Vice President for Diversity and Associate Vice President of Enrollment and Access, presented information that has been gathered from the Campus Climate Survey.

Mary explained that the Campus Climate Survey was put together to gather data to support claims about what is happening on campus. The initial emphasis of the survey was to try to assess issues related to diversity. As the survey evolved, the scope was widened. The end goal was to look at the workforce: what is working and what is not working. Cleaning of confidential information from survey responses is done and some preliminary analysis has been completed.

About 2400 responses were received. About 34.4% of the responders were Administrative Professionals. This is the first time a campus climate survey has been administered in about 10 years. The survey results will serve as a baseline for future years. The goal is to administer a survey every 2 years.

A number of issues were addressed by the survey: value and appreciation; diversity; voice (are people listening); professional development; how you feel about colleagues and co-workers; supervisor’s performance; benefits and resources; personal safety; accessibility; and harassment.

There were no statistical significant differences in the way groups answered the questions. There were some differences between Administrative Professionals, Classified...
Personnel, and Faculty. There was also no significant difference with ethnicity. The only area of difference was with gender as to hiring of more women.

The potential areas of concern identified were:
- Classified staff (less satisfied): raises were an issue.
- Classified personnel shared the sense that APs: have more freedom; can negotiate pay; have vacation time discrepancy as compared to classified personnel.
- Associate Professors seem less satisfied than Assistant and Full Professors. This is not unique to CSU.
- Part-time faculty communicated some concerns: job security; involvement in faculty council; and benefits.
- Harassment: 5 in 20 people indicated that they had been harassed. In the analysis, there may have been a problem is using the word harassment as it was not well defined and some people may feel harassed in a situation that would not be technically defined as harassment. Future surveys will address by asking some clarifying questions.
- A high number of neutral responses were received, which indicates that individuals are not educated about particular issues.

Trust issues came up during the survey process. Confidentiality is something that was discussed from the beginning planning stages for the survey. Some feedback received however was that staff did not trust the survey process and this is something that will need to be addressed in the future.

To accompany the survey, there have also been focus group surveys. Work is also currently being done on creating an exit survey process.

Mary solicited questions and involvement in committees as a way to participate in the process. She passed out paper copies to APC members. Information will be available online and an article will be posted in Today with a link to the results.

4. Action Items

4.1. Approval of June Minutes
A couple of corrections were noted that will be made to the minutes.
A motion was made by Dan Buelos to approve the minutes with corrections. The motion was seconded by Bill Sprouse. The motion was CARRIED.

4.2. Nomination and Election of APC Secretary
There was unanimous consent for the election of Angie Addie as APC Secretary.

4.3. Approval of University Committee Assignments:
4.3.1. Safety Assessment Subcommittee – 1 vacancy Robin McGee has volunteered. There was unanimous consent for the nomination of Robin McGee to the Safety Assessment Subcommittee.
4.4. Approval of APC 2011-12 Activity Report
Dave will review the document one more time for typos before sending it to Amy Parsons. A motion was made by Kelly Brundage to approve the 2011-12 Activity Report. Dan Banuelos seconded the motion. The motion was CARRIED.

4.5. Approval of APC 2012-2013 Budget
There was a discussion of the budget. The question was asked about the process to request additional funds to be provided for individual area outreach. The reply was that the standing committee should make a request of Executive Committee for discussion. The proposal would then be presented to Amy Parsons. Linda Selkirk, Treasurer, reported on what funds were spent on last year. She distributed a report with the spending along with a consolidated report showing total spending.
A question was asked about what the VPO Admin salary fee is for. David explained that this amount is for staff support provided by Erika Borges. A suggestion was made to eliminate coffee and tea at each meeting and remind everyone to bring their own drinks to meetings. The council agreed and it was discussed to use those funds for area meetings/outreach. A change will be made in the budget to reflect this decision.

A motion was made by Dan Banuelos to approve the budget as written with the change to the budget item for coffee and tea at meetings leaving the designation of those funds for later. The motion was seconded by Jennifer Ivan. The motion was CARRIED.

5. Officer Reports
5.1. Chair (Dave) See written report. Dave will be attending a meeting regarding the proposed AP Leave Share Bank. He will also be meeting with Chancellor Martin along with CPC Chair Farrah Bustamante.

5.2. Vice Chair (Toni-Lee) Asked council members to send her the name of their alternates as soon as possible so that she can update the list and distribute. Alternates are welcome to attend meetings even if the member is present. Toni-Lee also asked for each area to sign up a lead communicator on a sheet that was distributed at the meeting. A list for committee chairs was also passed around to collect contact information.

5.3. Secretary (Angie) No report.

5.4. Treasurer (Linda) The 2012-13 APC Budget was approved.

6. Standing Committee Reports

6.1. Executive Committee – see written report.

6.2. Awards – Casey Brunson was elected as chair. Meetings will be determined via email since not all members were in attendance.

6.3. Communications – Emily Wilmsen was elected as chair. The committee was charged with looking into a rebranding effort for the APC.
6.4. Employment – Joanna Holliday was elected as chair. Meeting dates are targeted at the last Monday of the month in the afternoon.

6.5. Nominations & Elections – Kris McKay was elected as chair. Meeting dates will be determined at a later time as not all members were present.

6.6. Policies & Procedures – Linda Selkirk was elected as chair. Meetings will take place after APC meetings.

6.7. Service & Outreach – Aimee Oke was elected as chair. Meetings will occur the Friday before APC meetings.

7. Other Committee Reports

7.1. Benefits Committee – There have been no meetings during the summer. The committee has been put on the docket for going in front of Faculty Council this fall. Juliet Gionfriddo is the UBC co-chair.

7.2. Classified Personnel Council & CPC Leave Sharing – CPC Retreat was at Primrose.

7.3. Commission on Women and Gender Equity – no report

7.4. Employee Appreciation Board – no report

7.5. Parking Services Committee – no report

7.6. Physical Development Committee – no report

7.7. Safety Assessment Subcommittee – no report

8. Meeting adjourned at 2:45 p.m.