Administrative Professional Council

September 10, 2012 – 8:30-10:30 a.m.

Lory Student Center Room 203/205

Members Present: Angie Addie (11), Dan Banuelos (2), Sarah Barrett (8), Katie Boeder (8), Kelley Brundage (2), Casey Brunson (3), Foula Dimopoulos (6), Greg Douras (9), Darrin Goodman (15), Dan Herrick (11), Joanna Holliday (11), Dede Kliewer (6), Ronda Koski (7), Lindsay Schreiner McCarthy (4), Kris McKay (7), Alan Mertens (12), Aimee Oke (14), Anita Pattison (13), Jill Salahub (9), Linda Selkirk (15), William Sprouse (12), Jennifer Strange (5), JoLynn Troud (14), Marty Welsch (5), 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 – 8:34 a.m.

2. Announcements
   • President’s Fall Address & Picnic, Thursday, 9/13, 11:30am
   • Next APC Meeting: Monday, 10/8, 8:30-10:30am, LSC Room 203/205
   • Upcoming Guest Speakers:
     o October 8th - VP Amy Parsons (David asked for any inputs regarding specific topics we would like her to talk about: C2C; Stadium; study privileges/professional development options; leave bank sharing; east-west transit)
     o November 12th - Audrey Purdue, Director of Health, ASCSU, will present the results of CSU Tobacco Opinion survey
   • The APC meetings on January 14th and April 8th will be held in Rockwell North
   • Benefits Fair – November 6th (check date)

3. Guest Speaker
   There was no guest speaker this month, but there was discussion of guest speakers that could be invited to future meetings. Suggestions included: Tony DeCrosta; Mike Ellis (Feb/March) to discuss the Lory Student Center remodel; Blanche Hughes to discuss student affairs, research, and collaboration; June legislative update with Bob Schur and Jason Johnson; Kathleen Henry from CSU Foundation or someone from CSU Ventures to discuss sources of money coming in; facilities update with Steve Hultin; and Diana Prieto..

4. Action Items
   A. Approval of August Minutes: Motion to approve minutes by Linda Selkirk, seconded by Darrin Goodman. The motion was CARRIED.

   B. Approval of Robin McGee to serve on the Safety Assessment Subcommittee: Motion to approve by Ronda Koski, seconded by Darrin Goodman. The motion was CARRIED.
5. Officer Reports

5.1 Chair (Dave) – See written report. Dave discussed the Fall Leadership Forum. The finalized exit interviewer list was passed around. Dave talked about sending thank you letters to supervisors of APC members recognizing their service on the council. Everyone was in favor of this idea. A suggestion was made to have the letters co-signed by APC Chair and VP of Operations. It was also suggested that the APC representative should be sent a copy of the letter for their own records. The letter will help convey the importance of serving on the APC, including a reference to the APC website and highlights of achievements by the APC. There was a suggestion to give APC representatives a certificate at end of their term for recognition of their service. As an added way to express the importance of serving on the APC, it was suggested that invitations should be extended to APC representatives’ supervisors for the APC Spring Luncheon. Dave mentioned that there has been a suggestion to display everyone’s working title on the website. A sheet was passed around to collect this information along with supervisor’s names. Dave discussed the Parental Leave/Leave Bank Committee meeting he attended. There was general discussion of broadening the definition of parent to be more inclusive. A suggestion was made to add news items on the APC website regarding Faculty/AP Manual updates.

5.2 Vice Chair (Toni-Lee) – Toni-Lee reminded everyone to submit the name of their alternate if they have not already done so. Toni-Lee asked for feedback from committee chairs on the Outlook calendar reminders she sent regarding submitting monthly committee reports and accessing Dropbox to submit monthly reports. Toni-Lee is serving on the search committee to hire a new Assistant Director of Human Resources.

5.3 Secretary (Angie) – Angie passed around a sheet for committee members to indicate whether they need a name tag; to give their supervisor’s name; and to list their working title.

5.4 Treasurer (Linda) – Linda reported on the APC budget and spending. The $2,000 administrative support fee which APC typically pays each year has been eliminated for this year and beyond. This budget will be allocated to Employee Appreciation Day and the APC Spring Luncheon. Coffee service has been discontinued for APC meetings this year as a result of the vote taken at the annual retreat. The $650 previously allocated for coffee service will now be allocated for area recruitment and outreach events. Areas should submit a proposal for funds to be used to the Executive Committee. Aimee Oke reminded everyone to go through EHS if food will be provided and she reminded everyone homemade goods are not allowed.

6. Standing Committee Reports

6.1 Executive Committee (Dave/Toni Lee) – Dave reminded committee chairs to submit changes to the Committee Operating Procedures.
6.2 Awards (Casey) – The first meeting of the year is scheduled for October 4th. The committee is looking for ideas to increase the number of nominations and to advertise awards.

6.3 Communications (Emily) – Darrin Goodman has been working on updates to the website. The committee has also been working on a newsletter and the communications plan. The committee will provide an update on the communications plan at next month’s APC meeting.

6.4 Employment (Joanna) – The committee is working on wrapping up some initiatives from last year. Committee members are interested in exit interviews: how will the information be distributed and evaluated. The committee has offered assistance to central HR in relation to HB1301 conversion.

6.5 Nominations & Elections (Kris) – The committee has set meeting dates for the year. The committee plans on starting to recruit earlier. They have discussed ways of giving recognition to current and exiting APC representatives. They are also looking for suggestions for ways to promote APC and participation. Toni-Lee asked the committee to help recruit a member for Area 3. There was discussion of an idea to use generic email addresses for APC. Feedback was that a personal touch is preferred and managing a generic email address can be cumbersome. It was suggested that the Communications Committee take a look into the best way to use email to communicate.

6.6 Policies & Procedures (Linda) – The committee reported that it would be holding its first meeting directly after this APC meeting.

6.7 Service & Outreach (Aimee) – The committee met on Friday, 9/7, and the report will be submitted for next month’s APC meeting. Announcements included: the Fall Outreach at the UCA on November 7; Spring Outreach at CSU Recreation Center; and January PDI session. The Annual APC Spring Luncheon date and location may change due to LSC construction. The committee will bring options to the next AP Council meeting for discussion.

7. Other Committee Reports

7.1 Benefits Committee (Joanna/Lois/Angie/Frank) – Joanna is Co-Chair of the UBC with Juliet Gionfriddo. Last week, Julie, presented UBC recommendations to the Faculty Council. The Benefits Committee does not currently have a “home” for a website and is looking for where the most appropriate location would be. The committee is planning on looking back at proposed initiatives to see if any should be revisited. Assistance with adoption costs will be looked at as a potential benefit recommendation.

7.2 Classified Personnel Council (Ronda) – Ronda reported on the recent CPC meeting: there was discussion of the exit interview selection process and an HR rep discussed the move of some positions from State Classified to Administrative Professional.
7.3 CPC Leave Sharing – A report will be given next month.

7.4 Commission on Women and Gender Equity (Dede) The committee will meet Wednesday, September 12.

7.5 Employee Appreciation Board (Emily) – no report

7.6 Parking Services Committee (Anita/Hillary) – no report

8. Discussion Items

8.1 Feedback on APC Annual Retreat
There were new APC representatives that attended the retreat and were on a committee that had no returning members attending with previous experience. The Committee Operating Procedures is being created to help address this issue in the future. It was suggested that new APC members should be invited to the final meeting of the academic year to get a sense of how the council works so that they are somewhat prepared for the retreat and the coming year of service on the APC. Appreciation was expressed for providing a gluten free option. Generally good feedback was given for the retreat.

8.2 Potential APC Brand Refresh
Amy Parsons has contacted CCS regarding a brand refresh.

8.3 Emeritus Status for APs
There was a discussion of what Emeritus means. It includes an implied promise to keep in touch with the University and make services available with no compensation. Work is being done to find out if it is legally possible to give Emeritus status to Administrative Professionals. This will be a continued discussion item for the next APC meeting.

9. Meeting adjourned - 10:31 a.m.