Administrative Professional Council

Meeting Minutes

November 12, 2012 – 8:30-10:30 a.m.

Lory Student Center Room 203/205

Members Present: Angela Addie (11), Sarah Barrett (8), Kristine Bennett (14), Katie Brayden (8), Kelley Brundage (2), Casey Brunson (3), Becca Ellis (10), Hilary Freeman (13), Darrin Goodman (15), Michelle Havens (3), Joanna Holliday (11), Beth Kessler (guest), Kim Kita (15), Dede Kliewer (6), Ronda Koski (7), Kris McKay (7), Alan Mertens (12), Anita Pattison (13), Linda Selkirk (15), Edit Szalai (14), JoLynn Troudt (14), Emily Wilmsen (1), Deborah Yeung (6), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Timothy Gallagher (Faculty Council)

1. Call to Order - 8:32 a.m.

2. Announcements
   - Next APC Meeting: Monday, 12/10, 8:30-10:30am, LSC Room 203/205
   - Upcoming Guest Speakers:
     o December 10th – Executive Director Tony DeCrosta
     o January 14th – Kurt Ravenschlag, Transfort General Manager, Mason Corridor and MAX Bus Rapid Transit
     o February 11th – Tentative – Speaker from Athletics
     o March 11th – Caitlin Carlson, Assistant Director of Annual Giving, VP for University Advancement, Faculty/Staff Drive for CSU
   - The APC meetings on 1/14/13, 4/8/13 and 6/10/13 will be held in Rockwell North

3. Guest Speakers
   - 8:30-8:50am – VP Mary Ontiveros, Exit Interview Process Update – Mary talked to the committee about the Exit Interview process. The process has been set up to help with recruitment and retention of diverse employees. The exit interview process allows departing employees to speak one-on-one with a trained individual ideally within six months of departing from CSU. Twelve people were selected to be exit interviewers and they have gone through a training process to perform exit interviews. Exit interviewers have already been performing interviews. The interviews are highly confidential. While no OEO employees are involved, information about exit interviews is available on the OEO website: [http://oeo.colostate.edu/exit-interviews](http://oeo.colostate.edu/exit-interviews). Mary explained that there is not a consistent process across campus for staff to announce their departure so finding out about someone departing CSU is difficult. Mary is starting to advertise the exit interview process by making announcements at APC, CPC, and Faculty Council to get the word out to supervisors. Mary expects to report the findings from exit interviews to the University community annually. When asked if exit interviews will be available for people transferring between departments. Mary explained that the exit interview process is not set up for transfers yet.
9:00-9:15am – Audrey Purdue, ASCSU Director of Health, CSU Tobacco Opinion Survey – Audrey presented the findings from the CSU Tobacco Opinion survey and the background behind the survey. Two years ago ASCSU Senators were receiving complaints about smoking on campus so they decided to create and administer a campus-wide survey. The survey was developed from surveys developed and used at other universities. The survey was reviewed and approved by the IRB. There were a total of 805 student respondents and 1986 faculty/staff respondents. The results of this survey are published on the ASCSU website: http://www.ascsu.colostate.edu/tobacco-opinion-survey.aspx. Audrey asked that any questions be emailed to ascsu_health@mail.colostate.edu. The current plan of action resulting from the survey is a meeting with Facilities to discuss moving/adding signage for appropriately designating smoking areas.

9:15-9:30am – Juliana Hissrich, Communications Coordinator, Creative Services – Juliana presented several samples for a new APC graphic. The council discussed the graphics and their potential usage in various publications (web, print, email signature, etc.). The choices were narrowed down to two samples and an informal vote was taken. The vote was very close so Darrin Goodman offered to post the two graphics in an online survey format to be sent out to all members for a vote. This survey will allow everyone, including those not in attendance at the meeting, to voice their opinions.

4. Action Items

4.1 Approval of October Minutes: Motion to approve by Ronda Koski, Emily Wilmsen seconded the motion. The motion CARRIED.

4.2 Approval of appointment of Edit Szalai and Kristine Bennett to serve as APC Members for Area 14 through June 30, 2013. Motion to approve by Dede Kliewer, Darrin Goodman seconded the motion. The motion CARRIED.

4.3. Approval of appointment of Auli Summerhays to represent APC on the CSU Employee Appreciation Board. Motion to approve appointment by Emily Wilmsen, Linda Selkirk seconded the motion. The motion CARRIED.

5. Officer Reports

5.1 Chair (Dave) – See written report. Michelle Havens reported on the two HR Director open forums she attended. Michelle plans to attend the last open forum this afternoon. The names of the candidates are: Erin Farrell, Anne Bergen Taylor, Laura Alexander, and Elaine LeMay Joanna Holliday attended the recent Parental Leave/Leave Shared hoc committee meeting on behalf of Dave. The draft document created by the ad hoc committee on adjunct/temporary faculty hiring processes will be forwarded by Dave to the Employment Committee for their review.

5.2 Vice Chair (Toni-Lee) – Toni-Lee reported that the HR Director search committee is wrapping up.
5.3 Secretary (Angie) – Angie announced that there are a few APC shirts available from a previous year for anyone that would like one. Sizes are limited.

5.4 Treasurer (Linda) – Linda reported that there was $80 of awards committee expenditures in October. She passed around a budget report for everyone to review.

6. Standing Committee Reports

6.1 Executive Committee (Dave/Toni-Lee) – See written report. At the last meeting, the committee went over the agenda for today’s meeting, discussed potential and confirmed upcoming guest speakers, and had an informal discussion of the current membership structure of APC and potential ways the structure could be improved.

6.2 Awards (Casey) – Casey passed out cards with mints to be distributed to each area to solicit nominations for the AP Star award.

6.3 Communications (Emily) – The Communications Committee will be assisting the Service and Outreach Committee with a brochure they are developing.

6.4 Employment (Joanna) – The committee had a follow up discussion on whether or not to pursue Emeritus status for AP’s. The committee was generally supportive of the initiative but would like input from the APC. The committee is looking into study privilege enhancements for employees who cannot take courses on campus or for who courses are not available within the current structure to continue their professional development. Joanna is meeting with Bob Schur this month to start discussion of the enhanced study privileges. The committee is still working on flexible-work arrangements. In addition to her report on the Employment Committee, Joanna reported on the Parental Leave/Leave Share ad-hoc committee. The benefit being shaped by the ad-hoc committee would be an added benefit. The committee is supportive of making the benefit available upon hire. Joanna brought up the leave bank at the committee meeting and was informed that there are some financial liabilities involved. Dave Mornes asked everyone to continue seeking actual cases where the leave bank would have been beneficial.

6.5 Nominations & Elections (Kris) – The committee is working on preparing materials for recruiting APC representatives and looking into electronic voting. A suggestion was made to look at what ASCSU does for their electronic voting. The committee recently conducted a census for 2012 and potential changes to the membership are being considered. Tim Gallagher talked about what the Faculty Council did a few years ago with regards to changing the composition of the council. Dave Mornes suggested that the APC should continue to examine the structure of council’s membership to determine if there are ways to better represent areas. Kelley Brundage suggested doing the census more often, given the transition of classified personnel to administrative professionals. Dave asked the Policies and Procedures committee to take a look at the council structure and make recommendations for change.
6.6 Policies & Procedures (Linda) See written report. The committee is examining the constitution and current policies and procedures to make sure they are consistent and up to date.

6.7 Service & Outreach (Aimee) – The Employee Appreciation event on November 7th went over well. The committee has scheduled a January PDI called “Be Committed” that will cover the benefits in the Commitment to Campus. The committee needs to select a new chair.

7. Other Committee Reports

7.1 Benefits Committee (Joanna/Lois/Angie/Frank) – Members of the committee staffed a table at the benefits fair. Julie recently had a phone discussion with Amy Parsons and Amy has committed funds to set up a website for the Benefits committee. The committee has been working on enhanced study privileges and the new parental leave policy recommendations. At the next meeting, the committee will be establishing a matrix to help prioritize initiatives to work on. The committee is asking Teri Suhr to come to a future meeting to discuss various initiatives.

7.2 Classified Personnel Council (Ronda) – A meeting is scheduled for Tuesday, November 13. The guest speaker, Caitlin Carlson, will be talking to the council about the Campaign for Colorado State University.

7.3 CPC Leave Sharing – The committee recently met and reviewed one request which was denied.

7.4 Commission on Women and Gender Equity (Dede) – no report

7.5 Parking Services Committee (Anita/Hillary) – A map of future anticipated parking space losses was passed around. There are plans to build a lot by Conference Services at the intersection of Shields and Laurel. There is an anticipated loss of approximately 1,500+ parking spaces if the stadium is built.

8. Discussion Items

8.1 Pursuing Emeritus Status for APs – The Employment Committee is in support of pursuing Emeritus status for AP’s. Some criteria for Emeritus status discussed by the committee included: a nomination must come from the employee’s department/unit; 10-year service minimum; and approval through the Dean or VP of the employee’s area. Tim Gallagher shared some potential discussion points which he thinks might come up in Faculty Council. The current rationale for Emeritus faculty status is to retain institutional knowledge from faculty members that have given over 20 years of service to the university. Emeritus status is an honor for the faculty member and it allows the university to retain a connection with faculty members to retain experience and knowledge. Administrative professionals are less likely to retain this type of relationship with their department when they retire. Tim did acknowledge that there are other
universities that give administrative professionals emeritus status so there will be some in Faculty Council that would support it. Dave Mornes asked the Employment Committee to write out a recommendation to bring to the next meeting as an action item.

9. Meeting adjourned -10:34 a.m.