Administrative Professional Council

December 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), Kristine Bennett (14), Katie Brayden (8), Kelley Brundage (2), Casey Brunson (3), Foula Dimopoulos (6), Greg Douras (9), Hilary Freeman (13), Darrin Goodman (15), Michelle Havens (3), Dan Herrick (11), Kim Kita (15), Ronda Koski (7), Kris McKay (7), Alan Mertens (12), Marilyn Morrissey (5), Anita Pattison (13), Jill Salahub (9), Linda Selkirk (15), William Sprouse (12), Edit Szalai (14), Jennifer Strange (5), JoLynn Troud (14), Marty Welsch (5), Emily Wilmsen (1), Woody Woodward (1), Deborah Yeung (6), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Timothy Gallagher (Faculty Council), Terri Pecora (CPC). Guests: Joanna Holliday, Jim Jensen (11), Beth Kessler (11).

1. Call to Order – 8:36 a.m.

2. Announcements
   - Next APC Meeting: Monday, 1/14/13, 8:30-10:30am, Rockwell North
   - Upcoming Guest Speakers:
     - January 14th – Kurt Ravenschlag, Transfort General Manager, Mason Corridor and MAX Bus Rapid Transit
     - February 11th – John Morris, Deputy Athletics Director & Director of Operations, Overview of CSU Athletics
     - March 11th – Caitlin Carlson, Assistant Director of Annual Giving, Office of 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 Speaker - Tony DeCrosta, Executive Director of HR

Tony started his presentation by telling everyone that anyone who has health insurance deducted from their paycheck will have a little extra cash in Dec. The reason for this is that CSU is changing the way it accounts for healthcare deductions to be compliant with healthcare reform. All future healthcare deductions will come out during the month of the benefit rather than the month before. A question was asked about how healthcare reform is going to affect CSU. Tony answered that Colorado has been proactive with setting up a healthcare exchange (virtual marketplaces to shop for health insurance) and CSU has also been proactive with preparing for healthcare reform. All of CSU’s healthcare plans are considered affordable so no CSU employees will be eligible for reduced costs through the healthcare exchange. Tony said that in 2014 when most of the healthcare laws go into effect, the transition will be pretty seamless for CSU employees.

Tony also talked about the lack of structure around classifying APs for comparing fairness and equity. APs are the largest employee group on campus and the group is soon to experience rapid growth with the addition of many employees converting from classified
positions. Currently, there are two separate titling systems: the title in the HR system and working titles. Even within the HR title structure, there is no logical progression for raises and/or promotion. There are three identifiable groups of APs on campus: management; individual contributors; and administrative/tech support. There are also job families within the main groups, i.e. IT, HR, Academic Affairs, Finance, etc. The structure that is being worked on would place individuals into a group (e.g. management) within a job family (e.g. HR). Tony invited anyone that is interested in participating in focus groups to send an e-mail to him directly. It is hoped that the new structure that is created will be rolled out within the first quarter of the new calendar year.

Tony asked the APC to think about the term AP and whether it is inclusive of all employees that are currently labeled as administrative professionals. Other terms being used at other universities are university associates and university staff. APC will continue to consider this question in the future.

4. Action Items

4.1. Approval of November Minutes: Motion to approve minutes by Linda Selkirk, Darrin Goodman seconded the motion. The motion was CARRIED.

4.2. Vote to officially refresh the APC graphic (based on online vote results of two finalists): There was a majority vote for graphic #1. The Communications committee will draft guidelines for how to use the graphic. Darrin Goodman made a motion to adopt graphic #1 as the official graphic for the APC. Kris McKay seconded the motion. The motion was CARRIED.

4.3. Vote whether or not to pursue Emeritus status for AP employees. Positions for and against from the Employment Committee were included in the agenda packet for this meeting. Kris McKay made a motion to pursue Emeritus status for APs, Dan Herrick seconded the motion. Discussion of the pros and cons followed the motion. It was suggested that the council should possibly look at other ways to acknowledge service. It was pointed out that it is anticipated that a smaller percentage of APs will be applying for Emeritus status than the percentage of retiring faculty that apply for Emeritus status and this fact needs to be part of what is presented to Faculty Council. There was a question as to whether the AP Council should pursue any form of honor for retiring APs and not just seek Emeritus status. Kris McKay revoked her earlier motion and made a motion to pursue an honor for retiring APs, not specifically Emeritus status; Kristine Bennett seconded the motion. The vote was 18 for, 6 against, and 4 abstentions. The motion was CARRIED. Dan Herrick moved to pursue Emeritus status specifically for honoring retiring APs, Woody Woodward seconded the motion. The vote was 12 for, 11 against, and 8 abstentions. The motion was CARRIED. Joanna Holliday suggested forming an ad-hoc committee to pursue Emeritus status for APs. There was general consensus for the idea, so Joanna agreed to initiate the process and seek volunteers to serve on the ad hoc committee.
5. Officer Reports

5.1 Chair (Dave) – See written report. Dave is still working on drafting an acknowledgement letter to be sent to supervisors of APs. He suggested we considering sending out letters with a personal invitation to the APC Luncheon. The Executive Committee is working on name tags as well.

5.2 Vice Chair (Toni-Lee) – Toni-Lee reported that SPARCs are starting to meet again. As part of the initiative from Tony Frank to make CSU the best place for women to work, Toni-Lee is participating on the task force for childcare. She asked that if anyone has anything that they would like to see addressed by the task force to get in contact with her.

5.3 Secretary (Angie) – no report

5.4 Treasurer (Linda) – Linda passed around a budget report from November for everyone to review.

6. Standing Committee Reports

6.1 Executive Committee (Dave/Toni-Lee) – See written report.

6.2 Awards (Casey) After Winter Break, the committee will meet to select award recipients.

6.3 Communications (Emily) – Requested information about who the APs are in each area.

6.4 Employment (Joanna) – The committee did not meet November, they communicated the pros and cons for pursuing Emeritus status via e-mail in preparation for the APC meeting.

6.5 Nominations & Elections (Kris) – The committee has created a flyer/brochure for recruiting. There was an Area 7 recruitment event last week.

6.6 Policies & Procedures (Linda) – The committee met via email in November. Their current focus is on making sure information is clear about the limits of AP Council members’ terms of service.

6.7 Service & Outreach (Deborah/Dan) - Dan and Deborah are now co-chairs for the committee. The committee will be presenting a PDI session in January. The AP Recognition Luncheon has been set for February 13, 2013 in the LSC East/Middle Ballroom from 11 a.m. to 1 p.m. There will be partnering with the CPC on a Spring Outreach event on April 9, 2013 at the Recreation Center.
7. Other Committee Reports

7.1 Benefits Committee (Joanna/Lois/Angie/Frank) – See written report. Amy Parsons and the HR staff will continue assessing the DCP rate compared with peer institutions. They presented data at CoSFP meeting on Nov. 26. The UBC will work with Creative Services to create a UBC website with funding provided by the VP-Operations.

7.2 Classified Personnel Council (Ronda) – no report

7.3 CPC Leave Sharing – no report

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

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

8. Meeting adjourned – 10:38 a.m.