Administrative Professional Council
Meeting Minutes
January 14, 2013 – 8:30-10:30 a.m.

Rockwell North

Members Present: Jamie Alexander (8), Angie Addie (11), Dan Banuelos (2), Kristine Bennett (14), Katie Brayden (8), Casey Brunson (3), Greg Douras (9), Darrin Goodman (15), Michelle Havens (3), Dan Herrick (11), Jim Jensen (11), Dede Kliewer (6), Ronda Koski (7), Alan Mertens (12), Anita Pattison (13), Jill Salahub (9), Linda Selkirk (15), William Sprouse (12), Jennifer Strange (5), Edit Szalai (14), JoLynn Troud (14), Emily Wilmsen (1), Deborah Yeung (6), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Timothy Gallagher (Faculty Council), Terri Pecora (CPC). Guests: Joanna Holliday.

1. Call to Order – 8:33 a.m.

2. Announcements
   - Next APC Meeting: Monday, 2/11/13, 8:30-10:30 am, LSC 203/205
   - Upcoming Guest Speakers:
     - 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
     - May 13th – President Tony Frank @ 9:30 am
   - The APC meetings on 4/8/13 and 6/10/13 will be held in Rockwell North

3. Guest Speaker – Kurt Ravenschlag, Transfort General Manager, Mason Corridor and MAX Bus Rapid Transit

The vision for the Mason Corridor came about in the 1990's. MAX is being designed to relieve traffic congestion on College Avenue and provide alternative transportation. It is also expected to increase business along the corridor. The City of Fort Collins expects MAX to begin service in May 2014. What is unique about the MAX Bus Rapid Transit system is that buses will be arriving at each station every 10 minutes during peak hours. Around 500 free parking spaces will be available at the various stations/transit centers. There will also be bike parking, including secured options, available at the bus stations and transit centers. Passengers will also be able to bring a bicycle on the bus. Fares are expected to be the same as the current fare structure.

Construction is ongoing for the project and Kurt advised everyone to expect closures on Prospect in March to do utility work under the roadway. Construction is scheduled to begin on Drake at the end of this month. Bridge work will need to be done on McClelland and the road will temporarily be closed between Horsetooth and Drake to accommodate the replacement of the bridge.
Additional information about MAX can be found at http://www.fcgov.com/max/ and details about the construction project can be found at http://www.fcgov.com/max/max-construction.php. The website also has an area where you can sign up to get alerts and a Mason Corridor/MAX e-newsletter.

### 4. Action Items

**4.1. Approval of December Minutes:** Motion to approve minutes by Linda Selkirk, Ronda Koski seconded the motion. The motion was CARRIED.

### 5. Officer Reports

**5.1 Chair (Dave)** – See written report. The Parental Leave Bank Committee is looking into providing guidelines for supervisors to grant special leave for extenuating circumstances.

**5.2 Vice Chair (Toni-Lee)** – Toni-Lee reported that there are two vacancies on the Council: College of Business has one vacancy and College of Natural Resources has one vacancy. A report from the childcare task force which Toni-Lee has been participating in will be distributed soon and she will present the information they have gathered at the next APC meeting.

**5.3 Secretary (Angie)** – no report

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

### 6. Standing Committee Reports

**6.1 Executive Committee (Dave/Toni-Lee)** – See written report. The committee met with Sarah Barrett from the Nominations and Elections Committee to discuss recommendations regarding changes of membership to the APC including adding some at-large members

**6.2 Awards (Casey)** – The committee has been receiving award nominations for AP Stars. The nominations deadline is January 25\(^\text{th}\). The committee will meet on January 28\(^\text{th}\) to select the recipients.

**6.3 Communications (Emily)** – Emily presented the latest draft of the Communications Plan. APC members were asked to review the draft prior to the next meeting and either send input directly to Emily or bring input for discussion at the next meeting. There was also discussion of providing the APC brand on the APC website with guidelines for usage.

**6.4 Employment (Joanna)** – Did not meet in December.
6.5 Nominations & Elections (Kris) – no report

6.6 Policies & Procedures (Linda) – Bob Schur has joined the committee as an ex officio non-voting member. The committee presented a proposal to change the terms of service on the APC to no more than eight years in succession. The current term limit is seven years in succession. Dave suggested to combine this change with the proposal from the N&E Committee to add at-large members to APC and then discuss at the next meeting.

6.7 Service & Outreach (Deborah/Dan) – The committee is offering a PDI session today. Amy Parsons is confirmed to speak at the AP Recognition Luncheon. The Resident Ramblings musical group will perform at the luncheon. Deborah passed around flyer samples to get feedback from the council. The entrée choices for lunch are Monterey chicken or stuffed portabella mushroom (which can be made vegan or gluten free). Deborah also distributed a draft of the registration form for feedback. The committee will be looking into doing a canned food drive at the luncheon. Deborah also discussed the idea of having a host area representative at each table and there was agreement that there should be a seat reserved at each table for an area representative.

7. Other Committee Reports

7.1 Benefits Committee (Joanna/Lois/Angie/Frank) – See written report.

7.2 Classified Personnel Council (Ronda) – The CPC met last Tuesday and the guest speaker from Health and Exercise Science discussed Smart Goal setting for adopting a healthy lifestyle. Farrah’s term ends in June so CPC will be electing a new Chair for next year. The council is looking at ways to recruit members from underrepresented areas. The numbers of classified personnel transferring to administrative professional status was discussed. There are approximately 60 people transferring in January; approximately 30 will transfer in February; and approximately 20 will transfer in March.

7.3 CPC Leave Sharing – The committee reviewed one application that was approved.

7.4 Commission on Women and Gender Equity (Jill) – John Morse from Athletics, talked to the committee about Title 9. SafeWalk key fobs are being distributed which have safety information on one side and a coupon for Mugs on the other.

7.5 Parking Services Committee (Anita/Hillary) – At the November meeting, the committee was presented with long-term planning for parking infrastructure. Parking Services is anticipating losing 3,000 spaces in the short-term. With long-term plans for increasing enrollment up to 35,000 students, there is a need to add at least 7,000 spaces to get to 15,000 spaces over the coming years. Several new parking garages are proposed. One garage may be built in the flood plain south of the Hilton. The city is working on a neighborhood parking permit system for neighborhoods around main campus.

7.6 SPARC Updates
R&D (Ronda) There is an ongoing effort to get approval to build a Bioinformatics center on campus.
Safety Assessment subcommittee (changing their name to Physical Safety subcommittee)
Dave has the minutes from the meeting, if anyone is interested in seeing them they may contact Dave.

The Ad-hoc Emeritus committee has been formed and has set a date to have their first meeting.

8. Meeting adjourned – 10:24 a.m.