Administrative Professional Council
Meeting Minutes
March 11, 2013 – 8:30-10:30 a.m.
LSC 203/305

Members Present: Angie Addie (11), Sarah Barrett (8), Casey Brunson (3), Greg Douras (9),
Steven Dove (3), Hilary Freeman (13), Darrin Goodman (15), Kim Kita (15), Dede Kliewer (6),
Anita Pattison (13), Jill Salahub (9), William Sprouse (12), Jennifer Strange (5), JoLynn Troudt
(14), Emily Wilmsen (1), Dave Mornes (Chair), Timothy Gallagher (Faculty Council). Guest:
Joanna Holliday.

1. Call to Order – 8:34 a.m.

2. Announcements

- Next APC Meeting: Monday, April 8th, 8:30-10:30am, Rockwell North
- APC Spring Outreach Event, April 9th, 2:30-4:30pm, Recreation Center
- Upcoming Guest Speakers:
  April 8th – VP Amy Parsons @9:00am (Rockwell North)
  May 13th – President Tony Frank @9:30am (LSC 203/205)
  June 10th – Bob Schur/Jason Johnson, 2013 Legislative Summary (Rockwell North)
- Healthcare Matters – upcoming open forums at Poudre River Public Library locations and other
  locations throughout Larimer County. For more information, go to
  http://www.healthcarematters.net.
- Losing Ground – this was a forum Dave Mornes attended that presented findings by journalists
  about how minorities, specifically black and Latino residents in the state of Colorado, are
  experiencing a widening gap in income, education, and home ownership as compared to white
  residents. For more information, visit http://www.inewsnetwork.org/losingground/.
- Toni-Lee will be conducting the April AP Council meeting while Dave Mornes is out of town.
- Annual APC Retreat – Dave is seeking preferences for a date. The general preference expressed
  by council members was to find a date in August for the retreat.

3. Guest Speaker

Caitlin Carlson, Assistant Director of Annual Giving, Office of VP for
University Advancement, Faculty/Staff Drive for CSU

Caitlin talked to the council about how private support helps us as a campus community. Private
gifts go toward supporting students, making it possible to provide students with financial aid,
supporting programs, and supporting the building and renovation of facilities.
The faculty and staff drive is a one-month campaign that is typically in April which encourages
employees to make a gift to CSU. The faculty and staff drive is separate from the Colorado
Combined Campaign. These gifts make an immediate impact and when you donate, you make
the decision about where your money goes. Some examples include: scholarships and financial
aid; a specific college, department, or program; the Oval Preservation fund; CSU Cares; Student-
Veteran Services; the UCA; and the Veterinary Teaching Hospital. Caitlin emphasized that every
dollar makes a difference; every gift shows your support of CSU and its mission.
Caitlin informed the council that she is available to speak to smaller groups and if you are interested in having her speak with your group, please contact her at caitlin.carlson@colostate.edu.

Tony DeCrosta, Executive Director of HR, C2C Update

Tony gave an update on a project that HR is working on for Commitment to Campus. As HR is always looking for ways to provide enhancements to employee health and wellness benefits, they have identified a possible benefit to add to the Commitment to Campus. HR has been working on developing a partnership with Colorado Health Medical Group to set up a clinic on campus. The proposed location for the clinic is in the future parking structure planned for the Elizabeth and Shields area. This parking garage will have mixed use space on the first level and this is where the medical clinic would be located. The details are still being worked on, but there would be no cost to the University as the clinic would be a tenant on the University’s property. A survey will be going out to CSU employees in about 3-4 weeks. This survey is intended to help determine what types of services employees would like to see at a convenient care location on campus.

There was a question about the convenient care location accepting workers’ compensation along with some occupational medicine and physical therapy. Tony expressed that this kind of service is certainly a possibility and one that they are looking into. Students will continue to go to the Hartshorn Health Building for care, but the convenient care clinic may capture overflow on weeknights and weekends when Hartshorn is not open. Tony also introduced two new employees, Gail Gumminger (Associate Director) and Eric Hokanson (Employee Support Services Manager).

4. Action Items

4.1 Approval of February Minutes – Marty Welsch made a motion to approve the February minutes and Darrin Goodman seconded. The motion was CARRIED.

4.2 Reappointment of University Mediator, Melissa Emerson. Darrin Goodman made a motion to reappoint Melissa Emerson as a University Mediator and JoLynn Troudt seconded. The motion was CARRIED.

5. Officer Reports

5.1 Chair (Dave) – See written report.

On February 1, President Frank joined the CoSFP committee to provide the committee with an update on the FY14 budget. On February 25th, the committee reviewed SparcFEST and other budget proposals. The committee prioritized proposals and came up with a priority list to be presented to President Frank. The highest ranked proposals include: a 3% salary exercise for AP and faculty; GTA stipend increases; investment in Advancement training; classroom scheduling software; Library collections; maintenance and operational needs for the campus; and continued investment in funding for diversity efforts for recruiting and retention.

Dave is serving on the search committee for the Associate Director for Training and Organizational Development.
5.2 Vice Chair (Toni-Lee) – Toni-Lee was not in attendance, but Dave expressed her thanks for getting the word out about the vacancies on the Grievance Panel and Sexual Harassment Panel.

5.3 Secretary (Angie) – no report

5.4 Treasurer (Linda) – Linda was not in attendance, but Dave reported that we are on track with spending for the year. Dave expressed the need to order more APC brochures and generate new materials with the new APC brand.

6. Standing Committee Reports

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

6.2 Awards (Casey) – The deadline has passed for Distinguished AP Award nominations. Sixteen nominations were received and the committee will be selecting recipients in the coming week. The Distinguished AP Awards will be presented this spring at the CSU Awards ceremony on May 7th.

6.3 Communications (Emily) – The committee will bring the Communications Plan to the next meeting for discussion. Emily asked if the Communications Plan should include the assignment of a backup person for web administration and newsletter writing. This backup person would be responsible for assuming those duties in a case where the employee primarily assigned to that role is unavailable or leaves the university. There was discussion of redesigning and reprinting the AP Council brochure. Emily volunteered to ask Julianna to provide APC a quote for redesigning the brochure. Dave encouraged everyone to use the APC brand in their e-mail signature if they are sending the e-mail on behalf of the council. The artwork is available on the APC website at the following location: [http://www.ap.colostate.edu/promo/](http://www.ap.colostate.edu/promo/).

6.4 Employment (Joanna) – See written report. At their last meeting, the committee reviewed the recommendation from the “Ad-hoc committee on Simplifying Leave Benefits.” The committee does not recommend the endorsement of the draft proposal. One of the concerns expressed was about the fiscal impact to departments. Feedback for the proposal is provided in the written report. Dave Mornes will take the response back to the ad-hoc committee. Joanna reported on overtime eligibility for new APs. The Employment Committee has asked the Executive Committee to take a look into this with central HR. Dave mentioned that APs are not automatically ineligible for overtime, so new positions are being examined to determine if they are eligible. The committee has also been looking at study privilege and professional development enhancements.

6.5 Nominations and Elections (Kris) – The committee did not meet in February. A handful of nominations have already been received for new members for next year’s council. The committee has been working on a process for electronic voting.
Nominations will end in April and a vote will take place at the end of April or the beginning of May.

6.6 Policies and Procedures Committee (Linda) – The committee presented proposed revisions to the AP Constitution. Greg Douras provided an overview of the proposed changes to Article V, Section 4 (see written report). The policy changes provide for at-large membership for individuals who change jobs during the fiscal year. The at-large membership will allow these individuals to remain on the council until the end of the fiscal year serving the university at-large, rather than a specific area. There was an additional change proposed for Article V, Section 3 to clarify how many years and in what combinations a representative can serve on the Council. This change allows for someone appointed to someone’s term, then elected for two successive terms. Greg Douras made a motion to approve the proposed changes. Kristine Bennett moved to include the previous changes to Article V Section 2, Jennifer Strange seconded the motion. The motion was CARRIED.

Approved changes to the APC Constitution, Article V:

Section 2: The number of Area Representatives from each of the constituency areas as defined in the APC Manual of Rules & Procedures shall be based on the following distribution:
Number of Administrative Professionals Number of Representatives
1-200 2
over 200 3
No area will have less than two (2) or more than three (3) representatives.
Scheduled adjustments to the membership of the APC shall occur once every three years beginning in 2000. An annual census of Administrative Professionals per representative area shall be conducted by September 30 of every third year using official Human Resource Services data. Based on the census, if an area is under represented, that area’s APC representative(s) may petition the APC Executive Committee (with final approval by the APC) for additional representation, subject to a maximum of four (4) three (3) representatives per area. The APC will have a maximum membership of 45 Representatives not including the number of ex-officio or non-voting members.

Section 3: The term of membership on the APC shall be three years and no representative may be elected for more than two full terms of three years each in succession or serve more than seven eight years in succession by a combination of election and appointment. To ensure continuity, one-third of the elected representatives shall face election or re-election each year.

Section 4: Any representative who changes representative areas as defined in ARTICLE V or has a change in employee category can immediately resign from the APC or be terminated as an APC member effective when the organization or employee status changes continue to serve that area, until the area’s new representative has been appointed or elected as provided in Article VII. In order to provide continuity, following the election or appointment of the new representative, the representative who changed areas or job categories may continue to serve as an at-large, voting member representing
6.7 Service & Outreach (Deborah/Dan) – Deborah discussed the successes and opportunities for the APC Recognition Luncheon. A suggestion was made to have one or two live raffle item drawings. There was discussion of next year’s location as the LSC ballrooms will not be available. The on-campus theatre is available, as are the Drake Center and the Hilton. Someone suggested that if we have the luncheon off-campus, we should look into providing shuttle service. It is likely that participation will have to be decreased in order to fit in the locations that are available.

The Spring Outreach event is scheduled for April 9th at the Student Recreation Center. The outreach person from each area is being asked to send out electronic flyers to AP staff in their areas.

7. Other Committee Reports –

7.1 AP Emeritus Ad Hoc Committee – no report

7.2 Benefits Committee (Joanna/Angie) The committee had a productive meeting with Teri Shur on February 25th. Teri clarified the differences between retirement benefits from PERA vs. the Defined Contribution Plan for the committee. Teri informed the committee that there is only one company that can provide long-term care benefits on a group plan to CSU employees. At their regular meeting, the committee decided to invite Teri to meetings on a more frequent basis in order to gain her insight and input on discussions. It was also decided to ask HR to pursue investigating a group policy for long-term care.

7.3 Classified Personnel Council (Ronda) – no report

7.4 Commission on Women and Gender Equity (Dede) - Jill Salahub reported on the President’s initiative to make CSU the best place for women to work and receive education. The commission is recommending starting mentorship programs and has proposed starting a physical women’s center on campus.

7.5 Parking Services Committee (Anita/Hillary) - Parking Services is performing a transportation study that is specifically looking at intersections on campus. The permitless parking system based on license plates is being implemented. During the first year or two of implementation, permits will continue to be provided as part of the transition process. LEED permitted parking information is included in the agenda packet.

8. Meeting adjourned – 10:09 a.m.