Administrative Professional Council
Meeting Minutes
April 8, 2013 – 8:30-10:30 a.m.
Rockwell North

Members Present: Angie Addie (11), Dan Banuelos (2), Sarah Barrett (8), Katie Brayden (8), Kelley Brundage (2), Casey Brunson (3), Greg Douras (9), Steven Dove (3), Hilary Freeman (13), Darrin Goodman (15), Dan Herrick (11), Jennifer Ivan (10), Kris McKay (7), Alan Mertens (12), Anita Pattison (13), Lindsay McCarthy Schreiner (4), Linda Selkirk (15), William Sprouse (12), Edit Szalai (14), JoLynn Troudt (14), Marty Welsch (5), Woody Woodward (1), Deborah Yeung (6), Toni-Lee Viney (Vice Chair), Terri Pecora (CPC Liaison). Guest: Joanna Holliday.

1. Call to Order - 8:36 a.m.

2. Announcements

- Link to Survey for CSU Parking and Transportation Study
- Spring Outreach Event by APC/CPC, April 9th, 2:30-4:30pm, Recreation Center
- CSU Awards Ceremony – DAPA Announced, May 7th, 3:00pm, LSC Theatre
- Upcoming APC Meetings and Guest Speakers:
  May 13th – President Tony Frank @9:30am, LSC 203/205
  June 10th – Bob Schur/Jason Johnson, 2013 Legislative Summary, Rockwell North
- APC Annual Retreat, Wednesday, August 7th, 8:00am-4:00pm, CSU Tamasag Center

3. Guest Speakers

3.1 Mark Minor, Associate VP of External Relations, CSU Brand

Mark gave a presentation on CSU’s brand. Our brand is who we are and the impressions that people have in their mind about CSU. This brand is built through the total experience that a person has related to CSU. Branding is a way of helping shape CSU’s image in the public. Current statewide perception of CSU include: “CSU is highest in the state in perception of outstanding academic programs. CSU is rated highest on overall quality of education, overall campus experience, and promoting ideals of excellence, character, and service.” CSU’s current brand position includes: “transforming lives; modern public research university; institution on the rise; academic excellence; western heritage; and location.” The core messages of CSU’s brand are: “research and results; inspiration and impact; faculty as partners; the Ram community; and access is opportunity.” CSU’s brand demeanor is: “pragmatic, ambitious, engaged, innovative, global, and authentic.” For more information about the CSU brand, visit: http://brand.colostate.edu.

3.2 VP Amy Parsons and Fred Haberecht, CSU 2020

CSU 2020 is a financial model. It is intended to be a contingency plan that will make up for the funds provided to CSU by the state in the event that the state defunds higher
education. Currently, 8% ($90 million) of our current budget is state funded. As Medicaid budget demands grows, the amount of discretionary state budget decreases and, looking at the long-term, continuing decreases in state funding are highly likely. The CSU 2020 model is a growth model assuming that enrollment at CSU will go up to about 35,000 students on main campus. The plan provides for holding all of the current quality factors of an education at CSU, including current faculty-to-student ratios and staff-to-faculty/student ratios. The model anticipates a higher percentage of out-of-state and international students. There is also physical growth included in this plan. Physical growth will include additional residence halls, academic buildings, and administrative support space. There is also a transportation 2020 plan which will include an “internal circulator” transportation system that will run regularly from Mason and University to Shields and additional parking garages to be built on the perimeter of campus.

Fred Haberecht presented the CSU Master Plan and discussed how the physical growth that is expected on campus in coming years is being funded. He showed the council where parking will be lost and where new structures will be built. The master plan includes an expectation of change in the ratio of surface vs. structure parking. By 2024, there will be 55% structured parking. The plan also anticipates a change in transportation behavior with less faculty, staff, and students parking on campus. Currently, 90% of faculty and staff park on campus. The master plan anticipates about 74% of faculty and staff parking on campus in the future.

4. Action Items

4.1 Approval of March Minutes –Linda Selkirk made a motion to approve the March minutes and Edit Szalai seconded. The motion was CARRIED.

4.2 Appointments to the Grievance Panel and Sexual Harassment Panel
Grievance Panel: Joanne Robel, JoLynn Trourd, Sarah Barrett, Anita Pattison, Lindsay McCarthy, and Stephanie G’Schwind.
Sexual Harassment Panel: Sarah Barrett, JoLynn Trourd, Joanne Robel.
Jennifer Ivan made a motion to appoint the volunteers to the Grievance Panel and Sexual Harassment Panel, Linda Selkirk seconded. The motion was CARRIED.
One additional appointee is needed for the Grievance panel.

5. Officer Reports

5.1 Chair – See written report.

5.2 Vice Chair (Toni-Lee) – Toni-Lee is seeking nominations for two representatives for the University Benefits Committee. The representatives do not need to be APC representatives. The term begins July 1st and has a 3-year commitment. Toni-Lee reminded committee chairs to start thinking about their annual reports.
On April 4th, Toni-Lee and Angie joined members of the CPC on a trip to the state capital. The group met with State Senator John Kefalas, State Representative Randy Fischer, a representative from the Governor’s Budget Office, and CSU Chancellor
Michael Martin. There was lot of discussion around defunding higher education in Colorado, the proposed state classified salary increase, and the general state budget.

5.3 Secretary (Angie) – no report

5.4 Treasurer (Linda) – Linda reported that $189 was spent in March; most of the expenses were for the Awards Committee.

6. Standing Committee Reports

6.1 Executive Committee – see written report

6.2 Awards (Casey) – no report

6.3 Communications (Emily) – The committee did not meet this month.

6.4 Employment (Joanna) – At their last meeting, the committee brainstormed possible services that could be offered at the proposed health clinic on campus (the ideas are listed in the written report). The committee is working on gathering information about enhancements to the study privilege and professional development benefits. The focus is exploring options for those employees who are not physically located in Fort Collins. The committee has been discussing working with CPC to develop a survey to gauge interest in enhancements of these benefits. The committee will be meeting with Bob Schur next month to discuss the draft wording for the flexible work arrangement policy.

6.5 Nominations & Elections (Kris) – The committee has been busy seeking nominations for vacancies. There are currently 15 vacancies in 12 different areas. The committee intends to announce newly elected members by the end of April and invite all the new members to the final meetings of the year. The committee is using an electronic voting tool for the ballot.

6.6 Policies & Procedures (Linda) – no report

6.7 Service & Outreach (Deborah/Dan) – The Spring outreach event is scheduled for tomorrow. Volunteers are needed to help staff the information table between 2:30 to 4:30 p.m.

VII. Other Committee Reports

7.1 AP Emeritus Ad Hoc Committee (Anita) – The committee has split the peer institutions between the 4 committee members to do further research. The committee has obtained information about emeritus status from 12 of our peer institutions. Four schools give emeritus status to faculty and higher level administrative employees. Five schools give emeritus status to anybody upon retirement. There was discussion of what the next step should be. The committee was tasked with coming up with questions to ask the
council for the next APC meeting in order to guide the committee in forming a recommendation.

7.2 Benefits Committee (Joanna/Angie) – At their last meeting, the committee discussed the proposed on-campus health clinic and what might be on the recommendation memo for this year. The committee is also trying to get membership sorted out for the coming year.

7.3 Classified Personnel Council (Ronda/Terri) – no report

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

7.5 Parking Services Committee (Anita/Hillary) - The committee did not meet this month.

8. Meeting adjourned – 10:30 a.m.