Administrative Professional Council Meeting Minutes

August 7, 2013 – 1:30-3:30 p.m.

CSU Tamasag Center

Members Present: Angie Addie (11), Sarah Barrett (8), Kristine Bennett (14), Lynn Borngrebe (15), Katie Brayden (8), Cathleen Campbell-Cawley (1), Alex Carter (10), Steven Dove (3), Jeff Fotsch (11), Hilary Freeman (13), Erin Heim (12), Joanna Holliday (7), Jennifer Ivan (10), Jamie King (9), Ronda Koski (7), Janella Mildrexler (6), Shaila Parashar (11), Anita Pattison (13), Leah Ratzlaff (1), Joanne Robel (3), Jill Salahub (9), Jennifer Strange (5), Edit Szalai (14), JoLynn Troud (14), Marty Welsch (5), Scott Woods (15), Deborah Yeung (6), Dave Mornes (Chair), Timothy Gallagher (Faculty Council), Terri Pecora (CPC Liaison)

1. **Call to Order** - 1:30 pm

2. **Announcements**
   - APC Monthly Meetings for 2013-14 from 8:30am to 10:30am (location TBD) – Sept. 9, Oct. 14, Nov. 11, Dec. 9, Jan. 13, Feb. 10, Mar. 10, Apr. 14, May 12, and June 9
   - Any APC representative may suggest names or topics for guest speakers for upcoming APC meetings.

3. **Guest Speakers**
   - Gail Gumminger, Diana Prieto, Chris Mullen and Chris Domanik – HR PeopleAdmin demonstration

Gail presented information about a new system that CSU will begin implementing soon called PeopleAdmin 7.0. PeopleAdmin is billed as one system, one solution for position management, applicant tracking, and performance management. This system is being implemented to streamline and automate the search and hiring process. The software will be able to support all types of searches, including faculty searches. The system will also allow search committees to communicate with applicants more effectively. Another feature available with the software is position management. Over time, job descriptions and other documentation will be captured in the system and will be available for use with open positions. About 750 colleges and universities currently use PeopleAdmin. It offers a lot of flexibility to accommodate the unique needs of universities. The system also integrates with HigherEdJobs, InsideHigherEd, The Chronicle of Higher Education and HERC.

**Applicant Tracking:** There will be a CSU branded application portal that all applicants will use and is completely accessible for all applicants. PeopleAdmin will put applicant tracking into one place which will help both the search committee and the applicants throughout the search process. Applicants will enter their information once, but can apply for multiple positions over time. They will be able to edit and update their information and upload cover letter(s) and references which can also be updated. Search waivers, internal searches, and limited searches will also go through PeopleAdmin.
Position Documentation and Communication: PeopleAdmin will automate the approval process, ensure accurate position postings, seamlessly integrate with Oracle HRIS, and provide new tools to enhance the search processes. The generation of the initial hiring record for Oracle will be automatic. There will still be a review and approval process. Onboarding of new employees will be fully integrated with applicant tracking for seamless conversion of applicants to employees. This will allow for initiation of a consistent onboarding experience for all new employees at CSU (University Employee Orientation, training, etc.). The system will also automatically deliver new hire forms.

In addition, PeopleAdmin will allow for data sharing (HRIS, job boards, background check providers) and storage of search documentation for auditing purposes.

The software has tools available that can help narrow the applicant pool for a search. These features would have to be turned on. One feature that will be turned on is detection for yes/no types of minimum requirements that the applicant would self-identify during the application process.

The next steps: the formal project launch will be in a couple of weeks. The project will take place over the next 6+ months. Gail is expecting that it will launch for development around February or March.

4. Action Items

4.1 Approval of June APC meeting minutes
Cathleen Campbell-Cawley made a motion to approve the minutes and Erin Heim seconded. The motion was CARRIED.

4.2 Approval of university committee assignments
Assignments to the Employee Appreciation Board, Parking Appeals Committee, Parking Services Committee, University Sexual Harassment Panel needed approval. Janella Mildrexler volunteered to serve on the Physical Safety Subcommittee. Lyn Borngrebe made a motion to approve all university committee assignments. Katie Brayden seconded. The motion was CARRIED.

4.3 Approval of APC budget for 2013-14
Dave announced a correction to the budget line item for the Employee Appreciation Day. An agreement was made with the CPC to split 50% of the cost of the Employee Appreciation Day, which is $3,000. This would increase the line item for the event to $1,500. Thus, the Administrative Services line item will be reduced accordingly to balance. The funds set aside for meetings/area outreach events was discussed. The final decision was to leave those funds available for area outreach events. Cathleen Campbell-Cawley made a motion to approve the budget with changes. Jennifer Ivan seconded the motion. The motion was CARRIED.

4.4 Discuss continued pursuit of emeritus status for APs
Dave gave some background on the Emeritus status for APs for the benefit of the new representatives and as a refresher for everyone else. During the last year, an ad hoc committee was formed to come up with recommendations for the APC. Katie Brayden and Anita Pattison are currently serving on the ad hoc committee. Katie reviewed the current language in the Academic Faculty and Administrative Professional Manual and the language created by the ad hoc committee. The proposed language takes into consideration the policies used at other universities. Any changes that the APC approves would require approval by the Faculty Council. If the language change is approved by the APC, Tim Gallagher, as Chair of the Faculty Council, will present it to the Committee on Responsibilities and Standing of Academic Faculty (CORSAF) and ask them to give it due diligence and full consideration. Tim suggested that the ad hoc committee add a written rationale to the bottom of the suggested changes that would accompany the document. Katie and Anita were asked to make further minor edits to the document and add a rationale statement, then bring their recommendations back to the APC next month. No action was taken at this time.

5. Officer Reports

5.1 Chair (Dave) – See written report.

5.2 Vice Chair – no report. Toni-Lee is currently on maternity leave.

5.3 Secretary – no report

5.4 Treasurer (Kristine) – The budget for 2013-2014 was discussed in action items and approved.

6. Standing Committee Reports

6.1 Executive Committee (Dave) – The Executive Committee met twice since the last APC meeting to plan for the retreat.

6.2 Awards (Janella) – The committee reviewed progress from last year, discussed last year’s awards, created a timeline, and decided on a tentative meeting date for their next meeting. The committee plans on sending out requests for award nominations in November.

6.3 Communications (Steven) – The committee discussed a strategic plan for the year and set a tentative meeting schedule. Steven plans to meet with Darrin to discuss the listserv. Steven has volunteered to serve as the backup for the APC website.

6.4 Employment (Joanna) – The committee reviewed their operating procedures and felt there was no need for changes. They discussed how initiatives are received and moved forward and reviewed initiatives that were worked on last year. The committee plans to meet every third Monday from 9 to 10:30 am.
6.5 Nominations & Elections – The committee reviewed what was done last year, updated new committee members, and discussed their plan for this year. There was discussion of how areas may be changed. The will also be working with the Communications Committee on the listservs.

6.6 Policies & Procedures (Lynn) – The committee is going to ask William Sprouse if he would be willing to serve as chair. They plan to meet the last Tuesday of every month at 1 pm. As their first order of business, the committee will be taking a look at the policy for at-large membership on the APC. Dave reminded the committee that Bob Shur is an ex-officio member of the committee.

6.7 Service & Outreach – The committee plans to elect a chair electronically as only half of the committee was in attendance at the retreat. The committee plans to look into alternative venues for the fall/spring outreach events. They would like the chance to highlight other areas of campus besides the Trial Gardens and the Recreation Center. One specific idea discussed was having one of the events at the Veterinary Teaching Hospital and arranging for tours of the facility. The committee will begin searching for a location for the spring luncheon immediately. They will also be working with the Communications Committee on a partnership to communicate events to all APs. There was also discussion of purchasing new table/booth displays. The banner currently being used does not do well outdoors and it is out-of-date.

7. Other Committee Reports

7.1 Benefits Committee (Joanna) – Joanna summarized the annual report/recommendations. The recommendation labeled #1 (DCP contribution rate) as being acted upon by the administration. The second recommendation was enacted as the "Parental and Catastrophic Leave" policy. The committee is planning on meeting with an organization that offers long-term care insurance to continue working on the third recommendation. Work continues on the UBC website.

7.2 Classified Personnel Council – Kristine attended the Annual CPC Retreat. The monthly CPC meeting dates have moved to 1pm on the 2nd Thursday of the month

7.3 Commission on Women and Gender Equity – no report

7.4 Parking Services Committee – no meetings during the summer

8. Meeting adjourned – 3:20 pm