Members Present: Angie Addie (11), Kristine Bennett (14), Lynn Borngrebe (15), Katie Brayden (8), Kelley Brundage (2), Alex Carter (10), Cathleen Campbell-Cawley (1), Steven Dove (3), Hilary Freeman (13), Darrin Goodman (15), Erin Heim (12), Joanna Holliday (7), Dede Kliewer (6), Ronda Koski (7), Lindsay Schreiner McCarthy (4), Janella Mildrexler (6), Shaila Parashar (11), Anita Pattison (13), Jill Salahub (9), Mindy Schneider (3), William Sprouse (12), JoLynn Troudt (14), Marty Welsch (5), Scott Woods (15), Woody Woodward (1), Deborah Yeung (6), Dave Mornes (Chair), Terri Pecora (CPC Liaison)

Guests Present: Beth Kessler

1. Call to Order – 8:34 am

2. Announcements
   - APC Monthly Meetings for 2013-14, 8:30-10:30am, LSC 230 – Oct. 14, Nov. 11, Dec. 9, Jan. 13, Feb. 10, Mar. 10, Apr. 14 (LSC 220-2), May 12, and June 9
   - The APC guest speaker on Oct. 14th will be Fred Haberecht who will present on the future of transportation at CSU
   - Launch of The Ripple Effect Women’s Initiative [http://rippleffect.colostate.edu/](http://rippleffect.colostate.edu/)

3. Guest Speakers
   None

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

   4.2 Appointment of Mindy Schneider as Area 3 member to replace Joanne Robel until 6/30/14. Mindy works in the Employment unit and handles State Classified hires. A motion was made by Kelley Brundage to accept the appointment of Mindy as an Area 3 Representative, Darrin Goodman seconded the motion. The motion was CARRIED.

   4.3 Appointment of new representative to the Parking Services Committee effective 10/1/13-9/30/15 to replace Anita Pattison. Anita discussed the committee and explained that there is only a one hour meeting per month. Dave asked for a volunteer or nomination. There were no volunteers, so Dave asked if anyone knew of someone in their area that would be willing to serve on this committee to forward their name to him.

5. Officer Reports
   5.1 Chair (Dave) – See written report. Dave discussed the Leadership Forum that he and Angie attended. Dave let everyone know that the Director of Procurement Services
search is ongoing and anyone is welcome to attend the open forums. Dave is planning on attending one meeting for each committee over the next several months.

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

5.3 Secretary – (Angie) – Angie reported on the Leadership Forum.

5.4 Treasurer (Kristine) – Kristine reported on expenditures so far this year. The expenses made so far have been for the Retreat and the Employee Appreciation Day event. There was a brief discussion of the Communications Committee line item for creating and printing the new APC brochure. The budget report was passed around.

6. Standing Committee Reports

6.1 Executive Committee (Dave) – At the last meeting, the committee brainstormed guest speakers for future meetings. Ronda Koski made a suggestion to invite a representative from the CSU Women's Association to speak at a future APC meeting.

6.2 Awards (Janella) – The committee will be meeting the first week of October. In the interim, the committee has been communicating via email.

6.3 Communications (Steven) – The committee received a quotation for the redesign and printing of the new APC brochure: $928 for 1,000 brochures and $648 for 500 brochures. Steven will be meeting with Darrin regarding the backup for the website and ideas for the listserv. There is currently no tool to manage individual area lists, so Darrin asked members and committees not to use individual area lists because they are no longer accurate. Darrin suggested only using the main APC listserv, adminpro@colostate.edu, or lists maintained in each area. There was discussion of not being able to post events through the APC listserv. It was generally agreed that there is a definite need for lists for the individual areas in order to communicate about area specific events and particularly for elections. The areas that are not based upon a college have difficulty knowing who belongs to their area and it would be difficult for an AP in one of those areas to know who their representative is. A newsletter will be going out soon that will introduce the Area Representatives for individual areas. The website also explains the various areas. The next time that the CPC and APC meet with Amy Parsons, Dave will discuss the need for a distribution list for AP areas. Nominations and Elections committee is working with HR to get lists of new APs. There was a suggestion of adding people manually, but there is no way currently to automate the update of the lists. Dave suggested that if there is not a resolution by election time, we can get an updated list from HR to use to communicate with APs in each area. Dave challenged the Communications Committee to brainstorm ideas for other means of communicating with the areas other than e-mail. Darrin suggested posting guest speakers for upcoming meetings on the website. Dave asked Darrin to also put a link to the Ripple Effect on the APC website. The Communications Committee is meeting on Thursday, September 12.
6.4 Employment (Joanna) – Regularly scheduled meetings will be held on the 3rd Monday of each month from 9 to 10:30 am. At the last meeting, the committee discussed operating procedures, Parental/Catastrophic leave, and Employee Focus Groups. The committee also reviewed the Parental Leave and Catastrophic Leave policy again. The committee agreed that this new leave policy is a great enhancement for employees, but is very complicated for the departments to administrate. The policy was put into effect this summer. Payroll Liaisons have more work to do to implement the leave. The committee also discussed new ideas for Commitment to Campus.

6.5 Nominations & Elections (Kelley) – The committee will be meeting on the 4th Thursday of each month from 11 am to 12pm at Morgan’s Grind. The next meeting will be held on September 26th.

6.6 Policies & Procedures (Lynn) – Regularly scheduled meetings will be held on the last Tuesday of the month at 1:00 pm. Will review the changes to the AP governing documents and look at at-large membership. Bob Schur has been invited.

6.7 Service & Outreach (Deborah) – The committee communicated via email this month and they are still trying to decide on a meeting date/time that will work for everyone. Edit has been selected as the new chair of the committee. The committee is currently planning the Fall Outreach Event. Friday, November 8th from 3 to 5 pm is the potential date that has been selected and they are working with the VTH to host it there. Other potential dates will be identified as it was agreed that Friday afternoons may not be the best time to draw the most participants. The committee will be connecting with the CPC Outreach Committee to plan the event. Dave encouraged the committee to begin looking for dates for the Spring Luncheon.

7. Other Committee Reports

7.1 Emeritus Status (Katie) – Katie distributed a handout with the existing language in the Faculty and AP handbook. There was discussion regarding where the best location would be in the Manual for the Emeritus Status language. The proposal the committee presented was to add a new section, D.7.18.1, under Retirement. Dave suggested considering Section D.7.20 or D.5.3. There was also discussion of making an equivalent section to E.3 in the D section of the manual. A suggestion was made to add in the rationale what CSU’s peer institutions are doing in regards to Emeritus status for non-faculty employees. Dave will ask Tim Gallagher where he thinks the policy would best fit in the manual and report back at the next APC meeting.

7.1 Benefits Committee (Joanna) – The committee will be meeting on the 4th Thursday of every month. Jeff Sturgeon will be new CPC ex-officio member on the committee. Joanna has invited Terri Suhr to give an orientation to new members. Joanna, Angie, Yongli, and Bob are the only continuing members from last year.

7.2 Classified Personnel Council (Ronda) – At the last CPC meeting, there was a presentation from HR/OEO regarding PeopleAdmin. Bridget Smith talked about the
results from the Employee Focus Groups. Jeff Sturgeon discussed the problems that CPC is having with the listserv and communicating with all Classified Employees. The next CPC meeting is Thursday, September 12th and the guest speaker is Zach Mercurio from Orientation and Transition Programs.

7.3 Commission on Women and Gender Equity – no report

7.4 Parking Services Committee – The first meeting of the semester is Wednesday, September 11th.

8. Discussion Item

8.1 Summary of APC Annual Retreat and Feedback
Several members expressed that they enjoyed the team building activities and found them to be useful. There was a comment that there was not enough seating, so many people could not sit at the tables, it was suggested that next year the seating should be rearranged to make more room for everyone. It also may be necessary to relocate to another venue to accommodate the larger attendance.

9. Meeting adjourned – 10:09 am