Administrative Professional Council Meeting Minutes
November 11, 2013 – 8:30-10:30 a.m.
LSC 230

Members Present: Jamie Alexander (8), Ann Bohm-Small (5), Lynn Borngrebe (15), Katie Brayden (8), Alex Carter (10), Cathleen Campbell-Cawley (1), Steven Dove (3), Hilary Freeman (13), Darrin Goodman (15), Erin Heim (12), Joanna Holliday (7), Jamie King (9), Ronda Koski (7), Mike Macklin (15), Alan Mertens (12), Janella Mildrexler (6), Shaila Parashar (11), William Sprouse (12), Jennifer Strange (5), Edit Szalai (14), Woody Woodard (1), Deborah Yeung (6), David Mornes (Chair), Toni-Lee Viney (Vice Chair), Timothy Gallagher (Faculty Council), Stacey Baumgarn (CPC Liaison)

1. Call to Order – 8:32 am

2. Announcements

- APC Monthly Meetings for 2013-14, 8:30-10:30am, LSC 230 – Dec. 9, Jan. 13, Feb. 10, Mar. 10, Apr. 14 (LSC 220-2), May 12, and June 9

3. Guest Speakers

-Amy Parsons

Safety Meetings: Meetings held in response to recent security issues on campus. In response, the following increased security measures have been taken: additional lighting for track area; close the track late at night; cut back vegetation around track area; reminder to the campus to use Safewalk; preventative training (ask a cop); a police officer is already assigned to each resident hall; and the Drake Center will be offering safe rides. The Clery Act is the federal law which governs public safety in higher education - daily crime statistics are provided, annual safety report is published on Oct. 1, and timely notifications go out for any ongoing threat.

Ripple Effect: A current need for mentoring programs at Colorado State University including wellness, inspiration, engaging men in conversation, one stop shop for new parents, better job creativity, resources for supervisors to learn information on how to better support employees who are new parents, lactation rooms (address conditions of rooms and create new ones).

General Campus Updates:
-Added an Events tab to Ripple Effect website for events within and outside of CSU
-Check Ripple Effect website regularly to see what’s new
-C2C update-email to be sent soon from Amy which will announce C2C discounts for basketball season, feature a section on the CSU employee appreciation board and solicit nominations for the APC/CPC awards.
-The Confucius Institute up and running and offering classes to the public with discounts for employees. Funding comes from partnerships in China.
-Insurance premium rates will remain flat for 2014. Preventative care benefits added.
-Afterschool program for kids
- Kendell Anderson Nutrition Center offerings
- CareerWow! – the online program which helps to facilitate career exploration processes
- Campus shuttle service – funding and the timeline is undetermined but ideally it will start running by fall 2014. A shuttle service could be a change in culture and level of utilization is uncertain.
- Exploring option of contracting with an outside parking company to manage operations.
- Considering options like building in flexibility in parking (e.g. paying parking fee at end of month instead of upfront based on usage)

-Lorie Smith

**Employee Emergency Hardship Loan Fund:** Available for employees who are experiencing a hardship and need to borrow money. Researched best practices and now have a draft policy ready for comment. This is an expansion of the CSU Cares program which provides financial assistant after natural disasters. It will be an interest free loan up to $1000 with a short application process. Need must be demonstrated with documentation. Applications will be reviewed within 24 hours by a committee of 3-9 people appointed by Amy Parsons. A check will be issued and employee will need to sign a payroll deduct agreement. As a hardship loan grant, this money is not taxable. $10,000 will be provided in funding initially with the option of adding an additional $10,000. Efforts are underway to improve communication of available resources for employees such as this new loan program and a proposed on-campus food bank.

4. Action Items

4.1 Approval of September APC meeting minutes
   Cathleen Campbell-Cawley made a motion to approve minutes and Katie Brayden seconded. The motion was CARRIED.

5. Officer Reports

5.1 Chair – see written report

5.2 Vice Chair – One AP University Mediator is up for reappointment. Statements will be gathered from the incumbent and other interested individuals and reviewed for consideration.

5.3 Treasurer – no report

5.4 Secretary – no report

6. Standing Committee Reports

6.1 Awards (Janella) – AP Star Award nomination cards with candy was made available for members to distribute to their areas. The committee had questions about how to address eligibility of employees who convert from state classified to AP positions. As a comparison, CPC has no restriction on their comparable award. Dave recommended documenting the criteria for the award, including guidelines for how many to give out.
6.2 Communications (Steven) – One last revision of the brochure is underway before going to print. Cost will be $928 for 1000. The APC email listservs are updated. The lead communicator for each APC area was confirmed.

6.3 Employment (Joanna) – A survey was created to identify and prioritize initiatives for the committee. One outcome to the campus climate survey is to proceed with addressing supervisory and leadership training on campus. The committee compiled the current offerings at CSU. The committee was nominated for and won the Employee Appreciation Board’s Outstanding Campus Unit Award.

6.4 Nominations and Elections (Hilary) – Next meeting is set for November 21st.

6.5 Policies and Procedures (Bill) – The committee was seeking more information on the need for at-large membership and changes to the APC Constitution (Article V, Section 1). Dave provided some history and additional rationale for the proposed changes.

6.7 Service & Outreach (Deborah) – Over 50 attendees were at the APC/CPC Fall Outreach Event at the VTH. Note that the VTH offers public tours of the hospital every week on MWF at 4pm. The APC Recognition Luncheon will be on March 27, 2014. Various guest speakers are being considered as well as a theme for the event. The committee will continue its discussion about how to fulfill the service component of its mission.

7. Other Committee Reports

7.1 Emeritus Status (Katie) – The final version of the proposal for AP emeritus status was presented. Woody Woodard made a motion to approve with a second from Edit Szalai. The motion CARRIED by a vote of 16-3.

7.2 Classified Personnel Council – topics at the last meeting included the campus closure process and the state wellness website.

7.3 Parking Services Committee – no report

7.4 University Benefits Committee – the committee will soon launch its website.

8. Meeting adjourned – 10:30 am