1. **Call to Order** – 8:34 am

2. **Announcements**
   - The APC Employment Committee was recently recognized as an Outstanding Campus Unit by the CSU Employee Appreciation Board
   - January 13th APC Meeting Guest Speakers: Mike Jaramillo & Tonja Rosales, Multicultural Staff and Faculty Network
   - APC Meetings: 1/13, 2/10, 3/10, 4/14, 5/12, and 6/9, 8:30-10:30am, LSC 220-2
   - APC Recognition Luncheon: March 27, 2014, 11:30am-1:00pm, Drake Centre

3. **Guest Speakers**
   
   Marsha Benedetti, Associate Director, Training and Organizational Development

   Marsha started in her new position in May. She is a CSU alumnus and previous CSU employee with 13 years in training and organizational development experience. Her three areas of focus are: giving the University Employee Orientation a facelift (moving from a single 4-hour training to an OnBoarding process); 6-module supervisor training program that will be a collaboration with Housing and Dining, TILT, and Student Affairs; formal structured leadership program (in collaboration with Housing and Dining). Marsha is hoping to start a pilot group on the leadership program toward the end of the spring semester. Thoughts and ideas regarding training offerings are welcome. Marsha discussed the ability to put training in your official HR record. Any employee can print their registration record for classes through the Training and Organizational Development website and send the printout to HR to include in their HR record. Marsha is available for personality assessments for departments/teams and helping teams to develop and grow along with other specialized training available for departments/teams.

4. **Action Items**
   4.1 Approval of November APC meeting minutes

   One correction was noted. Toni-Lee Viney made a motion to approve the minutes with one correction and Darrin Goodman seconded. The motion was CARRIED.

5. **Officer Reports**
5.1 Chair (Dave) – See written report. A software application is being implemented to assist with the CSU program review process. There is a 3.5% salary exercise and a 1% increase in the DCP retirement contribution for AP/faculty in the FY15 draft budget. Changes to the AF/AP Manual are coming in regards to Special Academic Units (SAUs).

5.2 Vice Chair (Toni-Lee) – Toni-Lee has received statements of interest from individuals interested in and qualified for serving as a University Mediator. The Executive Committee will review the statements and report back to the APC.

5.3 Secretary – (Angie) – no report.

5.4 Treasurer (Kristine) – Kristine distributed the monthly budget report. Funds were moved to the Communications Committee for the printing of new APC brochures.

6. Standing Committee Reports

6.1 Executive Committee (Dave) – See written report.

6.2 Awards (Janella) – The committee will be meeting next Wednesday to solidify policies for award selection.

6.3 Communications (Steven) – Sent final revisions of the brochure to Dave for review. After the brochure is approved, it will go to print.

6.4 Employment (Joanna) – Joanna encouraged everyone to read the committee report and provide feedback. Sub-committees have been developed to address the top three initiatives that were selected through the survey of APC representatives.

6.5 Nominations & Elections (Kelley) – The committee has reviewed upcoming vacancies and will meet today to discuss the spring elections.

6.6 Policies & Procedures (Lynn) – Did not meet.

6.7 Service & Outreach (Edit) – Currently planning the APC Recognition Luncheon.

7. Other Committee Reports

7.1 Classified Personnel Council CPC (Ronda) – Representative Randy Fischer spoke at the last CPC meeting. He expressed to the Council his hopes to help with funding of CSU's maintenance. Representative Fischer has toured college and university campuses to identify their needs and will be bringing these needs to the House. He expressed his concern with the equity of adjunct faculty. He also gave reassurance that the State will continue to support Higher Education, but encourages CSU to continue to seek other funding models.
7.2 Parking Services Committee – met with Amy Parsons and Aaron Fodge who provided the committee with an update on transit planning for on-campus shuttle line.

7.3 University Benefits Committee – The committee discussed input from employees at the Benefits Fair. Angie Addie and Joanna Holliday have been coordinating the setup of a website for UBC.

7.4 SPARC – Dave Mornes attended the Infrastructure SPARC (included in the Chair Report). Kelley Brundage attended the Teaching and Learning SPARC (see report attached to agenda). Ronda attended the Research and Discovery SPARC.

8. Discussion Items

8.1 AP Framework – Holly Leary is an Employment Analyst in HR. She started in her new position in July. She has been tasked with evaluating new and revised positions for FSLA status (overtime eligibility) as they come in and fitting them into the new AP Framework. She is also working on evaluating and assigning classifications to those employees who have converted from State Classified to Administrative Professional. For now, Research Associates are being treated the same as they have been (outside of the framework). The categorization of Research Associates will be addressed at a later time. The new Job Code is composed of job family, job category, and job level abbreviations. Working titles will remain the same. HR is still in the process of defining all of the job categories and levels. The next step will be putting together a salary structure and guidelines. This will be flexible and is to be used as a guideline only, not a mandate. A suggestion was made to publish the draft model and solicit feedback. Concern was expressed regarding the job levels and career progression. The documents will be made available from the following location: http://ap.colostate.edu/ap-framework/index.html

New positions are currently being placed in the new framework as they come in. Holly is hoping to have the SC to AP conversions completed by summer 2014. After the conversions are complete, she will begin moving other positions into the framework. There was discussion of various concerns regarding this conversion. The general consensus was that everyone would like to have the opportunity to give more input. It was suggested that an informational PDI or open forum be offered. It was also suggested that the new framework be presented to CAAG. Holly was asked if HR could put together a formal presentation to share across campus.

9. Meeting adjourned – 10:13 am