Administrative Professional Council Meeting Minutes
January 13, 2014 – 8:30-10:30 a.m.
LSC 220-2

Members Present: Angie Addie (11), Dan Bañuelos (2), Kristine Bennett (14), 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), Joanna Holliday (7), Ronda Koski (7), Mike Macklin (15), Quinha McBride (9), Alan Mertens (12), Janelia Mildrexler (6), Shaila Parashar (11), Anita Pattison (13), William Sprouse (12), Jennifer Strange (5), Edit Szalai (14), JoLynn Troud (14), Deborah Yeung (6), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Terri Pecora (CPC Liaison)

1. Call to Order – 8:35 am

2. Announcements
   - February 10th APC Meeting Guest Speakers: Diana Prieto, Bob Schur & Josh Zugish – Sexual Harassment Presentation
   - March 10th APC Meeting Guest Speaker: Diana Prieto, Executive Director of HR and OEO – AP Framework
   - APC Meetings: 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
   Mike Jaramillo & Tonja Rosales, Multicultural Staff and Faculty Network (MSFN)
   Website: www.msfn.colostate.edu
   Tonja gave some background on the MSFN, which in the past had been known as the Multicultural Staff and Faculty Coalition, which was disbanded years ago. Two years ago, a group of 50-70 individuals came together to reform the Multicultural Staff & Faculty Network. Last year was the first official year the MSFN was in operation and the year was spent developing the network’s mission, vision, and bylaws. This year, the MSFN started moving forward with established goals. One of the major goals of the MSFN is recruitment and retention of diverse faculty and staff. Mike discussed the mission and direction of the MSFN. The MSFN is focusing on helping departments to recruit ethnically and culturally diverse faculty and staff. The University is looking to progress toward having a faculty/staff which reflects our diverse student population. Mike discussed various strategies that search committees should use to attract applicants of diverse ethnic and cultural backgrounds. The MSFN is currently working with OEO to get these resources out to the department heads/directors and search committee chairs. It was also suggested that these resources be sent to the College OEO Coordinators.

4. Action Items
   4.1 Approval of December APC meeting minutes
   Cathleen Campbell-Cawley made a motion to approve the minutes and Darrin Goodman seconded. The motion was CARRIED.
   4.2 Appointment of University Mediator – Tracy Webb or Erik Hokanson
Toni-Lee explained the responsibilities of the Mediator. There is a commitment to a three-year term when an appointment is made.

Ronda Koski made a motion to vote on the candidates, Dan Bañuelos seconded. A discussion commenced and a formal vote conducted by paper ballot.

The final votes were tallied and the results were:
23 for Tracy Webb
1 for Erik Hokanson
2 Abstentions

5. Officer Reports

5.1 Chair (Dave) – See written report. Dave discussed the Infrastructure SPARC goals. The Infrastructure SPARC covers physical infrastructure, IT, campus safety, and all university operations including HR, finance, business services, etc. Dave also mentioned that an annual survey and evaluation of the UGO is underway. The results have been received and are being compiled and analyzed. The Executive Committee will be reviewing these results.

5.2 Vice Chair (Toni-Lee) – Chris Mullen has stepped up to serve on the Outreach and Engagement SPARC. Toni-Lee asked for a volunteer to serve on the Diversity SPARC. Dan Bañuelos volunteered.

5.3 Secretary – (Angie) – no report.

5.4 Treasurer (Kristine) – There was no new expenses incurred since the last meeting.

6. Standing Committee Reports

6.1 Executive Committee (Dave) – See written report.

6.2 Awards (Janella) – Finalized wording for the APC website for the DAPA award nomination and selection criteria.

6.3 Communications (Steven) – The new brochure has been printed and should be delivered today. Dave asked to have some delivered to Kellie Rainwater which she includes with the new AP welcome letters, and to Ellen Audley for University Employee Orientation. The Ripple Effect link has been added to the APC website as well as a page dedicated to the AP Framework.

6.4 Employment (Joanna) – Joanna asked for everyone to review the written report as there is a lot of information there. Supervisory/Leadership training is currently being developed. When this training is ready, there will be communication from the President's Office regarding its importance, modular training, and a professional development track with possible certifications. Marsha Benedetti is observing a model being used by Housing and Dining Services and looking at examples from other universities. JoLynn
Troudt reported on information being gathered about professional development that is available. CPC has a scholarship available for professional development (Educational Assistance Award), and the APC Employment Committee is investigating the possibly of implementing something similar for APC. The committee was asked to compile a list of funding resources available to CSU employees for professional development. There was general discussion of the need for professional development funding. Some departments provide funds while others do not.

Alex reported on her research for her sub-committee on childcare. She has created recommendations for improving the Ripple Effect including adding: a nanny-sharing job board; a caregiver job board (looking for care or offering care service); a childcare feedback service; and a comprehensive list of daycare providers who provide CSU employee discounts. Other areas being looked at are: emergency/sick childcare, and a step-by-step flowchart for going on maternity/adoption leave. Alex is also looking for a follow-up to recommendations from the Childcare Task Force. There was a suggestion to expand leave benefits for elder care as well.

6.5 Nominations & Elections (Hilary) – Upcoming area vacancies have been identified and the committee will be sending out two calls for nominations for the APC elections. The committee is also seeking nominations for the APC Executive Committee.

6.6 Policies & Procedures (Bill) – There was discussion of the language proposed by the committee to change the at-large membership for the APC. The proposed language is located in the committee report included in the agenda packet for this meeting. Some changes were suggested for Section 4. The committee will update the language and bring the updated changes to the next meeting as an Action Item.

6.7 Service & Outreach (Edit) – The committee continues to plan the AP Recognition Luncheon to be held on March 27, 2014. There will be a BBQ/Rodeo theme this year. The Spring Outreach event could be held at the new Scott Bioengineering Building.

7. Other Committee Reports

7.1 Classified Personnel Council CPC (Ronda) – The CPC has met twice since the last APC meeting. In December, Teri Suhr gave an update from HR on the employee self-serve application, WorkNumber (for employment verification), and the HR website update which will go live in February. Teri also discussed Cafe Well, a program available to Classified Personnel which encourages healthy habits. On January 9, Aaron Fodge gave an update on the parking/transportation master plan. He also talked to the CPC about the investigation of out-sourcing parking and alternative transportation options.

7.2 Parking Services Committee (Hilary) - Next meeting is in February.

7.3 University Benefits Committee (Joanna) – The committee reviewed the feedback that was received from the Benefits Fair. At the next meeting, the committee will establish leadership and begin narrowing priorities for the remainder of the year.
7.4 SPARC – Two written reports are enclosed in the agenda packet for this meeting.

7.5 Emeritus Status – Faculty Council is generally receptive to the concept of emeritus status for APs. The Faculty Council wants clarification on categories of jobs eligible for the emeritus status rather than just being "outstanding and noteworthy." Dave will follow up with Tim Gallagher at their next meeting.

8. Discussion Items - None

9. Meeting adjourned – 10:18 am