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

Members Present: Angie Addie (11), Dan Bañuelos (2), Sarah Barrett (8), Kristine Bennett (14),
Ann Bohm-Small (5), Lynn Borngrebe (15), Katie Brayden (8), Kelley Brundage (2), Alex
Carter (10), Steven Dove (3), Hilary Freeman (13), Erin Heim (12), Joanna Holliday (7), Ronda
Koski (7), Alan Mertens (12), Janella Mildrexler (6), Shaila Parashar (11), Anita Pattison (13),
William Sprouse (12), JoLynn Troudt (14), Marty Welsch (5), (6), Dave Mornes (Chair), Toni-
Lee Viney (Vice Chair), Terri Pecora (CPC Liaison), Timothy Gallagher (Faculty Council)

1. Call to Order – 8:32 am

2. Announcements
   - March 3rd – Distinguished AP Award nominations due
   - March 5th – Multicultural Staff & Faculty Network Distinguished Service Award
     nominations due http://msfn.colostate.edu/
   - March 6th – Ripple Effect Key-Note Speech by Leila Janah
     http://www.today.colostate.edu/story.aspx?id=9539
   - March 10th – APC Meeting - Guest Speaker: Diana Prieto, Executive Director of HR
     and OEO – AP Framework, search process, PeopleAdmin
   - March 27th – APC Recognition Luncheon: 11:30am-1:00pm, Drake Centre
   - April 14th – APC Meeting - Guest Speaker: Aaron Fodge, Alternative Transportation
     Manager, Parking and Transportation Services
   - May 12th – APC Meeting - Guest Speakers: Emily Ambrose, Bobby Kuntzman &
     Hermon Diaz, SLiCE, Social Justice Presentation
   - June 9th APC Meeting - Guest Speakers: Bob Schur and Jason Johnson, 2014 State
     Legislative Session Summary

3. Guest Speakers
   Diana Prieto, Josh Zugish, & George Tsai – Sexual Harassment Presentation

Diana, Josh, and George presented on changes in the law and policy changes at CSU in
relation to sexual harassment. Currently, CSU has two separate policies, one for faculty
and staff and another for students. There are several challenges with the current policy,
including the separation of policies for employees and students. Diana is working with
several departments on campus to bring together all of the policies into one policy.
Currently, it is not clear where someone should go if they have a concern. Current
procedures are not very workable and are very challenging. In addition, the current policy
uses mediation and federal guidelines prohibit the usage of mediation. Significant legal
changes have prompted this effort. CSU is required to have changes in place by March to
meet federal law.

Over the last three years, laws have changed drastically and it reflects the changes
happening in our society. There has been a move to incorporate all sexual
offenses/violence into sexual harassment policies. One such federal law, the Violence
Against Women Act (VAWA), mandates that by March 7th, CSU make changes to our
sexual harassment policies. All faculty and staff are legally required to report to the appropriate CSU personnel any sexual crime or harassment that is reported to them.

The goals of the new policy are: to create one comprehensive policy for employees and students to address harassment and discrimination; to create a proficient and fair investigation and resolution process; to ensure legal compliance and stay up-to-date with emerging best practices; and to improve flexibility for future policy changes.

Josh, Diana, and Bob Schur are working on getting changes into the Faculty and AP Manual. Plans for educating the campus will include a proposal that has been submitted to President Frank to create a new position, likely in OEO, to train and communicate with the campus. An initial blitz of communication will also be going out to notify the campus community of the new policy. There will also be a revised sexual harassment online training module for new employees. Concern about getting training to satellite locations outside of the main campus was expressed and Diana said that she would address this.

PeopleAdmin will include an nnboarding module which will include the sexual harassment online training module. Likely, refresher training will be required of all employees in about a year and a half.

4. Action Items

4.1 Approval of January APC meeting minutes
Kelley Brundage made a motion to approve the minutes and Janella Mildrexler seconded. The motion was CARRIED.

4.2 Election of APC Officers for 2014-15
Paper ballots were distributed and counted
Chair - Toni-Lee
Vice Chair - tie
Treasurer - Kristine Bennett
Secretary - looking for volunteer/nomination

5. Officer Reports

5.1 Chair (Dave) – See written report.

5.2 Vice Chair (Toni-Lee) – Toni-Lee is seeking nominations or volunteers to serve on the UBC, the Grievance Panel, and the Sexual Harassment Panel. The UBC commitment starts July 1 with a 3-year term. One nomination received so far. The Grievance Panel has 4 vacancies with a 3-year term each. The Sexual Harassment Panel has one vacancy with a 3-year term, but this panel may change with the new policies being implemented.

5.3 Secretary – (Angie) – no report.

5.4 Treasurer (Kristine) – Kristine circulated the monthly budget report. The only expense since the last meeting was the printing of APC brochures.
6. Standing Committee Reports

6.1 Executive Committee (Dave) – See written report.

6.2 Awards (Janella) – The APC website has been updated with criteria for selection of the awards. The committee is meeting this week to review nominations. Nominations have opened for the Distinguished AP.

6.3 Communications (Steven) – The new brochure has been printed. The committee has started reviewing the Communications Plan. The listserv has been updated. There are now over 3,000 APs.

6.4 Employment (Joanna) – The committee is continuing to work on their top three initiatives: supervisory leadership training, professional development, and childcare. Supervisory leadership training is being developed at the University level that will be mandatory for all supervisors. The committee has compiled all professional development opportunities that members are aware of and a survey will be sent out to the APC members to collect data on barriers to professional development. There was discussion of posting the list of compiled professional development opportunities on the APC website. Janella mentioned that she just recently completed a similar survey for the Division of Student Affairs. She will follow up to see if she can share the results of that survey with the Employment Committee.

6.5 Nominations & Elections (Hilary) – A request for nominations for APC representatives has been sent out.

6.6 Policies & Procedures (Bill) – The committee had questions about the “at-large” membership that needed to be addressed prior to bringing the policy to a vote. The Chair and Vice Chair are "at-large" and a representative would need to be elected to replace their vacancy for their area once elected to the position. There was general discussion of the intent of the "at-large" membership and whether that person would be eligible to run for Executive Committee. It was agreed that if an "at-large" member was previously serving as an area representative, then it would make sense that they should be eligible to run for any Executive Committee position. This would apply for a person who transfers to a new area or loses an area election marginally and would like to continue serving on the APC.

6.7 Service & Outreach (Edit) – Dan reported that the committee is currently looking at entertainment options for the luncheon. There will be a buffet style lunch served. Invitations will be sent as soon as possible in order to start collecting RSVPs. Notices have already been sent to all award nominees and their supervisors.

7. Other Committee Reports

7.1 Classified Personnel Council CPC (Ronda) – Amy Parsons, Fred Haberecht and Aaron Fodge presented on transportation in Fort Collins and at CSU. Teri Suhr gave an HR update.
7.2 Parking Services Committee (Hilary) – The committee is meeting this week

7.3 Physical Development Committee (Edit) – See written report.

7.4 Safety Assessment Subcommittee (Janella) – See written report. This is a subcommittee of the Infrastructure Committee. The committee is looking for a student representative.

7.3 University Benefits Committee (Joanna) – The committee has selected co-chairs for its leadership. Aaron Fodge came to speak at the last committee meeting and presented alternative transportation options in relation to benefits. The committee is now working on getting priority initiatives selected and will begin working on them.

7.5 Emeritus Status – Katie discussed two pieces that the FC Executive Committee asked for: meritorious work description and AP category definitions. The committee has worked on creating a definition and HR has completed creating the categories. Katie will send out the revised language with the meritorious work description to all APC representatives for feedback.

8. Discussion Items - None

9. Meeting adjourned – 10:19 am