Administrative Professional Council Meeting Minutes
March 10, 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), Katie Brayden (8), Cathleen Campbell-Cawley (1), Steven Dove (3), Hilary Freeman (13), Darrin Goodman (15), Joanna Holliday (7), Alan Mertens (12), Janella Mildrexler (6), Shaila Parashar (11), Jeannie Roberts (7), William Sprouse (12), JoLynn Troud (14), Marty Welsch (5), Scott Woods (15), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Terri Pecora (CPC Liaison), Timothy Gallagher (Faculty Council), Beth Kessler (guest)

1. Call to Order – 8:32 am

2. Announcements
- Launch of VP-Operations Working@CSU Facebook and Twitter Accounts
  https://www.facebook.com/workingatcoloradostateu
  https://twitter.com/WorkingatCSU
- March 27th – APC Recognition Luncheon: 11:30am-1:00pm, Drake Centre
  RSVP - http://col.st/1q2AiYx
- 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 & Hermin Diaz, SLiCE, Social Justice Presentation
- June 9th – APC Meeting - Guest Speakers: Bob Schur and Jason Johnson, 2014 State Legislative Session Summary
- August 7th – APC Annual Retreat at CSU Tamasag Center

3. Guest Speakers
Diana Prieto, Executive Director of HR/OEO, and Holly Leary, HR Employment Analyst
- AP Framework, search process, PeopleAdmin
Link to AP Framework documents on the APC website:
http://ap.colostate.edu/ap-framework/index.html

PeopleAdmin - Diana presented on the new PeopleAdmin system which is in the testing phase. The software will launch in April with a soft roll-out to a select group of departments and a full-campus roll-out in mid-to-late summer. The position management and applicant tracking modules will come on line first. The initial launch will focus on Classified Personnel, Administrative Professionals, and Faculty. PeopleAdmin will be capable of handling open applicant pools and alternative appointment requests. Non-student hourly processing may be added later. It does not look like the hiring processes for student hourly will be in the system. The performance management module will be launched at a later date yet to be determined.

AP Framework - Diana discussed the rationale for creating the AP Framework and the format of assigning job codes. All jobs will be assigned a job family, job category, and a
job level (example: FA P1 O1). Diana explained that working titles will still exist and may be entered into Oracle. Currently, HR is focusing on brand new positions and Classified to AP conversions. HR is also working with all departments to capture job descriptions for all positions. Eventually, HR will create suggested salary ranges for positions to give to hiring managers as a guideline. OEO is currently undertaking a salary equity study for all employees. This study will help OEO to look at compensation between male and female and minority and non-minority to discover if there are patterns. This study is not intended to compare salaries against the market. Some of this study will be published through the Ripple Effect when it is complete.

Accelerated Search Process – This process will be available with the launch of PeopleAdmin. It is a streamlined, more focused search process for specific types of positions where the salary is equal to or less than $60,000 annually. The search will be available for AP positions only and is optional; hiring managers can still choose to use a traditional search committee model if preferred. For the accelerated search process, the advertising period is shorter (one week and two weekends as a minimum) and the hiring supervisor with at least one other person will be required to review all applicants. No local OEO Coordinator is required for this process; the hiring manager will work directly with OEO/HR.

4. Action Items

4.1 Approval of February APC meeting minutes
Cathleen Campbell-Cawley made a motion to approve the minutes and Janella Mildrexler seconded. The motion was CARRIED.

4.2 Approval of appointments to the UBC, Grievance Panel & Sexual Harassment Panel -University Benefits Committee
   1. Alison Dineen
   -Grievance Panel
     1. Carl Davis (term expires 2017 – 1/3/2)
     2. Alan Mertens (term expires 2017 – 1/3/1)
     3. Scott Woods (term expires 2017 – 1/3/1)
     4. Ann Bohm-Small (term expires 2017 – 1/3/1)
     5. Mary Dolce (term expires 2017 – 1/3/2)
     6. Erin Heim (term expires 2017 – 1/3/1)
     7. Patsy Harlan (term expires 2017 – 1/3/2)
     1. Lois Samer (term expires 2017 – 1/3/3)
     2. Christine Bern (term expires 2017 – 1/3/2)
     3. JoAnn Powell (term expires 2017 – 1/3/2)
     4. Janella Midrexler (term expires 2017 – 1/3/1)

Kristine Bennett made a motion to approve the appointments as above. Cathleen Campbell-Cawley seconded. The motion was CARRIED.

4.3 Approval of changes to the APC Constitution, Articles V & VIII (At-Large Membership)
Bill discussed the proposed changes. There was discussion of adding a reference to Section 1 in Section 4. A correction was made to keep the "Chair" in "Vice Chair" in section 3. Bill moved to accept the proposed changes including the changes discussed. Lynn Borngrebe seconded and the motion was CARRIED. The Policies and Procedures Committee also proposed changes to the APC Manual of Rules and Procedures, but Dave asked that those changes be voted on at the next meeting in order to give everyone time to review the changes and provide feedback.

5. Officer Reports

5.1 Chair (Dave) – See written report. Dave discussed changes to the Faculty/AP manual. One of the changes includes the reference to eligibility for overtime based upon FLSA non-exempt status.

5.2 Vice Chair (Toni-Lee) – no report

5.3 Secretary – (Angie) – no report

5.4 Treasurer (Kristine) – no report.

6. Standing Committee Reports

6.1 Executive Committee (Dave) – See written report.

6.2 Awards (Janella) – Six winners were selected for the AP Star Awards. There was a total of 28 nominees this year. The committee is currently working on the slide show for the AP Recognition Luncheon. There have been 13 nominations for the Distinguished AP Award. Janella will be meeting with Amy Parsons today to discuss the award.

6.3 Communications (Steven) – Steven expressed concern on behalf of the committee about a section of the Communications Plan that gives responsibility to the committee for reviewing surveys before distribution. It was decided that when internal surveys of the APC membership are conducted, the Communications Committee does not need to review them. If, however, a survey will be sent out to general the AP population, it should be vetted by Communications Committee prior to being sent out. There was discussion of the need to develop a protocol for surveys of the general population of APs. The committee will be putting an appendix in the Communications Plan listing all AP listservs including various lists/outlets that can be used to communicate about events. There is currently no specific social media account for the APC, but the Council is able to share information through the Working@CSU Facebook/Twitter accounts. The Communications Committee is seeking a volunteer to take over the newsletter creation.

6.4 Employment (Joanna) – Aaron Fodge spoke to the committee at the last meeting. The committee is working on a Professional Development survey that will go out to all APC members and alternates. The committee is aiming for distributing the survey this month to collect some non-anecdotal data on Professional Development needs. Lorie Smith/Dell Rae Ciaravola will be joining the committee at their next meeting to discuss childcare
initiative ideas to add to the Ripple Effect website. The committee is looking at modeling a volunteer program off of the VIPS program to volunteer in Pre-K and/or elder care. Toni-Lee will be talking with Diana Prieto in April to discuss the possibility.

6.5 Nominations & Elections (Hilary) – The last meeting was cancelled. The committee is getting ready for online voting for AP representative elections in April.

6.6 Policies & Procedures (Bill) – Proposed changes to the APC Manual of Rules and Procedures will be reviewed and voted on at the next APC meeting. Dave asked the committee to work with the APC Awards Committee to document the procedures for AP Star nominations and selection.

6.7 Service & Outreach (Edit) – 268 attendees have registered for the AP Recognition Luncheon so far. Deborah asked everyone to send out a reminder message to their areas about the luncheon. The committee is working on finalizing the entertainment and decorations for the luncheon. Deborah asked for volunteers to host tables at the luncheon and to talk to guests at the table about the AP Council.

7. Other Committee Reports

7.1 AP Emeritus Status Ad Hoc Committee (Katie) – The final draft was sent to Tim and will be reviewed by the Faculty Council EC at their meeting tomorrow.

7.2 Classified Personnel Council CPC (Kristine) – There was a presentation from HR on the reclassification for Classified Personnel. The classification for IT personnel has already been modified and will go into effect mid-March. There was also discussion of in-place salary adjustments for employees whose duties/responsibilities have increased. Terri Pecora reported on the legislative trip.

7.3 Parking Services Committee (Hilary) – The last meeting was cancelled.

7.4 Stadium Community Design Development Advisory Committee (CDDAC) (Katie) – The committee has been charged by the Board of Governors to make recommendations on how positive impacts of the stadium can be highlighted and how negative impacts can be mitigated if the plan to construct goes forward. There is broad representation from CSU and the community on the committee.

7.3 University Benefits Committee (Scott) – The committee has been having conversations about AFLAC and long-term care coverage, HSAs, flex-time, and what HR is doing to promote or offer these to all employees. Terri Suhr will be joining the committee for their next meeting.

8. Discussion Items - None

9. Meeting adjourned – 10:22 am