Administrative Professional Council Meeting Minutes  
April 14, 2014 – 8:30-10:30 a.m.  
LSC 220-2

Members Present: Angie Addie (11), Dan Bañuelos (2), Sarah Barrett (8), Ann Bohm-Small (5), Katie Brayden (8), Alex Carter (10), Steven Dove (3), Hilary Freeman (13), Erin Heim (12), Joanna Holliday (7), Alan Mertens (12), Shaila Parashar (11), Anita Pattison (13), Jeannie Roberts (7), William Sprouse (12), Edit Szalai (14), JoLynn Troud (14), Dave Mornes (Chair), Toni-Lee Viney (Vice Chair), Terri Pecora (CPC Liaison)

1. Call to Order – 8:33 am

2. Announcements
   - Launch of VP-Operations Working@CSU Facebook and Twitter Accounts  
     https://www.facebook.com/workingatcoloradostateu  
     https://twitter.com/WorkingatCSU
   - May 12th – APC Meeting - Guest Speakers: Emily Ambrose, Bobby Kuntzman & Hermen 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
   There was no guest speaker. Aaron Fodge, Alternative Transportation Manager, Parking and Transportation Services, was unable to make it to the meeting.

4. Action Items
   4.1 Approval of March APC meeting minutes
   Bill Sprouse made a motion to approve the minutes and Edit Szalai seconded. The motion was CARRIED.

   4.2 Approval of Erin Heim to serve as APC’s rep to CPC
   Dan Banuelos made a motion to approve Erin’s representation of APC on the CPC.  
   Shaila Parashar seconded. The motion was CARRIED.

   4.3 Approval to appoint Jennifer Eyden as Area 15 rep to replace Mike Macklin effective immediately through June 30, 2014.
   Hilary Freeman made a motion to approve Jennifer’s appointment. JoLynn Troud seconded. The motion was CARRIED.

5. Officer Reports

   5.1 Chair (Dave) – see written report. When supervisor training is ready, it will first be offered to new supervisors. Tony Frank attended the last Faculty Council meeting. Dave will be meeting with Diana Prieto tomorrow to talk about AP Framework. A suggestion was made to ask that the AP Framework be placed on the HR website. Dave also
anticipates discussing PeopleAdmin and a VIPS model for volunteering at private schools, preschools, and elder care facilities.

5.2 Vice Chair (Toni-Lee) – no report

5.3 Secretary – (Angie) – no report

5.4 Treasurer (Kristine) – Dave reported on Kristine's behalf; the budget is down to about $600 left.

6. Standing Committee Reports

6.1 Executive Committee (Dave) – See written report.

6.2 Awards (Janella) – Shaila reported that the committee has not met since the luncheon.

6.3 Communications (Steven) – The updated Communications Plan is attached to the agenda. Pictures from the luncheon are available on the AP website. One correction was made to the Communications Plan.

6.4 Employment (Joanna) – Joanna expressed thanks on behalf of the committee to everyone for participating in the Professional Development survey. The survey results are attached to the agenda. An interesting find from the survey was that many respondents are interested in professional development organization memberships. Del Rae and Lori Smith will be at the next meeting to focus on the childcare initiative. Topics of discussion will include expansion of the VIPS program or using it as a model, CSU grants for daycare, stipend for daycare with work commitment, and service related updates to the Ripple Effect website. The Childcare Taskforce is reconvening to discuss the Sunshine House (2 infant rooms, 140 slots, CSU employee preference) and the potential to offer extended hours.

6.5 Nominations & Elections (Hilary) – Ballots for Area Representative elections were sent out. There are no nominations from Area 6 yet. Toni-Lee volunteered to contact Blanche Hughes to discuss representation from Area 6.

6.6 Policies & Procedures (Bill) – The committee did not meet.

6.7 Service & Outreach (Edit) – Edit expressed thanks to everyone that helped with the luncheon on behalf of the committee. The committee is now planning the Spring Outreach which will be located at CSU Online Plus in mid to late-May.

7. Other Committee Reports

7.1 AP Emeritus Status Ad Hoc Committee (Katie) – The updated proposal was reviewed by the Faculty Council. The feedback received was generally supportive, but they would like a better definition of who would be eligible to receive Emeritus status. They would like specific job titles that would be eligible. There was discussion of whether to use
specific job titles under the AP Framework or to use working titles. There was also
discussion of changing the process to receive Emeritus status from pro forma to a more
formalized application or nomination process.

7.2 Classified Personnel Council CPC (Erin) – The CPC just had their member election,
Jeff Sturgeon will continue as Chair and Kristin Stevens was elected as Vice Chair. The
CPC recognition lunch will be held on May 6. An Earth Day event will be held on April
22nd with the theme, "Love your Planet", on the west side of the LSC. CPC has
purchased a popcorn cart. A new committee has started called the Employee Needs
Committee. This committee is working on providing free meals at dining halls and a food
pantry for those employees who need extra assistance with food.

7.3 Parking Services Committee (Hilary) – Parking Services provided updates on
transportation studies that have been completed. For now, it has been determined that
outsourcing parking would not be cost effective. Parking permit price increases are
coming. Over the next 10 years, the permit prices will increase to a level that is closer to
the peer average for CSU. Parking Services is looking at bringing the Foothills campus
into the parking system. They are also researching pricing on the technology for a phone
app to pay for short-term parking. They are also examining the option for tiered pricing
for parking in different lots. There is the potential for a redesign of the parking system in
Fiscal Year 2016. Neighborhoods are adopting permit parking. An on-campus shuttle is
in the works as well as bus passes for employees.

7.4 Stadium Community Design Development Advisory Committee (CDDAC) (Katie) –
The committee met last Monday and the focus of that meeting was on the four studies
that they are preparing for including the impact of stadium lights, noise, wind and
microclimate, and traffic and parking. There will be some open community meetings for
discussion when the study reports are released. The next meeting will be held on May 5th
at the Drake Center.

7.3 University Benefits Committee (Joanna) – HR has teamed up with Genworth to
provide APs and Faculty with discounted group rates on long-term care insurance.
Genworth will be on campus this month presenting their insurance options. Estimated
costs have also been mailed to all APs and Faculty.

8. Discussion Items - None

9. Meeting adjourned – 9:37 am