Administrative Professional Council Meeting Minutes  
August 7, 2014 – 1:30-3:30 p.m.  
Tamasag Retreat Center  

Members Present: Angie Addie (11), Sarah Barrett (8), Rosanna Bateman (9), Lori Bates (15), Tiffany Beckham (1), Kristine Bennett (14), Ann Bohm-Small (5), Jeanetta Bradley (4), Alex Carter (10), Steven Dove (3), Melissa Emerson (6), Jennifer Eyden (15), Shay Galto (4), Joanna Holliday (7), Tosha Jupiter (10), Kelly Kimple (8), Ronda Koski (7), Sonya LeFebre (12), Shaila Parashar (11), Anita Pattison (13), William Sprouse (12), Edit Szalai (14), JoLynn Troud (14), Deborah Yeung (6), Toni-Lee Viney (Chair), Katie Brayden (Vice Chair), Dave Mornes (Past Chair), Terri Pecora (CPC Liaison), Mary Stromberger (Faculty Council), Jeff Sturgeon (guest - CPC Chair)  

1. Call to Order - 1:36 pm  

2. Announcements  
   - August 15th – Annual Trial Garden Event, 3:30-5:30pm  
   - APC Monthly Meetings for 2014-2015, 8:30-10:30 am, LSC 220-22/372-74 – Sept. 8, Oct. 13, Nov. 10, Dec. 8, Jan. 12, Feb. 9, Mar. 9, Apr. 13, May 11, and June 8 (no meeting held in July)  
   - Upcoming guest speakers include, Mary Ontiveros, Mike Ellis, Dave Bradford, Amy Parsons, Tony Frank, Lori Smith  

3. Action Items  
   3.1 Approval of June APC meeting minutes  
      Edit Szalai made a motion to approve the minutes and Shaila Parashar seconded. The motion was CARRIED.  

   3.2 Erin Heim President’s Sustainability Committee (Formerly Sustainability, Energy, and Environment Advisory Committee)  
      Ann Bohm-Small made a motion to approve Erin Heim’s nomination to serve on the President’s Sustainability Committee and Kristine Bennett seconded. The motion was CARRIED.  

   3.3 Approval of APC FY15 Budget and Proposed Increase  
      The budget presented did not include the proposed increase because the total budget had already been set for FY15. There was discussion regarding requesting one-time funds from Amy Parsons for this year and getting in the proposed budget increases for FY16 as soon as possible. Edit Szalai made a motion to approve the budget without the proposed increase. Anita Pattison seconded and the motion was CARRIED.  

   3.4 Approval of AP Emeritus Status  
      Emeritus status is currently only offered to Faculty who can apply for the status at their retirement. There is currently no recognition status for retiring APs at CSU. The
APC is proposing Emeritus status for APs and will seek input from the Faculty Council Executive Committee. Kristine Bennette moved to approve the language drafted for Emeritus status to submit to the Faculty Council, Shaila Parashar seconded. The motion was CARRIED. Katie and Toni-Lee will be attending an upcoming Faculty Council Executive Committee in order to get on the agenda for the September 2nd Faculty Council meeting.

4. Officer Reports

4.1 Chair (Toni-Lee) – see written report. There will be enhanced communication coming on the 1% employer increase to DCP for employees. The Foothills campus will not be paying for parking until next July (2015). The pilot for supervisor training is starting in September. Leadership training is still being drafted. There has been movement on expanding the VIPS program to other volunteering opportunities, including elder care/rehab facilities and preschool/private schools. Jeff mentioned that Diana is working on a proposal to present to Amy to expand the VIPS program for APs and State Classified. Next September is the 100th year anniversary of Faculty Council.

4.2 Vice Chair (Katie) – Katie asked for each area to select a lead communicator and asked for volunteers for four university committees with vacancies: Commission on Women and Gender Equity - Joanna Holliday volunteered Employee Appreciation Board - Jennifer Eyden volunteered Parking Appeals Committee - Anita Pattison volunteered Employee Needs Committee - Kelly Kimple volunteered

4.3 Secretary (Angie) – Angie reminded everyone to sign in and return table tents before leaving.

4.4 Treasurer (Kristine) – The budget for this year has been approved. Kristine asked that receipts be sent to her by email when making purchases on the APC account.

5. Standing Committee Reports

5.1 Executive Committee (Toni-Lee) – The Executive Committee meetings over the summer consisted mostly of planning for the retreat.

5.2 Awards (Janella) – Janella Mildrexler, the previous chair of committee, was not in attendance, but has been nominated by the committee to serve as chair. The committee plans on meeting on the first Tuesday of the month at 10am. The committee discussed posting award winners on Today@Colostate and via social media.

5.3 Communications (Steven) – Steven will continue as chair. The committee discussed adding analytics to the APC website and gathering data on readership of newsletters. Darrin will continue to update the APC website. The committee will be getting pricing for purchasing a new tablecloth and banner and they discussed purchasing shirts or name tags for APC representatives. Jennifer Eyden volunteered to take over writing the newsletter. Steven will continue updating the area listservs.
5.4 Employment (Joanna) – Joanna will be chairing the committee again. The committee will continue working on top three initiatives identified last year in addition to transportation/parking concerns. The committee is also seeking input for topics of concern. The committee is looking for data points around topics in Tony's email and they would also like data points from Mary Ontiveros when she presents on the Campus Climate Survey. Lori Smith is working on soliciting ideas for a care website and her office is working on mocking up a website. An example of what the website will contain can be found at care.com. An evaluation module of PeopleAdmin has been purchased and feedback has been given from departmental administration that they want to be involved in the process of implementing the module.

5.5 Nominations & Elections (Sarah) – Sarah Barrett was the only committee member in attendance. Sarah thought that she and Kelley Brundage will likely co-chair the committee again this year.

5.6 Policies & Procedures (Bill) – Bill and Kelly will co-chair. The committee made some changes to their operating procedures.

5.7 Service & Outreach (Shay) – Shay and Kristine are co-chairing the committee. This year, the committee is working on ways to encourage greater participation by APC reps at events. The committee will also continue collaboration with Communications Committee.

6. Guest Speaker
Aaron Fodge, Future Transportation Benefits/Privileges for Employees
Aaron opened his presentation by soliciting questions and concerns from AP Representatives. He met with both the UBC and Employment Committee to discuss transportation related benefits and privileges this past spring.

Starting with the new semester, all employees will have free access to all Transfort buses. In order to access Transfort buses, faculty and staff will need an ID card with the chip in it. This also allows access to the Flex bus and there will likely be a bus that will go all the way to Denver starting next spring. Around the Horn, a campus shuttle bus, will be starting its route on Monday, August 18th. $760,000 is being contributed by various CSU entities to Transfort for additional routes, the campus shuttle, and funding employee transit. To get the new ID card with the chip, go to the second floor of the Morgan Library. Edit asked for data on usage of transit between campus and Foothills. MAX usage data was also requested. Aaron explained that real ridership data for the MAX will not be available until after August 25th when the MAX is no longer free to the general public. There is a possible plan to add a future route from Rampart north to Laporte, then east. Google Transit is online now and available to locate routes to work via public transit or by bike.

There is an ongoing focus group for employees over 50 to bike to campus. Vanpool recruitment meetings were recently held in Johnstown and Miliken. Aaron is currently reviewing buildings for showers and break rooms. Assessment details will be ready by about January to let people know where these resources are available on campus. Aaron is offering transportation option training to new employees. Three surveys have gone out and there has been
approximately 25-30% response rate to each survey, which demonstrates widespread interest in transportation issues.

Parking Services is looking into the possibility for next year of selling less than monthly/yearly parking passes. Rambassadors will be out talking to people on campus about transportation and collecting data. "Ram Guards" (campus safety officers) will be helping direct traffic at busy intersections on campus like Center and Lake. A feedback form is going to be added to the transportation website. The idea of adding a feedback option through the campus phone app was mentioned.

Aaron is very interested in talking to the Council at a future meeting about teleworking and training supervisors on how to manage employees working from home.

7. Meeting adjourned - 3:40 pm