1. Call to Order - 8:34 am

2. Announcements
   - Schedule change with Guest Speaker, Mary Ontiveros. The results from the Campus Climate Survey are not ready. Mary will be rescheduled when those results are ready.
   - President’s Fall Address & University Picnic, Sept. 10 11:30-1:30 pm, The Oval
   - Standing Committee Chairs Retreat, Sept. 11 1:30-3:00 pm, TILT 105
   - October 13th – APC Meeting – Guest Speaker: Dave Bradford, Director of Parking
   - November 10th – APC Meeting – Guest Speaker: Amy Parsons, VP Operations
   - December 8th – APC Meeting – Guest Speaker: Tony Frank

3. Guest Speaker
   Mike Ellis, Lory Student Center Updates
   In October 2011, the LSC update project was approved by the Board of Governors. Phase 3 will be complete in 2020 with remodeling to the north end of the building. Phase 2 is wrapping up and will be complete by mid-October. The project cost about $70M, with funding from an increase in student fees of $70 per student. 40,000 sq ft has been added to increase the total building size to 350,000 sq ft. Goals for the project were to address aging building infrastructure and consolidate and update mechanical systems in the building along with preparing for potential future growth of those systems. Another big goal for the project was to consolidate and co-locate all of the student diversity service offices. The food court is now open as is access to the West side of the building. In a few weeks, all remaining areas will open. September 22nd is the official building opening and all landscaping will be complete by mid-October. Mike discussed a unique feature that has been added throughout the building called land grant story walls. The building has been given a LEED silver rating. 30,000 people per day are expected to flow through the building. Other additions to the building include: 3 fireplaces; a satellite police station; and a Starbucks location on the South side of the building which will be run by students. The gallery will return to the south end of the building. One of the story walls will feature student government. APC requested to be included in this project in a shared governance setting.

Students were involved throughout the entire construction project. Both Facilities and Saunders hired student interns to work on the project. Tours will be scheduled for the
LSC during Homecoming. There will be a more formal grand opening ceremony for the building in the spring. There are no franchise concept food vendors on the first floor, only in the food court on the second floor. Subway was moved up Panda Express was moved. Ramskeller has expanded its food offerings. 40-50 displays will be available throughout the building with opportunities to advertise events.

4. Action Items

4.1 Approval of August APC meeting minutes
Corrections to area and spelling of Jeanetta Bradley’s name, area for Melissa Emerson, and spelling of Lorie Smith’s name. Anita Pattison made a motion to accept the minutes with corrections, JoLynn Troudt seconded and the motion was CARRIED.

4.2 Approval of the following committee assignments:
- Deborah Yeung – Liaison to Multicultural Staff and Faculty Network
- Joanna Holliday – Commission on Women and Gender Equity
- Jennifer Eyden – Employee Appreciation Board
- Anita Pattison – Parking Appeals Committee
- Kelly Kimple – Employee Needs Committee
Ann Bohm-Small made a motion to approve the committee assignments. Darrin Goodman seconded and the motion was CARRIED.

4. Officer Reports

4.1 Chair (Toni-Lee) – See written report attached to the agenda packet. Toni-Lee reported that the expansion of the VIPS model is getting support and action is currently being taken. Toni-Lee and Kristine attended the Fall Leadership Forum. Toni-Lee sat in on sessions on legal issues - policy development on anti-bullying and the Supervisor and Leadership training.

4.2 Vice Chair (Katie) – The Committee Chairs retreat is scheduled for Thursday, September 11. HR has requested a representative from APC to assist in a committee that will be providing feedback on developing the performance management module of PeopleAdmin. Lynn Borngrebe volunteered to represent the APC on the committee. Dave Mornes has volunteered to serve on the Athletic Director search committee. Katie will be going on maternity leave soon and she asked for everyone to copy Toni-Lee on all communication with her.

4.3 Secretary (Angie) – no report

4.4 Treasurer (Kristine) – Kristine attended the Fall Leadership Forum and attended an information session on a new CSU brand campaign. The campaign is the "State of" campaign. A soft launch has already happened.

5. Standing Committee Reports

5.1 Executive Committee (Toni-Lee) – See written report attached to the agenda packet. The focus of the last committee meeting was preparation for the Committee Chairs
retreat. Other items covered were discussion on requesting special funds for additional guests for the Spring Luncheon and coverage for Katie while she's on maternity leave. Kristine will be acting chair for next month's APC meeting while Toni-Lee is out of town.

5.2 Awards (Janella) – The committee will be meeting on the first Thursday of the month at 1:00 pm. At their recent meeting, the committee discussed a tentative timeline for this year and reviewed committee policies.

5.3 Communications (Steve) – The committee will be meeting on the second Friday of each month. They are currently seeking a quote for a replacement APC table cloth and banner. Deborah has already been in contact with CCS about a design and printing. Darrin let everyone know that the APC members web page has been updated and asked for any corrections to be sent to him. The committee’s goal for the newsletter is to have it sent out by the end of September or the beginning of October.

5.4 Employment (Joanna) – Efforts will continue on the initiatives from last year. The committee will be meeting on the last Monday of each month from 9 to 10:30 am. Lorie Smith is working on a caregiver resource website. The committee will likely be involved in providing feedback on the website. There is currently a Ripple Effect Mindmischer topic seeking ideas for the caregiver website and Joanna encouraged anyone with ideas to give their input. Expansion of the VIPS model are hoped to include volunteering for pre-K, private school, and other care facilities. The committee is creating a VIPS subcommittee within the Employment committee and is seeking volunteers who may be interested in giving input. The VIPS subcommittee will include two CPC representatives. The committee has been tasked by Amy Parsons and Diana Prieto to locate data from other institutions and similar programs and better define the parameters of the VIPS expansion. Kelly Kimple and Kristine Bennett expressed interest in volunteering on the ad-hoc subcommittee.

5.5 Nominations and Elections (Kelly/Sarah) – Jim reported that the committee has received census data from Steven Dove. The committee is meeting every 4th Thursday at 9 am.

5.5 Policies and Procedures (Bill/Lynn) – Lynn reported that the committee has not met yet.

5.6 Service and Outreach (Kristine/Shay) – Kudos were given to Deborah for her help in planning the Employee Appreciation event in August even though she is no longer serving on the Service and Outreach committee. The committee is now working on plans for the fall event and has already begun planning for the Spring Luncheon. They are considering having a theme for the luncheon again this year and are open to any suggestions. One idea was to use a general sports theme, Ram Pride. The current tentative date is March 3rd, 2015. Toni-Lee emphasized the need for everyone to volunteer for events.
6. Other Committee Reports

6.1 AP Emeritus Status (Katie) – The AP Emeritus Status proposal went to a vote at the last Faculty Council meeting and it passed. The proposal will need to go to the Board of Governors for approval in October. Once the language has been approved, it will then be added to the Academic Faculty and Administrative Professional Manual. It was suggested that the APC should seek opportunities to notify the CSU community and solicit nominations after the language has received approval from the Board of Governors.

6.2 CPC (Erin) – no report

6.3 Parking Services (Rosanna) – no report

6.4 Stadium Community Design Development Advisory Committee (Katie) – The meeting tonight at 5:30 pm is the last meeting for this committee. Katie asked for any comments anyone would like included in the report from the committee to be emailed to her.

6.5 Committee on Women and Gender Equity (Joanna) – Send an email to Joanna with your thoughts on the "It's on Us" awareness campaign. Joanna also mentioned that effective July 1, there has been a change to the ability for departments to move paid leave for parental leave to the university fringe pool.

6.6 University Benefits Committee (Angie) – The UBC selected Yongli Zhou as its Faculty co-chair and Jennifer Bissell is serving as the AP co-chair. The committee is investigating its purpose and reporting structure and looking to find out the status of the website and creating a plan for maintaining it. For this coming year, the committee will be working on gathering an inventory of all benefits available to faculty and staff and following up on some of the issues/initiatives that were identified last year.

7. Adjourned – 10:00 am
Administrative Professional Council
Chair Report
September, 2014

Meeting Minutes:

APC/CPC Monthly Meeting – Aug. 19
• Recapped Employee Appreciation Event, discussed possibility of involving CSU events in the future planning of this large event. Briefly addressed parking at CSU – CPC will host an info session for state classified employees related to parking questions/concerns.

HR Director, Diana Prieto – Aug. 19
• Discussed Emeritus status proposal, AP framework (additional info sessions to be offered in late Sept with a teleconference option), People Admin (name will likely change to CSU Talent Management System), APC is encouraged to involve a representative to provide input in the performance management component.
• VIPS – state rules 5.15.D. confirms that all employees could benefit from an expansion of VIPS. APC is asked to submit a report to Amy and Diana with benchmarking info and defining expansion more precisely.

Faculty Council/APC Chairs & APC Vice Chair Meeting – Aug. 21
• Discussed process for presenting Emeritus status proposal at Faculty Council, 100 years of shared governance celebrations (including creating a video on shared governance, photo with APC, CPC, and FC, and Employee Appreciation event).
• Faculty Council handbook now specifically includes APC as part of the process when manual changes impacting AP’s come through – we will be given time in our monthly meeting to review.
• Policies on our radar - anti-bullying, anti-violence, anti-weapons, defining retaliatory. Policies & Procedures committee charged with participating in conversations.

Faculty Council Executive Committee Meeting – Aug. 19
• Discussed Sept. 2 agenda. Katie Brayden and I were present to specifically address emeritus status proposal.

Committee on Strategic & Financial Planning – Aug. 25
• Brief meeting included introductions, charge from Faculty Council chair, discussion on CoSFP operating procedures, review of AY2013-2014 annual report.
• Dr. Frank will attend Sept. meeting.

APC Executive Committee Meeting – Aug. 27
• See written report.

Faculty Council Parliamentary Meeting – Aug. 29
• Attended parliamentary meeting to prepare for proper procedure when introducing emeritus status amendment.

Faculty Council Meeting – Sept. 2
• AP Emeritus Status proposal, sec. D.7.20 of Faculty/AP Manual unanimously approved by Faculty Council
• Report received from Rick Miranda –
  ○ Dr. Gwen Grazelski new director of TILT
This year is a refresh year for the strategic plan (revised every 3 years); format will likely shift and will request input from campus (shifting from about 37 goals to 15 goals)

- Presentation from Fred Haberecht and David Bradford on Parking & Transportation
  - Emphasis on transportation and not just parking
  - Parking and Transportation Goals – provide alternatives for customers, and multiple pricing options
  - Permit prices could increase from $3-$55 (1-17%) during 10 year period

**President’s Fall Leadership Forum – Sept. 4-5**

**Upcoming Meetings/Events:**
- Committee on Strategic and Financial Planning – Sept. 8
- President’s Fall Address – Sept. 10
- APC Committee Chairs Retreat – Sept. 11
- VP Operations – Sept. 15
- Chair of Faculty Council – Sept. 18
- Committee on Strategic and Financial Planning – Sept. 22
- APC Executive Committee – Sept. 30
- Faculty Council – Kristine Bennett attending in my absence – Oct. 7
APC Committee Report Form

Committee Name: Executive Committee

Meeting Date & Time: August 27, 3:30-4:30 pm

Members Present (list only if you are reporting on behalf of a standing committee):
Toni-Lee Viney, Dave Mornes, Angie Addie, Kristine Bennett

Topics and Issues Discussed:

Discussed the September agenda.

The committee reviewed the annual APC retreat. A suggestion was made to order lunch from Mugs next year for the Retreat as they have a special website they set up for events that allows participants to select what they want to eat. Dave commented that the energy after lunch was low so we might consider doing some kind of activity to get people up and moving around.

The Committee Chair Retreat Toni-Lee is organizing is intended to foster more collaboration between committees and find ways for chairs to encourage attendance and participation by members on the committees. Kristine discussed stressing the expectation of participation at events by all Area Representatives and opening participation up to alternates. The expectation is for everyone to volunteer for at least one event per year. Toni-Lee will be discussing the response to Tony Frank’s e-mail on campus climate with committee chairs and ask that they lead their committees in a discussion about campus climate as part of the next few months’ committee meetings.

Reviewed the fall calendar for coverage while Katie Braden is on maternity leave.

Discussed the budget proposal with Amy Parsons. Dave suggested asking for one-time funds to cover the extra expenses of the Spring Luncheon and then recommended we pull funds from our budget to cover the expense of a new tablecloth and banner.

Action Item(s) for APC Meeting:

☒ None

☐ Need Council Input or Discussion on:

☐ Action Item for Communications Committee:

☐ Ready to bring the following to council for action:

Proposed motion:
Next Meeting Date, Time & Place: September 30, 3:30-4:30 pm, Mugs
APC Committee Report Form

Committee Name: Awards Committee

Meeting Date & Time: APC retreat, August 7, 2014

Members Present (list only if you are reporting on behalf of a standing committee):
Shaila Parashar, Tosha Jupitor, Tiffany Beckham

Topics and Issues Discussed:
Selection of a Chair: Janella Mildrexler

We have discussed the timeline and scheduling our regular meetings via email since the retreat. We decided to wait until after the first APC meeting to begin scheduling regular meetings.

Action Item(s) for APC Meeting:

___ none

___ Need Council Input or Discussion on:

___ Action Item for Award Committee:

___ Ready to bring the following to council for action:

    Proposed motion:

Next Meeting Date, Time & Place: The second or third week of September. Email communication until then.
Committee Name: Communications Committee

Meeting Date & Time: August 7, 2014

Members Present (list only if you are reporting on behalf of a standing committee):
Steven Dove, Jennifer Eyden, Deborah Yeung

Topics and Issues Discussed:

- Committee discussed ordering swag. Ideas included a tablecloth, sign for APC table, name tags, and sign or plaque for committee member’s office space.
- Jennifer will take over the Newsletter.
- Discussed APC exit survey for end of year or if members leave early.
- Discussed coming up with a communications plan for outreach events.
- Chair for year was selected, Steven.
- Darrin will keep website up to date with new members, committee assignments, meeting times, and other items as they come up.

Action Item(s) for APC Meeting:

☐ None

☐ Need Council Input or Discussion on:

☒ Action Item for Communications Committee:
  Get price quotes for tablecloth and table sign.

☐ Ready to bring the following to council for action:

  Proposed motion:

Next Meeting Date, Time & Place: September 12, 10:30am at Mugs on Laurel
Committee Name: Employment

Meeting Date & Time: Sept. 29 2014 – Reoccurring Last Monday of the month, 9-10:30 AM, location rotating, TBD

Members Present (list only if you are reporting on behalf of a standing committee):
Joanna.Holliday@colostate.edu
Alex.Carter@colostate.edu
Rosanna.Bateman@colostate.edu
Anita.Pattison@colostate.edu
Woody.Woodard@colostate.edu
aaddie@mail.colostate.edu
ann.bohm-small@colostate.edu
shaun.case@colostate.edu
JoLynn.Troudt@colostate.edu

Topics and Issues Discussed:

The committee did not meet in person, our first meeting is Sept. 29.

Joanna will be substituting for Alex Carter on the Ad-Hoc Childcare Taskforce while she is on maternity leave.

Joanna followed up with Lorie Smith regarding a meeting for an update on the “Caregiver” website her organization is currently developing. Please see solicitation on the Ripple Effect for content ideas and provide your input http://rippleffect.colostate.edu/.

The APC and CPC is coordinating possible VIPS model expansion with HR/Diana Prieto to include options such as pre-K, elder care or disabled care. The APC has been tasked to submit a report to VP Amy Parsons and Diana Prieto with peer comparative data, benchmarking and defining parameters. Contact Joanna if you are interested in serving on this specific subcommittee to Employment Comm.

Action Item(s) for APC Meeting:

☐ None
☒ Need Council Input or Discussion on: VIPS Model expansion

☐ Action Item for Communications Committee:

☐ Ready to bring the following to council for action:
Proposed motion:

Next Meeting Date, Time & Place: First meeting Sept. 29, Shepardson 114.
Committee Name: Nominations & Elections Committee

Meeting Date & Time: August 2014

Members Present (list only if you are reporting on behalf of a standing committee):
Kelley Brundage, Sarah Barrett, and Jim Jensen

Topics and Issues Discussed:
1. Monthly Meeting Times (4th Thursday of the Month from 9-10am)
2. Kelley will send email to Toni-Lee and Katie to request Census run from HR, once we have the results Sarah will reconcile the information and put together the Census results for the October meeting.
3. Reviewed APC Operating Procedures and 2013-2014 Activity Report as it relates to our committee
4. Discussed committee goals – some of the goals are complete such as the at-large membership role, however we will need to get the annual census added to the Constitution
5. Need to write down additional processes related to filling positions that vacate mid-year or right after elections. (ie. – moving the alternate in to the vacancy vs looking at election results)
6. Need to fill 5 VACANT positions in Area 1, 3, 9, 12 & 13

Action Item(s) for APC Meeting:

_X__ None

___ Need Council Input or Discussion on:

___ Action Item for Communications Committee:

___ Ready to bring the following to council for action:

   Proposed motion:

Next Meeting Date, Time & Place: Thursday, September 25, 2014 from 11-12pm
Location: Behavioral Sciences (Coffee Shop)
Committee Name: Policies and Procedures

Meeting Date & Time: 7 August 2014

Members Present (list only if you are reporting on behalf of a standing committee):
Kelly Kimple, Ronda Koski, Bill Sprouse

Topics and Issues Discussed:
Met during the retreat to select chair (Bill Sprouse) and co-chair (Lynn Borngrebe).

Action Item(s) for APC Meeting:

☒ None
☐ Need Council Input or Discussion on:

☐ Action Item for Communications Committee:

☐ Ready to bring the following to council for action:

Proposed motion:

Next Meeting Date, Time & Place: 30 September 2014 @ Laurel Hall Conference 101
APC Committee Report Form

Committee Name: Service and Outreach

Meeting Date & Time: August 22nd, 8:30-9:30 a.m.

Members Present (list only if you are reporting on behalf of a standing committee): Erin Heim, Kristine Bennett, Edit Szalai, Shay Galto

Topics and Issues Discussed:

- APC luncheon March 3rd.
  - What theme should we use this year? Club sports? General athletics?
  - Edit will work on catering with Andrew
  - What does the APC council member’s role look like in this?
  - Acknowledge everyone who was nominated
  - Have designated roles for what people are doing with the event
  - Shay to email John Rogers about the Presidential Ambassadors
- Change AP appreciate event to late May instead of August
  - Kristine will ask for budget advance
  - Erin will talk with State Classified Council

Action Item(s) for APC Meeting:

☐ None

☒ Need Council Input or Discussion on:
  1. What does other ACP Council member’s involvement in the luncheon/appreciation events look like?
  2. Could Comms Committee help create marketing material for the events? Should there be a template?

☐ Action Item for Communications Committee:

☐ Ready to bring the following to council for action:
Proposed motion:

Next Meeting Date, Time & Place: