Members Present: Mary Atella (12), Dan Bañuelos (2), Sarah Barrett (8), Rosanna Bateman (9), Kristine Bennett (14), Ann Bohm-Small (5), Lynn Borngrebe (15), Jeanetta Bradley (4), Angie Branson (11), Steven Dove (3), Melissa Emerson (6), Jennifer Eyden (15), Shay Galto (4), Darrin Goodman (15), Barb Gustison (3), Joanna Holliday (7), Tosh Jupiter (10), Kelly Kimple (8), Ronda Koski (7), Janella Mildrexler (6), Anita Pattison (13), Cliff Schulenberg (11), Jennifer Strange (5), JoLynn Troudt (14), Woody Woodward (1), Deborah Yeung (6), Dave Mornes (Past Chair), Terri Pecora (CPC Liaison), Bill Cotton (guest), Bob Schur (guest)

1. Call to Order - 8:31 am

2. Announcements
   - Stadium Committee – Toni-Lee will be serving on this committee
   - Standing Committee Chairs Retreat, Nov. 4 9:30-11:00 am, TILT 104
   - November 10th – APC Meeting – Guest Speaker: Mary Ontiveros, VP Diversity & Mike Hooker, Kayla Green, Kyle Henley, CSU External Relations - SOURCE
   - December 8th – APC Meeting – Guest Speaker: Tony Frank, President & Amy Parsons, VP Operations
   - January 12th – APC Meeting – Guest Speaker: Lorie Smith, Supervisor and Leadership Training

3. Guest Speaker
   **Dave Bradford, Director of Parking and Transportation Services**
   **Fred Haberecht, Assistant Director of Facilities Management**

   Fred and Dave gave a brief presentation on the history of parking at CSU, the changes that have occurred in the last two years, and the plans for going forward. The Parking and Transportation Services budget comes solely from permit sales and fines (with fines being about 10% of the annual budget) and the current business model does not support the future growth needed. To fully develop and fund the best options could increase permit costs from $3 to $55 per year over the next 10 years.

   In the last two years, the mission of Parking Services has changed from strictly parking to parking and transportation. With this change in mission, multiple initiatives have been undertaken to enhance alternative options for parking and transportation, including working with ASCSU to provide funding for all employees and students to ride Transfort for free and offering the Around the Horn bus route on campus. Since 2006, there has been a net loss of parking spaces on campus of about 800 spaces due to construction of new buildings on existing parking lots. Additional parking will continue to be lost with construction of new and expansion of old buildings. Plans are under way to utilize existing parking better such as adding car counting systems at the Lake Street garage and Library lot that would either display available parking via digital signage or through a phone application. A pay-by-cell technology for short term parking is also being
explored. Additional options being explored include: a punch-pass type of system to purchase a set number of days of parking; 24/7/365 permitted parking; differentiated parking prices for evenings and weekends; monthly payment option that students and staff can opt-in or out of at any time during the year; tiered parking where you would pay more to park in more convenient lots; and guaranteed ride home in emergencies. The university is also working with the city on making available additional parking opportunities north of campus and along the Harmony corridor to allow commuters to take advantage of public transportation options.

Future program plans have been approved for additional parking to be added, which will include multi-level parking garages and additional single level parking structures over existing parking lots in the following locations: Engineering lot, Green Hall site, Moby Arena lot, University Square lot, Bay farm area, and at the Hilton. Additionally, more than $5M in repairs are needed on the parking lots at the Foothills Campus and there are currently no funds available to make those repairs, so the Foothills Campus will eventually be added to the permit system in order to cover those repair costs.

Open forums are being offered for various groups on campus to be informed about parking plans and comment. More information can be found on the following link: http://source.colostate.edu/parking-transportation-services-present-future-parking-models/

4. Action Items

4.1 Approval of September APC meeting minutes
Joanna Holliday made a motion to accept the minutes, Dan Banuelos seconded and the motion was CARRIED.

4.2 Approval of Area Representatives
Area 3 Representative – Barb Gustison
Area 9 Representative – Keri Canada
Area 12 Representative – Mary Atella
Dan Banuelos made a motion to approve the three Area Representative nominees for their respective areas, and Jennifer Strange seconded the motion. The motion was CARRIED.

4.3 Approval of APC Representatives for the following committees
Classified Personnel Council – JoLynn Troudt
President’s Sustainability Committee – Ann Bohm-Small
CPC Leave Sharing Committee – Confidential
Motion to approve, Woody, second Jennifer Eiyden

4.4 Approval of APC Annual Report
Motion to approve Lynn Borngrebe, Janella Mildrexler seconded.
4. Officer Reports

4.1 Chair (Toni-Lee) – See written report. Kristine reported on behalf of Toni-Lee. We did get approval for an additional $1,500 in funding to help add attendance to the Spring Luncheon. At a meeting with Mary Ontiveros, the need for outreach by all shared governance to leaders and department heads was discussed. The fall appreciation event next year will celebrate 100 years of shared governance.

4.2 Vice Chair (Katie) – not in attendance. Katie is currently on maternity leave.

4.3 Secretary (Angie) – no report

4.4 Treasurer (Kristine) – Kristine passed the budget report around and reported that the budget is on-track for the year.

5. Standing Committee Reports

5.1 Executive Committee (Toni-Lee) – no report

5.2 Awards (Janella) – At their last meeting, the committee finalized the timeline for AP Star awards and discussed policy changes for the manual.

5.3 Communications (Steven) – The newsletter is complete and has been published to the APC website and can be distributed to areas. The committee is continuing to pursue purchase of a new tablecloth and sign. To support efforts to shorten the length of New Employee Orientation, the committee is looking into producing a video about the APC. Darrin is trying to work on migration of the website to WordPress. At their last meeting, the committee discussed a communications plan for promoting Emeritus Status for APs and purchasing generic "APC Area Representative" name tags/buttons/lanyards and/or desk plaques. The committee was asked to do some cost analysis for the various options and report back at the next meeting.

5.4 Employment (Joanna) – The committee has created a survey for VIPS to help determine how employees would like to see the VIPS program expanded. This data will help the committee to formalize recommendations to Diana Prieto and Amy Parsons. There is a paper version of the survey available as well as a Spanish version. The CPC has already provided responses to the survey. The deadline to respond to the survey is October 24th. The committee is also looking at four other peer universities that have similar programs. Lorie Smith and Marsha Benedetti are coming to the committee’s next meeting to give an update on the Supervisor and Leadership training. The childcare resource website draft is ready to be presented to the committee. Woody is looking into developing a Professional Development fund similar to one CPC offers. The committee is looking for input from the council on a PDI session from APC and/or the Employment Committee. The committee will look into co-hosting a PDI session with CPC and offering two 1 hour sessions.
5.5 Nominations and Elections (Kelley/Sarah) – Sarah completed the AP census, and there are now 3,008 APs. Some areas have increased in size with one area now having over 600 AP employees (CNR and Forest Service). Area 2 will need another representative. There was discussion of reevaluating the structure of areas.

5.6 Policies and Procedures (Bill/Lynn) – At their last meeting, the committee discussed adding an ex-officio non-voting member from Compliance (Bob Schur). The committee was asked to put together a written proposal for an action item at the next APC meeting. A suggestion was made to invite an HR representative to be an ex-officio, non-voting member as well.

5.7 Service and Outreach (Kristine/Shay) – The committee passed around a sign-in sheet to volunteer for upcoming events and asked everyone to sign up for at least two time-slots or two different events. Shay will also send out an electronic sign-up sheet after the meeting. The theme for this year’s spring luncheon will be CSU Athletics & Sports. Amy Parsons and Tony Frank are expected to attend the luncheon.

6. Other Committee Reports

6.1 CPC (JoLynn) – At the last CPC meeting, changes to CSU’s strategic plan were discussed and there was a presentation from Mike Hooker regarding SOURCE, which has replaced "Today @ Colostate". CPC recently did coffee with a cop and identified some issues that need to be addressed. They also discussed the VIPS survey and the CSU smoking policy. Each representative was asked to reach out to at least 5 staff to get their input on the smoking policy.

6.2 Parking Services (Rosanna) – The committee was given the same presentation as the AP Council received today.

6.3 Committee on Women and Gender Equity (Joanna) – One-time funding has been received to support proposals and the committee is working on proposal format. The committee is also working on visibility.

6.4 University Benefits Committee (Angie) – Angie did not attend last meeting. The committee is now meeting twice per month with one meeting per month being attended by a representative from HR. The committee is working on revising their policies and procedures and one area the committee is looking at focusing efforts on is increasing the amount provided for healthcare to retirees.

6.5 Tobacco Task Force (Dave) – See policy attached to agenda packet. Dave asked for input on the policy from the council by Friday at 5 pm.

7. Adjourned – 10:33 am
Administrative Professional Council
Annual Activity Report
APC Executive Committee

2013-2014
Administrative Professional Council
Annual Activity Report
2013-14

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Executive Summary

The Administrative Professional Council a very productive year from July 1, 2013, through June 30, 2014. This document outlines the accomplishments during the past year and some goals for the upcoming year. The APC leadership remained stable with Chair David Mornes and Vice Chair Toni-Lee Viney continuing along with Secretary Angie Addie and Treasurer Kristine Bennett. The annual spring election of area representatives resulted in six new APC members and eight re-elected members. 17 existing members will be returning for another year of service. There are four vacant positions which we hope to be filled in the near future. The Annual APC Retreat will be held on Friday, August 7, 2014, at the CSU Tamasag Center. The retreat includes an orientation of new members, planning workshops, opening committee meetings, lunch and the monthly business meeting. At the 2011 retreat, Lorie Smith facilitated a “SWOT” analysis for APC and the information was integrated into a 3-year action plan for 2011-14 which included committee recommendations for what and how to pursue (strength-opportunity), attack (strength-threat), mitigate (weakness-opportunity) and avoid (weakness-threat). Many of the resulting goals are ongoing or continue to be under consideration. Progress toward these goals are continually assessed and reported once per year in this Annual Activity Report. This report also includes copies of the Annual APC Committee Reports, a summary of APC events by date for the past year, and a list of the winners of the AP Star Award and Distinguished AP Award.

Accomplishments (SWOT Intersection)

Pursue (Strength+Opportunity)

1) Two great award programs (Distinguished AP and AP Star) already in place + great opportunities for recognizing APs. (Awards Committee)
   • Goal: Continue tradition with persistent pursuit of quality nominations by using our diversity of experience to think of new and different ways to promote the awards.
   • Accomplishment: Large numbers of nominations were reviewed for both awards again this year. Announcements were published in Today@Colostate, on the APC website and via email. Nominations continue to be accepted electronically through the APC website.

2) Rapid dissemination of information + boosting the image of APC. (Communications Committee)
   • Goal: Distribute a revised and enhanced APC newsletter.
   • Accomplishment: The refreshed APC newsletter continues to be a well-received publication using a bi-annual schedule.

3) Good membership representation, expertise, and commitment + working on a relevant and positive employment topic. (Employment Committee)
• Goal: Proposal to Revise Flextime Policy
• Accomplishment: The Employment Committee facilitated the review, editing and finalization of a policy by working with HR, OGC, EHS and OPC.

4) Influence to bring about change and avenues of influence + branding and boosting the image of APC. (Nominations & Elections Committee)
• Goal: Since the APC spans across the university and has many avenues to reach people individually through its representatives, each representative will be tasked with a specific outreach event to educate constituents about the APC.
• Accomplishment: The low participation rate by APC reps at outreach events continues to be addressed. Too often only a few dedicated reps carry most of the burden of planning and hosting events. During the upcoming year, a new Committee Chairs Retreat will be implemented to build more collaboration across committees and strongly encourage that every rep volunteer for at least one APC event per year.

5) University-wide coverage and influence + opportunity to promote initiatives. (Service & Outreach Committee)
• Goal: Promote “Commitment to Campus” opportunities for employees.
• Accomplishment: Campus awareness continues to be bolstered through successful annual events at the Trial Gardens and at the AP Recognition Luncheon as well as at the VTH and OnlinePlus during 2013-14.

Attack (Strength-Threat)

1) Two great award programs + loss of some credibility due to low number of nominations. (Awards Committee)
• Goal: Leverage our big volunteer pool to help market and “re-brand” the awards (especially the AP Stars) to increase the number of quality nominations which will result in award programs gaining credibility.
• Accomplishment: Neither award has been officially re-branded, but the number of quality nominations has steadily increased, largely due to the improved communications efforts.

2) Established organization + lack of awareness of APC. (Communications Committee)
• Goal: Continue using email to advertise AP events and produce related printed material to be posted on bulletin boards by APC members in their areas. Expand advertising of "Commitment to Campus" opportunities.
• Accomplishment: The appropriate use of email listservs continues to be clarified. The APC Communication Plan was finalized and will be updated annually. Communication venues other than email such as social media and Today@ news articles continue to be considered and utilized.

3) Membership on university committees + unclear procedures as to how APC ought to propose and route new or updated policies. (Employment Committee)
• Goal: Ensure vacancies on university committees are promptly filled with best candidates; establish communication link back to APC; identify and document avenues to affect change (e.g. Office of Compliance and Policy); and maintain rapport and communications with other councils and committees.

• Accomplishment: Vacancies on university committees are promptly filled through solicitation of volunteers, sometimes calling on non-APC members to serve. Monthly reports, either verbal or written, are requested from committee representatives. Routing processes for proposed policy documents were clarified and streamlined. In 2013-14 it became more apparent how important it is to work more closely with Faculty Council, HR and the Office of Policy and Compliance when considering changes to the AF/AP Manual. Efforts will continue to clarify the process and allow for review of changes by APC before brought to Faculty Council for a vote.

4) Influence to bring about change and avenues of influence + lack of awareness, credibility, support and/or legitimacy of APC from managers and supervisors. (Nominations & Elections Committee)

• Goal: Since the APC spans across the university and has many avenues to reach people individually through its representatives, we would like to see each representative be tasked with a specific outreach type of event to educate constituents, managers and supervisors about the APC.

• Accomplishment: More needs to be done in regards to increasing awareness of the employee councils according to the results of the Campus Climate Survey. One initiative still being considered is writing a thank you letter – from the APC Chair and/or VP-University Operations – to each supervisor of each council member each year. This would acknowledge the support of the supervisor and the appreciation of the council.

5) Capacity to elevate awareness on campus + limited brand awareness of APC. (Service & Outreach Committee)

• Goal: Increase APC branding levels to elevate awareness of APC across campus in collaboration with other committees (i.e. Communications, Awards, etc.)

• Accomplishment: The APC committees continue with efforts to collaborate more on communicating events, awards and announcements.

Mitigate (Weakness-Opportunity)

1) Low number of award nominations + expand the nomination pool (Awards Committee)

• Goal: Simplify the nomination process by creating an online nomination process; publicize nomination opportunities more; recognize all nominees in some way.

• Accomplishment: The online nomination process was implemented and works well. All nominees and their nominators receive a recognition letter from the APC Chair, however issues continue to be addressed with the timing of the communications to nominees, nominators and recipients.

2) Lack of visibility + diverse experience. (Communications Committee)
• Goal: Follow up the APC newsletter with an "AP Profiles" email to highlight an AP in action at CSU. Add a hover-over pop-up on the APC member web page that briefly describes the person's job and professional interests at CSU.

• Accomplishment: Initial discussions took place about how to best profile members each year beyond online photos, but no further action has been taken.

3) No clear screening mechanism on issues/topics to pursue and limited comprehensive knowledge + add more members on employment committee. (Employment Committee)
• Goal: Add members to standing committee and/or create ad hoc committees to effectively address specific issues/topics; review Work-Life II Committee Report and the “Great Places to Work” to identify employment issues/topics; determine current data/survey sources; design a specific survey for APC purposes; enhance method of documentation retention (e.g. Dropbox); enhance method of communication to provide status updates to other committees to avoid duplicate efforts and to pursue partnerships amongst committees.

• Accomplishment: The Employment Committee continues to expand its membership. Several sub-committees have been formed and are very active in pursuing various initiatives including childcare/eldercare, professional development and leadership training.

4) Lack of investment (e.g. difficulty filling membership vacancies) + overall support of university administration. (Nominations & Elections Committee)
• Goal: Since we have the support of University Administration, APC will encourage more explicit statements of support for APC participation in a public manner so that APC can reference it when trying to recruit new members.

• Accomplishment: Clear support of council involvement has been garnered with regular statements of support in Commitment to Campus emails and attendance of university officials at APC events. For example, President Frank attended the 2014 AP Recognition Luncheon and presented the AP Star Award to recipients.

5) Lack of committee integration + partner with other committees. (Policy & Procedures Committee)
• Goal: Enhance method of documentation retention; enhance methods of communication to provide status updates to other committees to avoid duplicate efforts and to pursue partnerships amongst committees.

• Accomplishment: Dropbox was implemented as the document repository for APC and continues to work well.

6) Minimal involvement and recognition of APC by research-based APs (Research Associates, etc.) + opportunity to tap into the expertise and experience of this large group of employees. (Service & Outreach Committee)
• Goal: Use “Commitment to Campus” initiatives to increase dialogue with RAs.

• Accomplishment: Awareness of this issue is increasing. More work needs to be done to encourage research-based APs to participate in council activities and somehow foster more support for their time and effort with APC.
Avoid/Seek Help (Weakness-Threat)

1) Training of new committee members + delayed start of the award nomination process. (Awards Committee)
   • Goal: Leverage experience of senior committee members to orient new members long before the due dates for nominations.
   • Accomplishment: Some loss of knowledge due to existing senior committee members continues but has been largely mitigated by maintaining the APC Committee Operating Procedures documentation stored in Dropbox.

2) APC power and effectiveness + perception of lack of influence. (Communications Committee)
   • Goal: Better publicize the annual APC Activity Report, council meeting minutes and "interesting metrics" that demonstrate the APC evolution (shared governance, SPARC committee representation, etc.)
   • Accomplishment: Meeting minutes, events, award announcements and other documentation have been uploaded to the APC website in a timelier manner. A re-design of the APC website is still something to consider if resources are available.

3) No formal vote on changes to the Faculty/AP Manual and sometimes limited opportunity to comment + revisions to the Manual often directly impact AP’s. (Employment Committee)
   • Goal: Request that any changes to the Manual or other policy that may affect APs be vetted by the Employment Committee or other standing committee prior to action by the Executive Committee or a vote of the Council.
   • Accomplishment: Proposed changes to the Manual which impact AP’s are still bypassing APC in some cases, particularly annual changes suggested by HR, OEO and the Office of Policy & Compliance. Significant progress has been made to better define the review process and provide an opportunity for APC to comment on changes. It is critical that the APC Chair and FC Chair work closely on reviewing proposed changes and taking them to the APC for comment when needed.

4) Lack or non-existent supervisor support of APC participation and time commitment + job security, lack of time, doing more with less, guilt or threat of guilt for being part of APC. (Nominations & Elections Committee)
   • Goal: It is a fact of the times we are living in that many of us have been tasked with doing more with fewer resources as a part of our normal job. Thus, the employee and the supervisor may not feel that they can take on additional responsibilities by saying yes to participation in the APC. The most we can do is educate those individuals about a realistic estimate of the time it takes to be involved with APC. We have to realize that we are going to lose people or get denials of participation simply because of the time we are in. A small step toward defeating this is to invite more people to serve in limited capacities (e.g. committee work only, work at a booth, help during an outreach event, etc.)
• Accomplishment: Strides have been made in engaging non-members to participate on committees and at APC events. As in past years, APC continues to experience a turnover rate of about 30% per year in its membership. The key is to ensure a seamless transition of knowledge from exiting members to new members through a well-defined process & updating documentation annually.

5) Question our overall power/effectiveness to influence and affect change + complacency. (Policy & Procedures Committee)
• Goal: Direct efforts inward to draft proposed revisions to the APC Constitution and APC Manual Rules & Procedures.
• Accomplishment: The APC governing documents have and will continue to be updated as needed. During 2013-14, changes were proposed and approved which created at-large membership on the APC as well as changes to the timing of notification of officer elections

6) Venting at APC meetings regarding lack of veto power of revisions to AF/AP Manual + threat of wasted time and effort engaging in counter-productive dialogue.
• Goal: Redirect any negative discussion regarding the perceived lack of control to revisions of the AF/AP Manual.
• Accomplishment: There was general consensus this past year on most proposed changes to the AF/AP Manual. Future proposed changes may encountered more resistance so this is something to continue monitoring.

Committee Annual Reports

The APC committees are formed before and/or during the annual retreat in August of each year. The committees meet monthly and provide a report at the monthly council meeting. The annual reports presented below were provided by each committee and summarize its membership, accomplishments and events during the past year. Each committee continues to annually update their portion of the APC Committee Operating Procedures document.

AWARDS COMMITTEE

Committee Membership: Janella Mildrexler, Cathleen Cawley, Shaila Parashar, Marty Welsch

Accomplishments:

• AP Star Award Recognition – Over 32 nominations were received; we had multiples for 2 candidates and 1 nomination for Marty, who is ineligible because she’s on the committee. Presented at the APC Recognition Luncheon on 3/27/14. The following honorees were recognized:
- Abdelfettah Berrada, Senior Research Scientist & Manager, Southwestern Colorado Research Center, College of Agricultural Sciences
- Kay Gallatin, Manager of Business Operations for ARBL/ERL/ETRC, Biomedical Sciences, College of Veterinary Medicine and Biomedical Sciences
- Erin Hammersley, Academic Coordinator, Student-Athlete Support Services
- Khristy Preston, CM Cares & Recruiting Coordinator, Construction Management
- Robert Schorr, Conservation Biologist/Zoologist, Colorado Natural Heritage Program
- Elizabeth Ann Terry, Director of the Liberal Arts Academic Support Center, College of Liberal Arts

**Distinguished AP Award Recognition** – Presented at Celebrate CSU event on 4/29/14. The following honorees were recognized:
- Paul Ciesielski, Senior Research Associate, Atmospheric Science
- David Mornes, Department Administrator/Business Officer, Biomedical Sciences
- Jon Stocking, Chief Financial Officer, College of Agricultural Sciences
- Donna Weedman, Laboratory Coordinator, Biology

**Outgoing AP Chair and Member Recognition** – Presented at the June APC meeting. The following were recognized:
- David Mornes, Chair
- Carolyn Kasdorf, Area 4
- Dede Kliewer, Area 6
- Alan Mertens, Area 12
- Jill Salahub, Area 9
- Lindsay Schreiner McCarthy, Area 4
- Marty Welsch, Area 5

**Updating award eligibility policies** - Committee tentatively created wording to update APC governing documents regarding award candidate eligibility, specifically length of time in position highlighted in the nomination because of the shift for many CSU employees from classified staff to administrative professional.

**Goals for 2014-15:**
- **Finish updating award eligibility policies** – Work with APC Policies and Procedures Committee to update APC governing documents, as stated above.

**COMMUNICATIONS COMMITTEE**

**Committee Membership:** Steven Dove (Chair), Katie Brayden, Jill Salahub, Darrin Goodman, Jennifer Ivan, Jaimie King (left partway through the year), Quinha McBride (joined partway through the year)

**Accomplishments:**
- **APC Brochure** – Redesigned and printed new brochures.
- **Newsletter** – Produced and distributed three (3) professional APC newsletters over the course of the year.
• **Website Updates** – Regular website updates and maintenance duties, such as adding monthly newsletters, monthly meeting minutes, updating award winners pages, updating award nomination information, adding/removing members, updating APC Committee pages, updating the Campus Resources page which reflects CSU’s Commitment to Campus, etc.

• **Communications Plan** – Modified the APC communications plan updating the communications plan goals and communications procedures sections. Added an appendix to list and describe area listservs.

• **Area Listservs** – Developed a process that can be run manually to keep area listservs up to date (add/remove members).

**Goals for 2014-15:**

• Write article to be included in CSULife newspaper
• Continue to publish periodic APC newsletter.
• Provide periodic tweets/facebook postings for Working at CSU social media.

**EMPLOYMENT COMMITTEE**

**Committee Membership:** Joanna Holliday (Chair), Angie Addie, Alex Carter, Alan Mertens, Anita Pattison, JoLynn Troudt and Woody Woodard. **Optional members:** Shaun Case, CJ Keist, Ronda Koski, and Terri Pecora

**Accomplishments:**

• Surveyed APC on committee’s topics of interest to identify our top three initiatives and assigned voluntary leads for each one: Supervisory/Leadership Training (Joanna Holliday); Professional Development (Woody Woodard); and Childcare Options (Alex Carter) (December 2013).

• Related to our **Supervisory/Leadership Training Initiative**:
  
  o Committee representative Holliday joined APC and CPC Exec. leadership in meetings with VP Mary Ontiveros to: review issues and concerns identified in last Campus Climate Survey; to discuss possible actions items to help address identified problems and; to provide input on the Spring 2014 Campus Climate Survey design (October 2013).
  
  o During the Spring 2014 Professional Development Institute, at VP Mary Ontiveros’ session entitled “A Conversation with the VP for Diversity”, she specifically spoke to the CPC’s & APC’s collaboration with her office to address concerns identified on the last campus climate survey. She reported that one of the outcomes/results of this collaboration will be mandatory training for supervisors and, in addition, a focus on this topic for the upcoming survey. She also said President Frank presented the idea of this training to Cabinet in December, and there was unanimous support of this initiative. (Dec./Jan. 2014)
  
  o At the “SPARC Fest” January 22, 2014 presentation on SPARC Faculty/Staff Development, the following was noted: Faculty/staff development is a priority; CSU needs to offer formal leadership development to grow CSU’s next generation of leadership; and funding was proposed for a FY ’15 Leadership Training Program.

• Related to our **Professional Development Initiative**:
Committee researched, compiled and disseminated a comprehensive listing of current Professional Development resources for Administrative Professionals (January 2014).

We also developed and disseminated an internal survey to the APC to better determine PD interests and obstacles. Findings included: high interest in professional membership fees and/or certifications (offset or cost coverage) and supervisor support of PD time-spent is critical. (Feb. & March 2014).

Recommend a formal survey be developed next year for dissemination to all Administrative Professionals.

Related to our Childcare Options Initiative:

Committee representative Carter joined Sunshine House Task Force to represent APC interests (Spring 2014).

Created a step-by-step flow chart for Admin. Pro. employees who are anticipating a birth or adoption, pre- and post-birth and added to Ripple Effect and HR websites.

Hosted Lorie Smith/Donna Aurand at our April meeting to discuss the Ripple Effect Initiative and possible collaborations in action as well as website content. Encouraging feedback was received on possibility of:

- Expanding and/or creating caregiver referral/search services on the Ripple Effect website, specifically targeting the CSU community. Content could include Job Boards where CSU students/employees can (1) advertise, apply, hire, swap or provide referral/reference to caregivers or care providers, (2) List providers who provide CSU discounts, (3) Hotlink to the Early Childhood Council of Larimer County, and (4) Hotlink to emergency or sick childcare providers as indicated by EAP.
- Expanding the VIPS program or creating a comparable model for CSU employees to volunteer in pre-K and/or Dependent or Elder Care settings.
- Identifying grants or subsidies that could help offset overall care expenses.
- Recommend that Lorie Smith solicit APC volunteers to help her with Ripple Effect initiatives and also to lobby for funding support for her office to help execute.

Per a request from VP Amy Parson’s, Bob Schur (Office of Compliance and Policy) and Lorie Smith (Training and Organizational Development) have reviewed CSU’s current Flexible Work Arrangement guidelines and enhanced verbiage to be more positive and encourage supervisors to use FWA as a retention incentive. The University Benefits Committee, Teri Suhr of Central HR Benefits, and Bob Schur have also talked about FWA and the need to promote it as a viable option. Support of upcoming supervisory training on FWA and how to utilize it would be critical. We also discussed how State of Colorado FWA templates might be referenced as a guide on Ripple Effect. See: https://www.colorado.gov/pacific/dhr/worklife. CJ Keist also emailed Schur the links and last FWA documents that the 2012 APC Employment Committee worked on with him. (April 2014).

Job Share – Lorie Smith indicated Bob’s rewrite includes Job Sharing as an option. Ideas from APC Employment Comm. Included; proposal that HR liaisons review job share; systematic approaches to methods employee could use to reach out to each other and indicate need or interest; possible use of online PeopleAdmin tool for internal audience/current CSU employees and approach similar to general classification, open pools; and HR staff to help
with hiring and year-end contracts situations. It might also be important to have data along
the line of cost benefit analysis from a source like EO exit interviews. For example, impact
on retention with FWA/at reduced FTE/or Job Share vs. scenario where I had to quit to take
care of a family member (child or elder). (April 2014).

Other Activities:

- Investigated topics and existing university resources such as: Unlimited Leave Models; Tuition
  Stipend/Professional Development; Career Center Usage for CSU Employees & immediate family
  members; Career Transitions through Ombudsman/Training & Organizational Development; Career
  Wow; Worker’s Compensation “Return to Work” Program; University Counseling Center & EAP
  offerings; VIPS Model; Childcare Options and Needs; General Services Options and/or discounts
  (such as grocery, oil changes, and dry cleaning) (September 2013).
- Committee hosted Manager Aaron Fodge to discuss Parking and Transportation privileges and
  benefits (February 2013).

As requested, reviewed for APC Executive Committee/APC:

- CSU HR Parental Leave and Catastrophic Leave Policy. Provided “Pros” and “Cons”
  recommendations. (August 2013).
- CSU HR’s proposed changes to the Faculty and Administrative Professional Manual (pages 7-24).
  Provided feedback and concerns/critique. (April 2014).
- CSU Office of Compliance and Policy proposed Email, Listservs and Mass Communications Policy.
  Provided feedback and concerns/critique. (April 2014).

NOMINATIONS & ELECTIONS COMMITTEE

Committee Membership:
Sarah Barrett and Kelley Brundage (co-chairS), Hilary Freeman, Jim Jensen and Erin Heim

Accomplishments:

- Coordinated Officer Elections for 2014-15: Toni-Lee Viney elected as Chair, Katie
  Brayden elected as Vice-Chair, Angie Addie re-elected as Secretary, and Kristine Bennett re-
  elected as Treasurer.
- Recruited and Elected APC Area Representatives for 2014-15:
  o Followed established recruitment timeline which occurs throughout the year
  o Developed e-mail recruitment process
  o Utilized electronic voting using Ballotbin.com to manage the voting and tabulation of
    votes
  o 17 members were elected (8 new members and 9 re-elections/continuing members).
- Revised Membership Matrix with updated coding, terms and membership
• **AP Census**: Decided with current AP growth on campus (especially with the conversions of the State Classified I.T. and G.P. positions) to conduct an annual census of AP employees. This will allow the committee to determine if area representation is still accurate.

**Goals for 2014-15:**

• Conduct the AP census annually, which may require a constitution change.
• Continue discussion on the APC representation model to address multiple issues including: members changing positions within the university and losing their APC assignments; ensuring proportionate and equitable representation across campus areas, etc.
• Create a reporting mechanism to the Nominations and Elections Committee when members leave and are replaced mid-term so as to include the new member in the annual elections.

**POLICIES & PROCEDURES COMMITTEE**

**Committee Membership**: Bill Sprouse (Chair), Lynn Borngrebe (Co-Chair), Ronda Koski, Jennifer Strange, Bob Schur (ex-officio)

**Accomplishments:**

• Revisions to the APC Constitution
  o Introduced broader at-large membership to address ongoing issues with retention of members and continuity of the APC.
  o Defined the process of filling the area vacancy created by the election of the Chair and Vice Chair.
• Revisions to the APC Manual of Rules & Procedures
  o Revisions so this document is consistent with the new definition of members at-large as defined in the APC Constitution revisions.
  o Revision that will give the membership sufficient time to review the slate of candidates for the offices of Chair, Vice Chair, Secretary and Treasurer before the vote.

**SERVICE & OUTREACH COMMITTEE**

**Committee Membership**: Edit Szalai and Deborah Yeung (co-chairs), Lindsay Schreiner McCarthy, Joe Liesz, Dan Banuelos, Kristin Bennett, Mike Macklin, Perry Todd, Jennifer Eyden

**Accomplishments:**

• **APC/CPC Employee Appreciation Day at the CSU Trial Garden (8/6/13)** – Deborah Yeung (APC – event lead) - APC continued its partnership with CPC this year for the CSU Employee Appreciation event at the Trial Garden. This event reached an attendance record of serving over 300 employees. Complimentary snacks were offered from the Waffle Lab and
Kona Ice, live music was played by Ryan Fourt Trio, master gardeners were on site, and there were many door prizes and activities offered.

a. Activities: CSU employees were given the opportunity to visit the food trucks, sign-up for door prizes, listen to the band, tour the gardens, participate in activities, and listen to the master gardeners throughout the event.

b. Cost: ~$1250

c. Key contacts:
   1. Jeff Sturgeon (CPC organizer) – jeff.sturgeon@colostate.edu (all key contacts were arranged by Jeff and can be referred to for future reference)

d. Strengths/Challenges: The event had a great attendance, which was attributed to the save-the-date sent a month prior, sending a postcard, and having APC representatives forward to their respective areas. A reminder email was also distributed the day before. Having the door prizes divided into gift bags was a good idea and there was an opportunity to make the process more streamlined. There were several gift bags that were needed to be picked up afterwards. It would also be strongly recommended to have a microphone for speakers and having more variety of games/activities offered.

- **Fall Benefits Fair** (11/12/13) – APC reps were on site at this event to provide information on C2C benefits and hand out flyers and information about APC.

- **Fall Outreach Event at the Veterinary Teaching Hospital** (11/08/13) – Edit Szalai (APC – event lead) - In collaboration with CPC, this event highlighted the 20% discount offered at the VTH for veterinary and emergency care services. It was well attended by a total of 50 participants (maximum capacity for the venue) by both AP’s and state classified staff.
   
a. Agenda:
      1. 3:00 PM – 3:15 PM: Welcome (APC/CPC volunteers)/ Meet & Greet
      2. 3:15 PM – 5:00PM – 45 minute tours of the VTH to understand services

   b. Cost: <$100
      1. Items donated: toys and treats for household pets (VTH and CVMBS), APC/CPC branded giveaways

   c. Key contacts:
      1. Carol Carroll (CPC organizer) – carol.caroll@colostate.edu
      2. Kathie Sexton (VTH contact, tour organizer) – Kathy.sexton@colostate.edu

   d. Strengths/challenges: Overall, the event was a successful and well attended outreach event. Since the VTH has not been highlighted in the past, the hospital staff was very supportive to host the APC community. Due to the limited capacity to host outside visitors, RSVP was required from all interested participants prior to the event. This created some additional complications - once tour groups and times were set up, there was little flexibility to accommodate walk-ins.

- **AP Recognition Luncheon at the Drake Centre** (03/27/14) Deborah Yeung & Edit Szalai (APC – event leads) - Nearly 350 APs attended the AP Recognition Luncheon Hoedown, which featured a lunch, activities, door prizes, guest speakers, and recognition of the AP Star Awards.
   
a. Agenda:
1. 9:30am-10:30am: Set-Up (Deborah, Edit, Jennifer, Lindsay, Kristine, Edit) – Photo booth, tables, registration booth, door prizes, decorations, slideshow, band (Atomic Pablo)
2. 11:00am: Doors Open - door monitor (Rodeo Club), photographer (Joe Nunez)
3. 11am-11:45am –Salad & Entree/Entertainment/Welcome Activities – slideshow of award nominees/live band, photo booth, prize drawings, Rodeo Club
4. 11:45-11:50am: Welcome (Edit & Deborah)/ Intro of Rodeo Club
5. 11:50am-12:00pm: Rodeo Club
6. 12:05pm-12:10pm: Overview of APC & Spring election of APC members (Dave/Toni-Lee)
7. 12:10pm-12:15pm: President Frank (5 minutes)
8. 12:15pm-12:30pm: Awards (Cathleen Campbell) – Dr. Frank handed out awards
9. 12:30pm-12:45pm: Closing/ Raffle drawing (Lindsay/Deborah)

b. Cost: ~$6100
   1. Door prizes/donations: The CSU Rodeo Team (led by Tanner Issacs) provided welcoming entertainment with four members doing a roping demonstration as guests arrived and promoted their Skyline Stampede Rodeo. Prizes included a selection of CSU’s Rams Point wines, along with other gift items highlighting the Colleges of Agricultural Sciences, Health and Human Sciences, Liberal Arts, Natural Sciences and the Warner College of Natural Resources.

c. Key contacts
   1. Joe Nuñez – student photographer (free) – joe.m.nunez@gmail.com
   2. Hilary Freeman – Atomic Pablo (band) – freeman@math.colostate.edu
   3. Tanner Isaacs – Rodeo Club – tanneri6@live.com

d. Future considerations: The Drake Centre was surprisingly a great venue to host the event because of parking. If the LSC is unavailable in the future, it might be desirable to host it there again. Also, quite a few folks revoked their RSVP the day before or the day of, so remember to overbook to accommodate the no-show rate. The themed event went well also! It was a fun change to the regular routine!

- **Spring Outreach Event at OnlinePlus** (05/21/14) – Kristine Bennett (APC - event lead) - In collaboration with CPC, this event highlighted the services provided through Online Plus for CSU, Fort Collins, resident, and distance learners including the employee study privilege and on-sight OSHER classes. A total of 40 participants attended, both administrative professionals and state classified professionals. An RSVP was requested, but not required. Approximately 50 RSVPs were received.
  a. Activities: A brief video was shown to all attendees, followed by a free 15 minute tour of the Online plus facilities, which was provided by Online Plus staff. Participants were welcomed by volunteers from both the APC and CPC committees as well as Online Plus employees. Giveaways (provided by CPC/Online Plus) and an opportunity to meet and greet were offered in the beginning of the program.
  b. Cost: ~$150
1. Door prizes: Audra Brickner from the Office of Gift Planning provided free copies of their offices estate planning CDs to attendees (nationally, less than 40% of adults have a will or estate plan).

c. Key contacts
   1. Carol Carroll (CPC organizer) - carol.caroll@colostate.edu
   2. Jennifer Eyden (Online Plus contact, tour organizer) – Jennifer.eyden@colostate.edu

d. Future considerations:
   1. Enhanced advertising for a greater attendance.
   2. Ensure at least 2 APC Service and Outreach representatives for future help in planning and implementation of the project. Be sure to set up adequate volunteer reps.

Goals for 2014-15:

- Promotion items for the following year
- Create an event guide/template for future event leads
- Organize upcoming outreach events in partnership with CPC
- Collaborate with Communications Committee for new branded outreach materials including a sign/tablecloth

APC Chair Ongoing Activities

APC Retreat – annually in August
Employee Appreciation Day by CPC/APC – annually in August
Fall Leadership Forum – annually in September
President’s Fall Address/Picnic – annually in September
Benefits Fair – annually in November
Fall & Spring Employee Appreciation Events by CPC/APC – bi-annually
VP Amy Parsons, APC Chairs, CPC Chairs – monthly
Faculty Council Chair and APC Chair – monthly
Faculty Council Meetings – monthly Sept-May
Committee on Strategic and Financial Planning (CoSFP) – 2x per month Sept-May
HR and APC Chairs – monthly
APC Executive Committee – monthly
CPC/APC Chairs – monthly
APC Committee Meetings – annually in the fall or as needed
AP Recognition Luncheon – annually in March
CPC Recognition Luncheon – annually in May
President Frank and APC/CPC Meeting – annually in May
Celebrate CSU Awards – annually to present Distinguished AP Award
Other meetings as needed with the VP-Diversity, Training & Organization Development, etc.
Other university, search and ad hoc committees as needed
Administrative Professional Council
Chair Report
October, 2014

Meeting Minutes:

Committee on Strategic & Financial Planning – Sept. 8
- Meeting Cancelled.

APC Committee Chairs Retreat – Sept. 11
- Discussed ways to increase standing committee communication/collaboration.
- Committees shared priorities tasks and suggestions on how to work better across committees.
- Discussed SWOT analysis worksheet for committees to complete regarding campus climate to share with committee members.
- Scheduled a follow up committee chairs meeting on Nov. 4 to begin discussing campus climate in preparation for Dec. meeting with Tony Frank and Amy Parsons.

APC/CPC Monthly Meeting – Sept. 12
- Planned out priority shared topics for meeting with Amy, to include supervisory training/leadership academy, FA15 employee appreciation event budget needs.
- Debra Devilbiss and Sheela Backen will serve as CPC reps on the VIPS subcommittee.

VP Operations, Amy Parsons – Sept. 15
- Budget request for one-time funds of $1500 to cover additional expenses for luncheon was approved.
- Amy Parsons now planning to attend Dec. meeting with Tony Frank instead of Nov. meeting.
- Discussed supervisory training, recommended mandatory component, checked about intent of program to be for all supervisors and not limited to a particular employment classification.
- Reviewed Ripple Effect Initiative – CSU received an anonymous donation to use Ripple Effect as a way to enhance CSU workplace, discussed upcoming opportunity for employees to submit a proposal, faculty will host workshops on how to write proposals, APC will help get the word out about this opportunity when we have more details.
- Discussed need for increased funding for employee appreciation event; APC, CPC, and FC chairs will meet with CSU Events to discuss event and then bring forward a budget proposal to Amy.

VP Diversity, Mary Ontiveros & Lorie Smith, and CPC, APC Leadership
- Mary suggested a need to better share APC and CPC as a resource to department chairs, deans, and associate deans who are supervising AP’s or SC’s.
- Discussed options to include a session at Fall Leadership Forum, welcome packets to new dept. chairs and deans, involving faculty more with supervisory training.

Faculty Council/APC/CPC Chairs Meeting – Sept. 18
- Began including CPC chair in FC/APC chairs monthly meeting.
- Discussed including APC website address to share meeting minutes in Faculty newsletter which will begin going out this spring.
- Created some plans for the FA15 Employee Appreciation Event/100 Years of Shared Governance Celebration.
  - Will meet with Tom Milligan to discuss creating a video on shared governance.
  - Will meet with CCS to discuss ideas for distributing welcome packets to new department chairs, deans in order to help these individuals better understand employee types, ultimately aiding in supervision.
• Will meet with CSU Events to gain assistance in planning a large-scale event.
• Will submit a budget request to VP Operations and Provost’s Office for these initiatives.

- APC, CPC, and FC will look into doing an introduction at fall forum next year on shared governance.
- CoRSAF is beginning to look closely at Section K. Mary will share changes with APC before this moves forward to Faculty Council.

Committee on Strategic & Financial Planning – Sept. 22

- Update from Bob Jones on strategic plan – there is an effort currently to make the plan more consistent with other areas of campus and reduce it to address five main goals.
- The committee discussed possibility of streamlining phases 1 and 2 of proposal process to create special academic units (SAU’s).
- Dr. Frank attended the meeting to provide an update on FY16 budget.
  - Early predictions anticipate $5 million to CSU from the state (about half of what CSU received last year).
  - Planning on a 2% salary increase for AP and Faculty – recognized that this is too low of a number.
    - For each 1% increase, it will cost CSU $1.7 million for AP, SC, and faculty.
  - State likely mandating a 3% increase for state classified employees.
  - Continuing 1% increase to DCP until we have raised employer contribution to 3%; at this point will reassess to determine if additional increase is needed.

APC Executive Committee Meeting – Sept. 30

- See written report.

Upcoming Meetings/Events:

- Chair of Faculty Council (Angie attending in my absence) – Oct. 7
- Committee on Strategic and Financial Planning (Jeff Sturgeon updating me in my absence) – Oct. 13
- Councils Chairs’ Meeting (Faculty Council and CPC) – Oct. 16
- VP Operations – Oct. 20
- Director of HR – Oct. 21
- APC and CPC Monthly Meeting – Oct. 21
- Meeting to Discuss Celebrate CSU Award Process – Oct. 22
- Committee on Strategic and Financial Planning – Oct. 27
- APC Executive Committee – Oct. 28
- APC Committee Chairs Meeting – Nov. 4
APC Committee Report Form

Committee Name: Executive Committee

Meeting Date & Time: September 30, 3:30-4:30 pm

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

Topics and Issues Discussed:

Reviewed the October agenda in detail in preparation for Kristine to chair October APC meeting.

Discussed options for file sharing with non-APC members. Decided that Kristine will create a separate dropbox folder for members of VIPS committee.

Toni-Lee will send out SWOT form to executive committee to have ready to discuss at next exec meeting.

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: October 28, 3:30-4:30 pm, Mugs
APC Committee Report Form

Committee Name: Awards Committee

Meeting Date & Time: 1 p.m., Thursday, October 2, 2014

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

Topics and Issues Discussed:
We discussed the timeline, finalizing the deadline as noon, Friday, January 30, 2015. We agreed to print business sized cards again, similar to last year. Cards will be available at the November APC meeting. An email notice of the AP Star Awards will be sent in mid-October, one again in December before winter break and a final reminder in mid-January.

We discussed wording in the policy and procedure for the award criteria to be more inclusive of position changes within administrative professional roles.

Janella and Toni-Lee are attending a meeting on Wednesday, October 22 to discuss the Distinguished Administrative Professional Award with the Vice President’s office the CPC Chair and Award Committee Chair.

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: Via email and tentatively at 1 p.m. Thursday, November 6, hopefully in the Engineering/ENS conference room. Janella to distribute cards and candy before this date.
APC Committee Report Form

Committee Name: Communications Committee

Meeting Date & Time: September 12, 10:30am

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

Topics and Issues Discussed:

- Newsletter will be ready in October and will feature Appreciation Event at CSU Trial Garden.
- New tablecloth and sign will hopefully ready in time for Benefits Fair.
  a. We are asking CCS what they can do for $500.
  b. Tablecloth can be basic CSU Green with updated APC graphic
  c. Committee preferred more durable trifold sign with panels that can easily updated.
- New Employee Orientation.
  a. New format is shorter and “Round-Up: An Introduction to Resources” section is removed.
  b. We have been asked to create a 3-5 minute presentation that can be accessed online.
- Emeritus Status communications plan.
  a. We plan to promote in the winter newsletter, and ask area reps to mention it within the email they send out about the newsletter. We will also use social media, Today/Source, the AP website, listserv, and a press release to spread the word.
- Darrin will migrate our website to WordPress.
  a. Easier to maintain.
  b. More modern looking.

Action Item(s) for APC Meeting:

☐ None

☒ Need Council Input or Discussion on:
  - Name tags and Desk signs
    o Name tags can feature updated APC graphic and handed out for events to help identify council members.
    o Desk sign can be a plaque or something that either sits on a desk or attaches to a wall.

☐ Action Item for Communications Committee:

☐ Ready to bring the following to council for action:

  Proposed motion:

Next Meeting Date, Time & Place: October 16, 1:30pm at Mugs on Laurel
APC Committee Report Form

Committee Name: APC Employment Committee

Meeting Date & Time: September 29, 2014

Members Present (list only if you are reporting on behalf of a standing committee):
Present: Joanna Holliday (chair), Anita Pattison, Woody Woodard, Ann Bohm-Small, JoLynn Troud
VIPS reps: Kelly Kimple, Sheela Backen (CPC), Debra DeVilbiss (CPC), and Kristine Bennett
Absent: Angie Addie, Rosanna Bateman, and Alex Carter (maternity leave)
Optional: Shaun Case

Topics and Issues Discussed (Details below):

1) VIPS Model Expansion
2) Status of previous year’s top initiatives: Supervisory/Leadership Training, Professional Development, Childcare Options
3) Other possible initiatives – Parking/Transportation and round robin
4) Upcoming SWOT analysis and proposed PDI session

VIPS Model Expansion: Comm. members reviewed with new VIPS reps some of the history behind this proposed expansion originating from our Childcare Initiative. Original ideas included: increasing volunteer opportunities to include Pre-K, elder care, disabled and/or terminal care, and emergency/first responder (see http://www.fema.gov/community-emergency-response-teams/about-community-emergency-response-team). We also reviewed Anita’s findings of similar models at peer institutions listed here http://www.ir.colostate.edu/peer-institutions.aspx which include:
- Virginia Tech:
  http://www.hr.vt.edu/benefits/leave/staff_glance/index.html
- Other examples:
  CU Boulder http://hr.colorado.edu/lr/leave/Pages/AdministrativeLeave.aspx
- Debra also suggested University of Texas has a rewards program for volunteerism.

Action items include: 1) Keep together as one committee, but have VIPS as first agenda item so VIPS reps may leave after this agenda item 2) 4 reps will populate institutional comparator matrix 3) Kristine will ask for a shared Drop-Box on the APC website for our materials 4) Kristine will find out what Amy Parson’s October plans are for possible VIPS promotion 5) Joanna will mock-up survey to gauge usage as well as interest in possible expansion categories and email to group for comment.

Group needs to find additional information out about:
- Is usage or percent of participants tracked at university level at CSU? What are the pros and cons of tracking hours? Does the institution report this anywhere?
- Are there tax implications (possible contact SLICE)?
- Is there a funding source at CU Boulder that’s allowing them to expand volunteerism outside of the state agencies?
- What is the agreement between off-campus Life and the City and are there components that might be applicable to our proposal?
- How might this expansion compliment CPC’s WorkLife Committee’s self-initiated meetings initiative?
- Review listings found on Colorado Combined Campaign and United Way. Is this a way to help identify and set parameters around approved volunteer opportunities as well as clearance/reference requirements?
- What about email subscription (similar to PSD) to identify volunteer opportunities/requirements?
- Consideration of a recognition award like “Volunteer of the Month” to showcase CSU support, employee effort, and benefiting community organization.
Should there be an appeals process if your supervisor doesn’t allow you to use VIPS?

**Supervisory/Leadership Training Initiative**
Joanna said that the CPC and APC learned at the fall leadership retreat that supervisory training is no longer being promoted as mandatory as was previously communicated in various venues by VP Mary Ontiveros. CPC Chair Sturgeon and APC Chair Viney are aware of this and plan to follow up with VP Parsons. Also she’s learned via ToniLee Viney that Lorie Smith and Marsha Benedetti out of Training and Organizational Development are running a pilot supervisory training program that started this fall with about 20 participants, it appears participants might primarily be out of housing and dining, unclear how they were identified or how curriculum was developed. Leadership training is going to be a separate module. Comm. also briefly discussed HR’s upcoming meeting to discuss an evaluation module in PeopleAdmin/Talent Management where Lynn Borngrebe will be serving as the APC rep. and how it would be nice if the tool allowed for employees and other constituents to provide feedback/evaluation in aggregate on the supervisory role. Also might be productive to tie it to new AP Model that if you are classified at X level, you must take this training. Joanna will follow-up with an invitation to Lorie/Marsha to give us a status update at a future meeting.

**Professional Development Initiative**
Committee discussed last status from APC survey of members had indicated interest in financial support of professional memberships/certifications. Decided next step is looking into State Classified scholarship award and pursuing similar scholarship support for APs.

**Childcare Options Initiative**
Joanna said she was expecting an invitation to the committee from Lorie Smith to review a mock-up of the caretaker web site. Also Joanna asked members to look at CU site: http://hr.colorado.edu/worklife/Pages/Sittercity.aspx.

**Possible Parking/Transportation Initiative and Round Robin** – Rosanna brought this topic up at the APC retreat. Since she was unable to attend, this was tabled until our next meeting.

**SWOT analysis** request will be forthcoming from the APC on all the standing committees. We also may have an APC PDI Session in the spring which the chairs will be asked to highlight current year activities.

**Action Item(s) for APC Meeting:**
- Need Council Input or Discussion on:
  Should the larger APC be hosting a PDI session on who we are and what we do? Is there a reason to consider a joint-session with CPC? If consensus is no, is there value in the APC Employment Comm. doing their own session?

- Ready to bring the following to council for action:
  Please complete the Volunteers in Public Schools (VIPS) Survey and ask your alternate to complete as well no later than Oct. 24, 2014. [https://www.surveymonkey.com/s/JLZWTBM](https://www.surveymonkey.com/s/JLZWTBM)
  Contact Joanna.Holliday@colostate.edu or (970) 491-7691 if you need hard copy or Spanish version.

**Next Meeting Date, Time & Place:** October 27, 2014 from 9:00-10:30 AM location Johnson Hall Room 132. Special Presentation by Lorie Smith/Marsha Bendetti on “Nanny Board” website development and Supervisory/Leadership Training and current pilot.
APC Committee Report Form

Committee Name: Nominations & Elections Committee

Meeting Date & Time: September 25, 2014 from 9-10am

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

Topics and Issues Discussed:
1. Need to modify/expand on Election process to match what we are currently doing as well as incorporate APC Chair discussion on assigning the Alternate role via the election results (2nd runner up) instead of the newly elected area rep having to find one. Jim Jensen will be working on a recommendation that can be forwarded to the Policy Committee for review.

   ARTICLE VI  Nominations and Election

   Section 1: No later than March 10 of each year a call for nominations shall be distributed to all administrative professionals with at least a half-time appointment within the representative areas defined in Article V. The call for nominations need only be distributed in those areas where vacancies will exist. Nominations must be received by the Nominations and Elections Committee, formed pursuant to other governing documents adopted by the APC, no later than March 31 of each year. All nominees must indicate their willingness to serve.

   Section 2: Ballots for election to APC shall be distributed to all administrative professionals with at least a half-time appointment by April 15 of each year and returned to APC by May 15, with the results announced at the regularly scheduled June APC meeting. Ballots are to be distributed to those AP's in areas where nominees exceed the number of vacancies in that area. Vacancies shall be filled by the candidates receiving the most votes.

   Section 3: In the event of a tie vote, the tie must be resolved by a secret ballot majority vote of the membership of APC at the June meeting.

2. Area Vacancies:
   a. Need one rep in Areas 1, 3, 9
   b. Need two reps in Areas 12

   We will reach out to area reps and write-in candidates for consideration of a replacement rep.

3. 2014-2015 Census:
   a. Current rules are 0-200 is 2 reps and 201+ is 3 reps – we have at least 3 areas (to be confirmed) that are at 500+

Action Item(s) for APC Meeting:

_____ None

___ Need Council Input or Discussion on:

   2014-2015 Census:
   a. Current rules are 0-200 is 2 reps and 201+ is 3 reps – we have at least 3 areas (to be confirmed) that are at 500+ - do we need to reconsider rep make-up or new areas?

   Area 6: 324
   Area 11: 346
   Area 12: 619 (WOW)
   Area 14: 330

_____ Action Item for Communications Committee:

_____ Ready to bring the following to council for action:

Proposed motion:

Next Meeting Date, Time & Place: Thursday, October 13, 2014 from 9-10am
Location: Behavioral Sciences (Coffee Shop)
APC Committee Report Form

Committee Name: Policies and Procedures

Meeting Date & Time: 30 September 2014 @ 1400

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

Topics and Issues Discussed:

Adding a representative of the Policy and Compliance Office as an ex-officio member of APC.
- A change to the APC Constitution would be needed.
  - Adding to Article IV Section 4.
- Both the Faculty Council and Classified Personnel Council chairs are ex-officio, non-voting members. We believe a representative of the Policy and Compliance Office would also be non-voting.

Does Article V (Representation) Section 2 of the APC Constitution need to be revisited for updates or changes?

Action Item(s) for APC Meeting:

☒ None

☒ Need Council Input or Discussion on:
  - Is it appropriate to add a representative of the Policy and Compliance Office to the APC as an ex-officio, non-voting member?
  - Does Article V (Representation) Section 2 of the APC Constitution need to be revisited for updates or changes?

☐ Action Item for Communications Committee:

☐ Ready to bring the following to council for action:

  Proposed motion:

Next Meeting Date, Time & Place: 28 October 2014 @ Laurel Hall Conference 101
APC Committee Report Form

Committee Name: Service and Outreach

Meeting Date & Time: 19 September, 2014, 8:30 – 9:30 am

Members Present (list only if you are reporting on behalf of a standing committee):
Joe Leisz, Jeanetta Bradley, Edit Szalai, Shay Galto, Melissa Emerson, Kristine Bennett

Topics and Issues Discussed:

Additional funds from Amy Parsons: Amy signed off on an additional $1500 in funds, primarily to help increase the capacity of the Spring Luncheon. Because the budget for this was overspent last year, it will, in effect, cover this overage plus enough to allow us to expand the luncheon. We will determine how many attendees we can increase to once we have a firm number on catering and room expenses.

Schedule of Outreach Events: We discussed getting general dates as fast as possible so we can ask APC representatives to sign up to help with an event. Events we identified include: Fall Outreach (November), Benefits Fair (November), Luncheon (March 24), Spring Outreach (May).

Assessment of the Trial Gardens Event: We do not have official survey results, but overall impressions from talking with people were that the employee appreciation event could use some help in making lines shorter. Also, APC representatives who signed in did not receive the survey, so there is some concern that not everyone was asked for feedback. Attendance was very high, and capacity was not sufficient—we need more food, or at least better distribution to shorten lines. We discussed the addition of Faculty Council and the possibility of using CSU Events, but will need to meet with CPC and Faculty council representatives to discuss. 100 years of shared governance next year should make this a priority.

Fall Outreach Event: “Welcome to the LSC.” We would like to focus on the LSC, its new characteristics, capacity, and offerings. This is still contingent on being able to secure a space and the OK from LSC, and will likely be 3-5 pm on some day either in November or early December. The event will include:

- Guided tours of the LSC. We would like to be based out of the Longs Peak Dining and differentiate APs by providing name tags (write on sticky). (Jeanetta)
- Give away and prizes from vendors/offices found in the LSC. We will solicit donations and maybe purchase some items (All committee members).
- A scavenger hunt/passport to the LSC, where attendees are asked to answer questions about the LSC and/or visit certain locations in the LSC to encourage exploration of the facility. The person with the most right answers/stamps in their passport will win a prize. If there is a tie, we can draw a name (Melissa, Joe, Kristine).
- Registration/sign up at the base location so that we can send out a survey immediately following the event so we can improve for the next event (Shay).
- We will ask Communications to help market this event.

Spring Luncheon (24 March, 2014): The theme will be CSU Athletics/Sports. Luncheon doors will open at 11 and end at 1 or 1:30 pm, so we will need volunteers by 10 am and until 2 pm. Tony Frank and Amy Parsons will attend, but can only come at 12 pm, but Presidential Ambassadors will be there throughout. We will encourage all attendees to dress in CSU gear. Specific items discussed were:

- Registration will be through an online system through CSU Events, and will allow us to organize food choices easily. (Shay)
- Food. Will we have food that follows the theme? We are going to ask CSU catering about options for tailgating food (Chili, wings, hot dogs, hamburgers), and determine if they are
appropriate. Otherwise we will stick to more traditional food. We will also look at food prices to help determine how many attendees we can have. (Edit)
- We will make the food choice placards. (Kristine)
- We will ask Communications to design a flyer and market the event for us.
- As an additional speaker we might consider the new athletic director (or interim if that person is not yet in place), or consider another individual in the Athletics department (Shay).
- Entertainment will hopefully be the marching band and/or cheerleaders We also discussed fun quarterback tricks if we could get the CSU quarterback to come (Shay).
- Prizes will be sports-themed. Tickets, tailgating, etc. We will hit up departments as well as local vendors for such items. (Joe and the rest of the committee)
- We will have a signup sheet at each table for individuals interested in participating on APC.
- Rather than have an APC representative at each table, we would like Toni-Lee to provide a brief blurb about APC at the beginning. We believe this might be more effective than past efforts to have representatives at each table.

Spring Outreach Event (May): The spring event will most likely be in the newly opened Animal Sciences facility on the South side of the Monford Quad. We are looking into possible dates in May (Joe).

Action Item(s) for APC Meeting:

☐ None

☒ Need Council Input or Discussion on:
  We need to distribute a signup sheet for volunteers at each event.

☒ Action Item for Communications Committee:
  We need to discuss the procedure for having you help market events.

☐ Ready to bring the following to council for action:

Proposed motion:

Next Meeting Date, Time & Place: Friday, 17 October, 2014, 8:30-9:30 am, Mugs on Laurel