Members Present: Mary Atella (12), Rosanna Bateman (9), Kristine Bennett (14), Lynn Borngrebe (15), Angie Branson (11), Kelley Brundage (2), Steven Dove (3), Melissa Emerson (6), Jennifer Eyden (15), Barb Gustison (3), Joanna Holliday (7), Tosha Jupiter (10), Kelly Kimple (8), Ronda Koski (7), Janella Mildrexler (6), Shaila Parashar (11), Edit Szalai (14), JoLynn Troudt (14), Woody Woodward (1), Toni-Lee Viney (Chair), Mary Stromberger (Faculty Council), Terri Pecora (CPC Liaison), Diana Prieto (Human Resources), Bob Schur (Policy and Compliance)

1. Call to Order - 8:30 am

2. Announcements
   • December 19th – Ripple Effect Proposals Due
   • January 12th – APC Meeting – Guest Speaker: Lorie Smith, Director of Organizational Development & University Initiatives
   • January 14th at 9:45 am – APC Open Forum PDI Session
   • February 9th – APC Meeting – Guest Speaker: Aaron Fodge, Alternative Transportation Manager
   • March 24th – APC Luncheon

3. Guest Speakers
   Tony Frank, President and Amy Parsons, VP of Operations

President Tony Frank spoke to the APC about CSU’s campus climate. He commented that the memo recently sent to him by the APC resonated with what he has been hearing across campus. He also noted that he does not disagree or see any of the comments differently. He reiterated the importance for messages to penetrate across units and for CSU's values to go along with those messages with the expectation that everyone will live up to those shared values. While there are many positive attributes that make CSU a great place to work and study, we still aren't where we want to be, but there is tremendous amount of shared support in getting there. President Frank stated that a person’s status with university should not excuse anyone from bad behavior. Tony asked for input from the Council on what he, Amy, and the Cabinet can do to support us in moving forward.

President Frank expressed his support of ongoing efforts to provide supervisor leadership training, including mandatory training which has not traditionally been part of CSU's culture. He also recognized the need to shift the university’s culture of viewing professional development as something to be put up with by supervisors to an expectation that employees will seek out and participate in professional development opportunities.

Toni-Lee asked for more support from administration for staff who are serving the university on councils and committees. President Frank was very supportive of this and
Amy Parsons agreed to co-sign letters to supervisors recognizing the commitment and encouraging supervisor support of council and committee members.

Kelley Brundage expressed concern about the fact that there is no formal evaluation process for Administrative Professionals. Diana Prieto commented that they are aware of units that do not do evaluation and areas that have a variety of different evaluation processes. The new Talent Management suite (PeopleAdmin) is capable of helping with the evaluation process. It is on the radar for HR to develop this unit of the software and make it available campus-wide to supervisors for evaluating APs. Kelley stressed the importance of making the evaluations mandatory. Amy Parsons expressed her support of moving in the direction of making AP evaluations mandatory. CSU is currently not in line with a lot of our peer institutions who do require annual evaluations of all employees. Bob Schur mentioned that there is a policy that APs must be evaluated, but there is no structure or policy in place for enforcing it. Several council members reiterated the importance of formal evaluations for professional growth and salary exercises. Diana acknowledged the need for a formal evaluation process and indicated that possibly in a year's time, HR would look into the implementation of the evaluation module of the Talent Management suite to make it available as a tool for evaluations. She stated that it would be likely that units that already have a fully functional and successful evaluation tool would be allowed exemption from using the Talent Management tool if they chose to continue using their own processes. Concern was expressed by council members that HR and Training and Organizational Development have limited resources. It was suggested that the university may need to focus more resources to these two departments in order to support these initiatives and other initiatives coming from all over campus. Tony suggested that the councils should weigh in on the budget process to express the need for funding additional resources in these two departments.

Amy Parsons was asked to provide an update on the Navigator position. She confirmed that Housing and Dining has committed funding for half-time and central funding for the other half has been requested. She also mentioned that the job description has been written up. A council member asked for an update on flexible work arrangements and Diana reported that the language change has been finalized and will be added to the HR manual, the policy itself has not been altered, the language has just been revised to make it more positive and encouraging.

Amy Parsons reminded everyone about submitting proposals for the Ripple Effect. Joanna Holliday asked that the proposals (funded or not) be published. She mentioned that the unfunded proposals may provide good ideas for future initiatives from APC or other appropriate councils or committees.

4. Action Items
   4.1 Approval of October APC meeting minutes
       Approval of minutes was tabled to the January meeting since the agenda packet was not received by Area Representatives.
5. Officer Reports
5.1 Chair (Toni-Lee) – See written report and address any questions to Toni-Lee.

5.2 Vice Chair (Katie) – Not in attendance. Katie is currently on maternity leave.

5.3 Secretary (Angie) – No report.

5.4 Treasurer (Kristine) – Kristine reported that the budget report is in the agenda packet and the only expenditures on the account since last month were for the outreach event.

6. Standing Committee Reports
6.1 Executive Committee (Toni-Lee) See written report.

6.2 Awards (Janella) – Did not meet, distributed reminder cards for award nominations.

6.3 Communications (Steven) – Another article is coming out in Campus Life about APC’s committee work. Steven will notify everyone when the article comes out.

6.4 Employment (Joanna) – The VIPS subcommittee has written a white paper draft that will be available in January to both councils for feedback. The Parental Leave policy intended for tenure/tenure-track faculty has been updated based upon CU Boulder’s policy. This policy is separate from the initiative Bob Schur has been working on. Joanna encouraged everyone to read it and provide feedback to her or Nancy Irlbeck. Joanna worked with Jeff Sturgeon to co-write a proposal to the Ripple Effect for an Enhancement Scholarship. The committee requested for support from the council for the proposal. After discussion, Joanna made a motion to establish that the APC is supportive of putting forward the proposal. Ronda seconded the motion. The motion was CARRIED.

Joanna reminded council members that there will be a PDI session called “Administrative Professional Council (APC) Open Forum” on Wednesday, January 14 starting at 9:45 am. The session will last one hour and Joanna is looking for volunteers to help with the presentation.

6.5 Nominations and Elections (Kelley/Sarah) The committee will be working with the Ad Hoc Committee on AP Representation to come up with recommendations for the council on the modification and/or expansion of the representative election process. Additionally, a process has been created for how to address elections that result in a tie and allow runner ups to area elections to be slotted in as alternates for their areas.

6.6 Policies and Procedures (Bill/Lynn) – The committee did not meet.

6.7 Service and Outreach (Kristine/Shay) – The Fall Outreach event was successful. A suggestion was made to space out giveaways so that people coming to the event later don't feel left out.
7. Other Committee Reports

7.1 Ad Hoc Committee on AP Representation (Kelley/Sarah) – The ad hoc committee will have their first meeting today and their goal is to bring recommendations forward to the council at the February meeting.

7.2 Classified Professional Council (JoLynn) – The last meeting was held November 13 and CSUPD presented. There was also discussion of parking.

7.3 Parking Services Committee (Rosanna) – There was a chance for more feedback at the last meeting. Parking and Transportation Services is looking into the possibility for shuttles for C lots. For the first two years, weekend parking fees will not be enforced. They are also considering a reduced rate for evening parking. Based on feedback, the Around the Horn bus route may be changed.

7.4 University Benefits Committee (Angie) – The committee recently met with Diana Prieto and Terri Surh. Currently, the high-deductible HSA plan in the research/information gathering phase and has not been implemented or moved to a planning phase. This means that for right now, it’s just an idea that’s being looked into.

7.5 Committee on Women and Gender Equity (Joanna) – There is ongoing discussion with the Standing Committee on the Status of Women Faculty on the proposal for changes to parental leave for tenure/tenure-track faculty. There also has been discussion of personal safety at night on campus.

7.6 Tobacco Taskforce (Dave) – The taskforce was split into five subcommittees across the board broad spectrum of opinions. The most likely recommended action that will come out of the taskforce will be somewhere in the middle, which will consist of better education and enforcement of current policy. The recommendation may also include extending current smoke-free zones. A meeting has been scheduled for this week to finalize the recommendation document. The impetus for the taskforce was a petition started by students on change.org to ban smoking that was been signed by a couple hundred students.

7.7 SPARCs - Joanna Holliday asked for a list to be added to upcoming meeting agendas of all SPARCs and who is representing APs on the SPARCs.

8. Discussion Items

8.1 Feedback Regarding Parking and Transportation
Rosanna Bateman is working on a report from APC providing feedback on parking and transportation issues. There are concerns around safety, particularly for people working irregular hours. Concern has also been expressed regarding the cost of “A” parking passes for those who will need this parking access in order to get off campus to nurse, get to daycare, and other similar situations where schedules are less flexible. Some have suggested the idea of basing parking pass costs on salary on a sliding scale. There are additional concerns from employees working at the Foothills campus. Mary Atella has collected concerns from CSFS regarding parking at the Foothills campus.
Parking and Transportation Services is looking at alternative transportation awards, parking punch passes, and building parking lots off campus. There is currently a proposed 17% increase in cost of “A” lot parking every year for the next 10 years.

9. Adjourned – 10:27 am
In preparation for a discussion at the December 8, 2014 Administrative Professional Council (APC) meeting, APC is providing you with observations related to campus climate at CSU. This document is in response to Dr. Frank’s e-mail to campus on May 7, 2014, where a request was provided to “commit to an ongoing conversation where we will hold ourselves accountable ...to improve campus climate for all people.” As APC members who represent approximately 3,000 Administrative Professional employees across campus, APC is committed to participating actively in this conversation.

APC standing committee chairs were charged with the task of collecting feedback from members of their standing committees which involved all 37 APC members representing 15 diverse areas at CSU. As APC area representatives, members are uniquely positioned to capture AP campus climate perceptions. Each committee was given a strengths, weaknesses, opportunities, and threats (SWOT) assessment worksheet to organize feedback into common themes. A summation of members’ feedback is attached to this document for your review.

encl: Summary of APC Observations on Campus Climate

cc: Mary Ontiveros, Vice President of Diversity
    Diana Prieto, Executive Director of HR and EO, CHRO
    Mary Stromberger, Chair of Faculty Council
    Jeff Sturgeon, Chair of Classified Personnel Council
Summary of APC Observations on Campus Climate

Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

I. Strengths
   a. Shared governance where the voices of employees of all types and locations can be heard.
   b. Acknowledging Campus Climate is not where we want it.
   c. It is a positive sign that CSU is aware that there are people who are discontent and is making sincere efforts to identify issues.
   d. It is positive that there is effort to welcome conversations about the climate for women at Colorado State University and a vision to focus on change and improvement.
   e. Upper level administration supports and is committed to improving campus climate and working conditions for CSU employees
   f. Commitment to campus is a beneficial initiative for employees and is positively impacting employees’ experiences.
   g. Outlets to provide feedback in a safe and neutral environment such as the focus groups.
   h. With the right connecting forces, there are enough people on this campus who believe in the spirit of CSU and will band together to move toward a campus that feels good to everyone on it.
   i. Policies and initiatives that have had a positive impact: parental leave policy, flexible work arrangement, lactation rooms, benefits, and perks for ALL employees (ex: tuition credits).

II. Weaknesses
   a. Actions are at the top level, but not trickling down to departments and middle managers.
   b. Supervisory Concerns
      i. Many supervisors don’t think they are part of the problem.
   c. Some employees feel that focusing so much on making CSU the best place for women makes it seem like men need to be suppressed. It would be beneficial to frame initiatives in a way where employees can see how benefiting one subgroup can benefit all employees.
   a. Some view that pockets of campus do a good job talking about the right things, but don’t seem to take action.
   b. Lack of training, resources, and support for training for the general employee population. Certain areas of campus, such as Student Affairs, emphasize employee training. All campus entities should be required to dedicate time to training.
   c. Lack of consistency around initiative communications and implementation.
   d. Another common theme I have experienced and heard from co-workers is communication. This is always an issue no matter where you work, communication doesn’t just happen, it has to be worked on and I think this is an area where CSU can definitely improve. I do see some measures being undertaken to help improve this, but it is slow and sometimes quite frustrating.
   e. When female staff/faculty take leave due to family issues or are unable to participate in meetings/committees due to conflicts with childcare, they are made to feel guilty.
   f. Perceptions Related to Faculty
i. Some AP’s witness a lack of progress of women in the faculty ranks as an institutional embarrassment and the failure of CSU leadership to take action.

ii. Attitudes in some areas/departments still have a lot of room for improvement, particularly in the sciences and departments that have traditionally been dominated by males. It is unacceptable that women still encounter attitudes from older generations that women aren’t as highly valued or respected in their field. This is a larger societal issue but CSU needs to do more to support a shift in attitude.

iii. It is unacceptable that women’s career advancement is sometimes perceived to be attributed to their gender.

III. Opportunities

a. Opportunities should be provided to everyone on campus to participate in trainings/seminars to further their career. There are a number of departments where supervisors do not provide info on trainings/certifications etc.

b. More affordable childcare facilities should be available on/near campus.

c. Perceptions Related to Supervisors
   i. Focus on training for supervisors that have been here a while, not just new supervisors.
   ii. Supervisors may not know what training is available to share with staff.
   iii. Supervisors are often not familiar with employee policies, leaving employees to hunt around for answers and educate their supervisors.
   iv. OEO Search Chair and EO Coordinator have trainings with good turnout. We need a similar idea for supervisors. Do existing trainings need to be communicated better?

d. Departments need to have personal development budgets available and use them equitably between AP and SC employees.

e. Strengthen Commitment to Campus even more.

f. Turn talk into more than just lip service.

g. Consider options to better support and celebrate the women in male-dominated areas.

h. A well-respected, personable president in Tony Frank. Employees may feel more connected to being a part of the solution if Dr. Frank sat in on focus groups or invited individuals for coffee chats about climate.

i. CSU has a lot of hard-working and dedicated leaders and volunteers who believe in progress, justice, and equality – they just need help and resources to do more good work and make larger impacts.

j. A talented and dedicated external relations team who can help communicate important messages about initiatives and next steps to employees.

k. Continue providing support to ALL employees in personal ways that make their work experience better and makes it easier to maintain a work-life balance.

l. Providing an environment free from harm or harassment.

m. More needs to be done for equality of women and also for the professional development of the employees.

n. Address campus climate expectations during new employee orientation.

IV. Threats

a. Some departments discourage training. Time is not allowed or there is no budget.
b. Employees think it isn’t worth speaking up. Either their voice isn’t heard or there is fear of repercussions.
c. Discrimination, including sexual harassment and disadvantages that impact our women faculty and staff.
d. Some members of the campus community are jaded and place little value on strategic plans and initiatives that produce few visible, communicated tangible results. More of the same, empty promises and hollow talk will not change culture or climate.
e. Few dedicated resources will make it hard to make good on even the best intentions to remedy issues. Emphasis must be placed on hiring and retaining key people to communicate and facilitate progress.
f. The academic hierarchy makes it difficult to break down walls and silos. This makes the process of change feel lopsided and top heavy.
g. Becoming complacent or not enacting policies quickly enough or fairly.

V. **Summary & Recommendations**

APC members represent a diverse group of employees who, depending on their area, have very different perceptions of campus climate. In some areas, AP’s feel valued and see their departmental/unit leadership communicating values consistent with higher level administrators. In other areas, AP’s experience and witness inequities. Many APC members recognize CSU as a great place to work and see this University as setting a high standard among employers. As leaders in shared governance, APC members appreciate the current culture, which values input from the University community.

Overall, APC members see a need to improve communication about what is being done to address campus climate concerns. Good communication at all levels will be the key to success. APC members recognize that addressing campus climate issues will take time and appreciate efforts to be as transparent and neutral as possible. APC members would like to see departmental/area leadership execute a consistent vision with high level leadership. More resources need to be allocated to initiatives to enhance the campus climate at CSU.

**Recommendations:**

- Actively support APs who are volunteering their time to participate in shared governance, serve on university committees, or participate in other ways to enhance campus climate like serving as exit interviewers.
- Develop consistent evaluation metrics across units/colleges to help women and men see that their success will depend on their performance.
- Provide stronger support for policies that support work-life balance and working parents, including flexible work arrangements.
- Make improvements to the academic workplace and policies that impact gender equity in salaries, hiring, and promotion. This is especially true for the AP/RA position.
- Fund a navigator position at CSU to help provide better assistance to employees navigating systems like FML, parental leave, assisted living decisions, etc.
- Host trainings across campus, do research and reporting, work with HR to create pleasant and consistent campus onboarding and employee development processes, etc.
- Continue to fund efforts to support supervisory and leadership trainings and require all supervisors to participate in such trainings.
• Strengthen recruitment efforts and enhance resources for retaining female faculty.
• Allocate resources to reinstate a longer new employee orientation with lunch as this serves as a community building opportunity. This is also a time to set expectations on employees’ roles within campus climate.
Meeting Minutes:

Committee on Strategic & Financial Planning – Nov. 10
- CCHE update from Mary Stromberger who described the new funding formula being created which will identify several metrics and weights to determine funding each institution will receive from the state.
- Presentation on flipped classrooms – Provost requested research done on feasibility of flipped classrooms where classwork and homework is reversed. Pilot happening currently and there are plans to create a couple more flipped classrooms across campus.
- Non-Tenure Track Faculty – over 60% of classes taught by non-tenure track faculty. The committee voted to add a non-tenure track representative to membership.

APC/CPC Monthly Meeting – Nov. 11
- Discussed UBC interest in making APC chair ex-officio, distribution of basketball tickets, parking and transportation feedback.

Faculty Council/APC/CPC Chairs Meeting – Nov. 20
- Discussed shared budget request for 100 years of shared governance celebration during AY15.
  - We will pursue a shared governance video as part through External Relations as part of this proposal.
- Emeritus status on BOG agenda for approval in Dec.

APC Executive Committee Meeting – Nov. 25
- See written report.

Committee on Strategic & Financial Planning – Dec. 1
- Salary equity study results presented (same data as was presented to APC in August); the next equity study will begin in SP15 capturing data from October 2014.
- Online Plus funding formula was described. Online Plus will not be profitable this year mainly because they are covering the cost of all online TILT course redesigns.

VP Operations, Amy Parsons – Dec. 2
- Meeting rescheduled for December 15.

Faculty Council – Dec. 2
- Provost shared that the budget from the state is looking to be larger than anticipated.
- Stadium recommendation discussion from Alex Bernasek, faculty representative on the BOG. Tony Frank attended. Faculty shared thoughts on Dr. Frank’s on-campus stadium recommendation.
- Presentation received from Jennifer Aberle from the committee on non-tenure track faculty to educate faculty council on issues experienced by non-tenure track faculty.

Upcoming Meetings/Events:
- APC and CPC Monthly Meeting – Dec. 9
- VP Operations – Dec. 15
- Diana Prieto – Dec. 16
- Councils Chairs’ Meeting (Faculty Council and CPC) – Dec. 18
- Faculty Council – Jan. 6
- APC Executive Committee – Jan. 6
• VP Operations – Jan. 7
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**APC FY14 YTD Expenses**
APC Committee Report Form

Committee Name: Executive Committee

Meeting Date & Time: November 25 from 3:30-4:30 pm

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

Topics and Issues Discussed:
The agenda for the upcoming meeting on December 8th was discussed. Reviewed Tobacco Taskforce recommendations. Provided input on campus climate memo and APC observations of campus climate.

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: January 6, 3:30-4:30 at Mugs
APC Committee Report Form

Committee Name: Employment

Meeting Date & Time: November 17, 2014

Members Present (list only if you are reporting on behalf of a standing committee): Joanna Holliday (Chair), Anita Pattison, Jolynn Troud, Ann Bohm-Small
Unable to Attend: Rosanna Bateman, Woody Woodard, Angie Branson, Alex Carter
Optional: Kelly Kimple (VIPS), Debra DeVilbliss (VIPS), Kristine Bennett (VIPS), Sheela Backen (VIPS), Shaun Case

Topics and Issues Discussed:
Bonnie Emerick dropped off the committee, indicating her fit is with the University Benefits Committee.

Update on VIPS Subcommittee activities
Subcommittee members Kristine, Debra and Joanna met separately on Nov. 14 to review Joanna’s white paper draft. Follow-up meeting with committee is proposed first week of December to further enhance draft and formulate recommendation; parameters may include separation from existing VIPS, expanded overall hours, and usage external to CSU. Draft will be routed through APC Exec. and CPC for further feedback in December, and FYI to University Benefits Committee.

Update on Parental Leave Policy revisions
Joanna shared with the committee her email exchange with Bob Schur on the proposed policy revisions. The highlights include a (1) proposed shift of the cost reimbursement from the fringe pool of the birth parent’s parental leave (currently 3 weeks) to up to 12 weeks (2) Separation from Catastrophic Leave Policy and 3) Clarification on eligibility of domestic/civil union partners. She also indicated the Women and Gender Equity Commission Leave subcommittee (Tracy Hutton, Alex Bernasek, Joanna Holliday) met to discuss the proposed policy revision. They will provide additional feedback to the Standing Committee on Status of Faculty Women/Chair Irene Vernon as they are working jointly to develop a proposal for parental leave as well. Joanna’s initial impression is that the proposal will be gender-neutral (not focused on birth-parent) and will have a special allowance for tenure-track/tenure faculty for a semester allotment as they can easily modify their effort in other areas so as to not have to teach during the leave period. They are reviewing CU Boulder’s policy as an example. She will share that proposal when available (see draft).

Update on potential proposal for Professional Development
Joanna is going to work with CPC Chair Jeff Sturgeon to develop a Staff Professional Development proposal to submit to the Ripple Effect call. Members present agreed it should be written with a focus on staff, as faculty have other formal development programs identified at the Provost, TILT, and at the department level. Joanna and Jeff both attended the proposal workshop and were meeting today at lunch to further discuss. They will run their draft proposal through the Councils for further vetting.

Related to this – Joanna was invited to observe a demonstration from a SoftSkills vendor to Training & Organizational Development. This is a program T & OD is considering to help develop resources and the products offered could have applicability in areas of professional development interest. More demonstration meetings are proposed with vendor in December/January.

Discussion of Bright Horizons Back up Care
Members were asked to review a PPT attachment via ToniLee Viney. Members noted positive indicators from Columbine who utilizes the Navigator position and again our support of this position establishment for CSU per our previous month’s discussion.

**Discussion of FWA Policy Revision**
Joanna forwarded a draft revision to the committee for their information via ToniLee Viney. Bob Schur indicated a further revision will be coming out next Monday, so she will forward that when available. Pro-Positive usage promotion from the university perspective. Con -Lacks reference materials and examples.

**Rosanna as APC Parking and Transportation Representative**
A reminder to send Rosanna comments and concerns about the proposed parking changes presented at our APC meeting.

**Follow-up discussion on CSU Cares Web site initial impressions (do not have screen shots yet)**
Joanna does not have copies of the screen shots yet to further review/critique. Group discussed usage of different software tools and potential cons of tying website development to a student employee using specific software.

**Action Item(s) for APC Meeting:**
Our APC PDI session is scheduled for January 14 at 9:45-10:45 in LSC Room 308. Please mark your calendar if you’d like to help Joanna. See description excerpt below.

- **Description:** Administrative Professional Council (APC) representatives will provide a short presentation on the Council with highlights of activities for the current year. Audience members are encouraged to ask questions as well as provide feedback on any items of interest or concern.

  - **Category:** Administrative Topics
  - **Goals and Target Audience:** Share purpose and objectives of the Council and solicit feedback from APs on concerns or interests that the APC could help address through shared governance with the Classified Personnel Council (CPC) and Faculty Council, as well as through recommendations to the university administration.

- ☐ None
- ☒ Need Council Input or Discussion on:
  - Ripple Effect Enhancement Scholarship Proposal
  - See draft of Faculty Parental Leave Proposal from Standing Committee on the Status of Women Faculty. Feedback to Nancy.lrlbeck@colostate.edu and/or Joanna.Holliday@colostate.edu as APC rep to President’s Commission on Women and Gender Equity Commission.

- ☐ Action Item for Communications Committee:
  - Ready to bring the following to council for action:
    - Volunteer to help at APC PDI
    - Ripple Effect Enhancement Proposal
Proposed motion: The APC endorses the proposal of a staff enhancement fund for both Administrative Professional and State Classified Employees as put forth in the Ripple Effect proposal by CPC Chair Jeff Sturgeon and APC Employment Comm. Chair Joanna Holliday.

Next Meeting Date, Time & Place: December 29, 9-10:30 AM Shepardson 114.
Submission Form -- Ripple Effect Donor Grant Project

Title of Project:  Staff Enrichment Scholarship

Project proposed by (identify partners if this is a collaborative activity):

The partners include Jeff Sturgeon, Office of Engagement, and Joanna Holliday, College of Agriculture Sciences. Jeff also serves as Chair of the Classified Personnel Council (CPC) and Joanna serves as Chair of the Administrative Professional Council (APC) Employment Committee.

Contact person and contact information:

Jeff Sturgeon [491-2391 or Jeff.Sturgeon@colostate.edu] and Joanna Holliday [491-7691 or Joanna.Holliday@colostate.edu]

1. Briefly describe the project for which you are seeking funding. (Maximum 250 words)

We’d like to establish a scholarship to assist State Classified and Administrative Professional employees who are seeking to increase job skills and improve their career prospects. Possible expenses offset by scholarship funds might include: educational (credit/non-credit course tuition, fees, materials, books, etc.), certification, professional membership, meeting/conference/seminar/webinar, and/or related travel/transportation and dependent/pet care expenses.

CSU wants to be the best place for women to work and learn; one way to achieve this is to develop more women from within. As stated on the Ripple Effect website, “CSU is home to a vast number of talented, inspiring women dedicated to their work and to our institution”. Therefore, we need to invest in women at all levels of our organization, including those currently serving in strictly service and support roles. Offering modest financial support will encourage and/or enable more females to pursue professional development opportunities and advance their careers, which will hopefully lead to increased representation in leadership roles at CSU in the future.

Thus, the potential benefits of more women pursuing professional development opportunities could be far-reaching for staff, departments/units, and the University as a whole. Moreover, the Staff Enrichment Scholarship would promote the idea of CSU excellence and engage employees who might currently feel disenfranchised.

Preference would be given to applicants who demonstrate a direct link between their professional development expenses and job skills/career enrichment. The integrity of the scholarship and selection process would also be enhanced through representative control since the CPC and APC would oversee the scholarship parameters and assign equal representation to the review committee.
Finally, the scholarship would be awarded seasonally in order to create a cycle of ongoing, timely support from the University.

2. How does your project advance the President’s goal of making CSU the best place for women to work and learn? (Maximum 150 words)

Our project provides opportunities to lower wage earners and recognition to women who are often overlooked and/or underutilized in their current position. Thus, it advances the President’s goal of making CSU the best place for women to work and learn by “ensuring equal access and equal opportunity through the allocation of resources, services and opportunities in a fair, consistent and inclusive manner” and “removing barriers to open opportunities for all people based on interest, skill and effort” (quotes from Ripple Effect website).

Our project also encourages and/or enables more women to pursue professional development opportunities they are passionate about, which in turn inspires others to do the same. Thus, our project also advances the President’s goal by releasing “ripples of positive energy, exploration, health, and wellness” and emboldening CSU staff to “seek out opportunities, achieve our potential, and live as our best selves” (quotes from Ripple Effect website).

3. Describe planned project activities including a project timeline. (Maximum 150 words)

- February-March, 2015 - Establish the scholarship
  - Jeff/Joanna work with the CPC/APC to develop scholarship parameters (purpose, eligibility, criteria/guidelines, application, submission/review processes, etc.) and University Advancement and VPUO to create and administer a gift fund account;
  - The CPC and APC appoint two representatives each to serve on the initial scholarship committee, and communicate scholarship information on their respective websites;
  - Erika Borges, VPUO administrator, convenes a meeting with the initial scholarship committee to review the scholarship parameters and discuss solicitation/submission/review processes.

- April-May, 2015 – Promote/review/award initial round of scholarships
  - The CPC/APC announces and promotes the scholarship through University communication channels, directs interested/eligible employees to the application, and provides additional information about the scholarship and application/review processes;
  - Erika receives applications, checks for completeness, and forwards all complete applications received by the deadline to the initial scholarship committee with applicant information redacted;
  - As a group, the initial scholarship committee selects the first five recipients of the scholarship, and then notifies all applicants, the Chairs of the CPC/APC, and VPUO;
  - Erika oversees payment to recipients through CSU Payroll;
- CPC/APC publicly recognizes recipients.
- June, 2015 – Review the process and prepare for FY16 award cycles
  - Initial scholarship committee reflects on the experience, and as a group prepares/submits a report to the CPC and APC with recommendations for suggested improvements to the scholarship and/or processes;
  - The CPC/APC vote on the proposed changes. Both Councils would need to be in favor of the proposed changes before they could be adopted;
  - The CPC/APC post updated scholarship applications and information on their respective websites;
  - The CPC/APC assign two different representatives from each council to serve a one-year term on the scholarship committee;
  - Erika Borges convenes a meeting with the scholarship committee to review the report submitted by the initial scholarship committee and the updated parameters of the scholarship and solicitation/submission/review processes;
- July-September, 2015 – FY16 Fall cycle
- October-December, 2015 – FY16 Winter cycle
- January-March, 2016 – FY16 Spring Cycle
- April-June, 2016 – FY16 Summer Cycle

4. Describe specifically how the requested funds will be expended. Attach a short budget summary at the end of the proposal. (Maximum 150 words)

We are requesting $7500 total:
- $1500 for FY15 – 1 award cycle (5 awards @ $300 each)
- $6000 for FY16 – 4 award cycles (20 awards @ $300 each)

Additional recipients would be added according to the amount of donations received through the gift fund, and smaller allocations would be considered if expenses listed on an application are less than $300.

5. How did you identify the need for this project? (Maximum 150 words)

Last spring, an informal APC Employment Committee survey indicated a key barrier to professional development was a lack of financial resources. Recent research also shows 55% of the 5,133 active CSU State Classified and Administrative Professional employees are female, and 63% of employees making under $40,000 within these two employee groups are female (data provided by CSU Human Resource Services).

CPC/APC constituents have requested the Employee Study Privilege be expanded to 12 credits per year and include non-credit courses and fees, but CSU administrators have been unable to deliver this request due to funding difficulties and tax implications.

Finally, feedback from Administrative Professional and State Classified employees suggests professional development opportunities, monies and/or consideration are typically allocated to upper-level management personnel, while support staffs are rarely
afforded the same opportunities. In addition, the “trickle-down effect” often depletes the resources before some employees are ready and/or able to submit a request.

6. Who will be involved in the implementation of the project? Does the success of your proposed project require the involvement or support of any person or division/department? (Maximum 150 words)

- CPC and APC: Both Councils support the proposed project. Each would need to assign two representatives to the scholarship committee at the beginning of each fiscal term, assist with promotion of the scholarship, and collaborate when implementing future changes based on recommendations submitted by the scholarship committee.
- VPUO: VP Amy Parsons would need to approve the fund assignment and permit Erika Borges to provide administrative support similar to what she provides for the CPC Educational Fund, the Outstanding Achievement Awards and Distinguished AP Awards. Erika initially supports the proposed project.
- University Advancement: UA would establish a gift fund, so the University community can donate to the development of CSU staff and enable more employees to receive scholarships.
- University Administration: After a successful launch, base funding would need to be granted to keep the scholarship fund viable while donor relationships are developed and ultimately ensure the program will continue past FY16.

7. How will we know if the project is successful? Are there any measures of success you would propose? (Maximum 150 words)

We would measure success at the end of each fiscal year based on the following criteria:
1) Number of applications received;
2) Number of women applicants;
3) Number of awards distributed;
4) Number of women recipients;
5) Amount of donations received;
6) Number of new/repeat donors;
7) Testimonials/feedback submitted by past applicants/recipients;
8) Report/recommendations submitted by scholarship committee;
9) Peer review by CPC, APC, VPUO, and other campus offices/administrators.

Budget Summary (Example of types of expenses):

We are requesting $7500 total:
- $1500 for FY15 – 1 award cycle (5 awards @ $300 each)
- $6000 for FY16 – 4 award cycles (20 awards @ $300 each)

Additional recipients would be added according to the amount of donations received through the gift fund, and smaller allocations could be considered if requested expenses are less than $300.
Standing Committee on the Status of Women Faculty
Colorado State University
Parental Leave for Faculty Recommendations

TOPIC: Parental Leave for Faculty for Faculty recommendations submitted for consideration

BACKGROUND

1. Origins of the Parental Leave for Faculty recommendations:
   - The Standing Committee on the Status of Women Faculty (SCSWF) was formed in Summer 2014 and charged with making Colorado State University an unsurpassed workplace for women.
   - SCSWF collaborates with other university entities on common goals addressing women faculty equity issues; identifies and recommends to the president programs, projects, and initiatives; provides input and assesses University-wide analyses, and meets with the President regularly to provide reports, recommendations, and updates.
   - On October 8, 2014, university president Tony Frank asked the SCSWF to review and comment on CSU’s Parental Leave Policy revisions and from that review the SCSWF decided that a specific parental leave policy addressing the unique status of faculty was needed.

2. Nature of the Problem the Parental Leave for Faculty recommendations address
   - The newly revised Parental Leave Policy does not adequately address the needs or concerns of faculty and some of the problems include:
     - No mention is made of the role of the department or program chair, who is central in the process of finding coverage for faculty on leave.
     - The current policy does not take into consideration that regardless of the amount of sick leave a faculty member has, his or her parental leave will interrupt an academic semester. Further, another arrangement will have to be made for instruction of the course while the faculty member is on this leave. Shifts in staffing in mid-semester are disruptive to a student’s course experience, and present challenges for the faculty member. Such challenges should be met with an understanding of student needs and a commitment to making transitions between instructors as smoothly as possible.

3. Process used in the development of the Parental Leave recommendations
   - Parental Leave Policy reviewed by all SCSWF members.
   - Feedback solicited by SCSWF college representatives, deans, and chairs.
   - Literature review conducted on (1) parental and maternity leave policies at other universities/colleges; (2) maternity and parental leave policies of CSU peer institutions; and (3) best practices in university maternity and parental leave policies.

SUMMARY OF RECOMMENDATIONS OF THE PARENTAL LEAVE FOR FACULTY RECOMMENDATIONS
(January 2015)
• All parts of the parental leave for faculty should be funded centrally.
• Parental leave should be equally available to any faculty who is a new parent, regardless of
gender or sex.
• Faculty who become parents through birth or adoption the university should provide 12 weeks
of paid parental leave to run concurrently with FML.
• Faculty should be relieved of their teaching and service responsibilities during the semester they
become parents, but continue to receive their regular pay for the semester.
• Teaching and service relief is not considered a leave as faculty members are expected to
continue their scholarly activities.
• Modification of duties must not result in additional duties during the subsequent semester (i.e.,
a faculty member may not be asked to make up the released teaching before or after the period
of modified duties).
• The opportunity to modify duties must be taken within 12 months of the birth, adoption, or
placement of a child.
• Procedures: An affected faculty member must submit a written request to their chair/director
for modified duties as early as possible to facilitate adequate planning. The request should be
made no less than three months (earlier, if possible) before the semester affected. This interval
will allow time for the assignment of alternate faculty to teach affected courses. Decision of the
modification of duties will be coordinated by the Vice Provost for Faculty Affairs through a
discussion between Vice Provost for Faculty Affairs, department chair/program director, and the
faculty member. Upon agreement Chairs will adjust the effort distribution of faculty on leave as
appropriate.

RATIONALE FOR THE PROPOSED RECOMMENDATIONS

Colorado State University recognizes the importance of a parental leave policy available to all faculty
who have a new child. In support of this principle, the university recognizes that

• Parental leave is designed to allow all parents time to bond with their children (birth or adopted
children);
• Parenting is important and gender equity is best served when parents take responsibility for the
care of children, hence, Parental Leave should be equal and available to women and men who
are new parents (women and men).
• Centralized funding for family accommodations is an important step to eliminating the
disadvantages faced by many resource-limited departments/schools.
• Course replacement costs have been found to be modest if courses ordinarily taught by full-time
professor on parental leave are taught by contingent faculty. Ladder-rank faculty at most of the
University of California campuses offer modified duties and after tracking the program it was
reported that the money used for replacing the faculty represents a small portion of their
budget.

Flexible parental leave policies not only promote a family-friendly environment but also support
the recruitment and retention of excellent faculty.

• Students benefit since they have the same professor during the entire semester.
Is it clear, or could we ask the lawyers to make it clear, that these parental leave policies apply as well to same-sex couples? Also, does a co-parent need to be a domestic partner or married partner to get these benefits?
APC Committee Report Form

Committee Name: Nominations & Elections Committee

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

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. 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.

2. Discussed and created proposal to send to Policy and Procedures Committee for review and feedback on the item in #1 along with how to handle a tie vote for a Board position.

3. Discussed Ad-Hoc Committee for APC Representation and upcoming meeting.

Action Item(s) for APC Meeting:

_____ None

X 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, December 23, 2014 from 9-10am
Location: Behavioral Sciences (Coffee Shop)
DATE:  25 November 2014

TO:  APC Policy & Procedures Committee

FROM:  APC Nominations & Elections Committee
Sarah Barrett, Co-Chair
Kelley Brundage, Co-Chair
Jim Jensen, Member

Subject:  Proposed Language Change to APC Constitution

The APC Nominations and Elections Committee would like the APC Policy and Procedures Committee to consider the following language change:

ARTICLE VI  Nominations and Election

APC Area Representation:

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 will include a call for the primary area representative along with the assignment of the alternate to the winner. 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 and the assignment of the area alternate will go to the candidates with the next majority of 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.

APC Executive Board:

Section 1: No later than the second week of January each year confirmation of a willingness for re-election will be sent out to eligible APC Officers along with a call for nominations from currently serving representatives. The call for nominations is for all positions as each officer position serves one year at a time. Nominations must be received by the Nominations and Elections Committee, formed pursuant to other governing documents adopted by the APC, no
later than the third week of January each year. All nominees must indicate their willingness to serve.

Section 2: At the February APC meeting of each year a written vote of next year’s officers will be performed by the Nominations and Elections Committee. During the meeting the votes will be tallied and the winners will be announced and confirmed by APC.

Section 3: In the event of a tie vote for any officer position, the tie must be resolved in one of two ways.

1. If any of the area representatives are missing from the meeting a call for vote will be sent out via email to those representatives asking for their vote no later than the second week of February. Once all email votes are tallied the Nominations and Elections Committee will send out an announcement to the full committee announcing the winner.

2. If all membership is in attendance at the February meeting the tie breaker will defer to the immediate Past Chair.

Rationale:
During the 2013-2014 year the APC experienced a tie vote (11-11) at the February meeting for the Vice Chair Officer position. We discovered during that meeting that we did not have a formal process documented for dealing with a tie vote for Officer Positions. As a result, the APC decided that the Nominations and Elections Committee would email those members not in attendance for the February meeting and have those persons submit their vote electronically. This appeared to work well and we received responses from all of the missing members resolving the tie.

As a result, we want to formalize that process by including a section under Article VI that addresses the election cycle for the APC Board.

Additionally, we have also added some language introducing the concept of utilizing the “runner up” in an election as the APC Alternate. This concept was discussed at the APC Chairs meetings and received positive response for including in our Elections process. By utilizing AP’s that have already expressed interest in serving as Alternates we could assign them to APC committees and keep them involved and relieve the pressure from the representative of having to find an alternate.
APC Committee Report Form

Committee Name: Policies and Procedures

Meeting Date & Time: Did not meet

Members Present (list only if you are reporting on behalf of a standing committee):

Topics and Issues Discussed:

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: 27 January 2015 @ Laurel Hall Conference 101