Administrative Professional Council
Business Meeting Agenda
August 7, 2015 – 2:15-4:00 p.m.
Near Lee Martinez Park

Members Present:
Anita Pattison (13), Ann Bohm-Small (5), Bailey Dunn (2), Barb Gustison (3), Caitlin Kotnik (6),
Carmody Leerssen (9), Catherine Bens (5), Catherine Douras (7), Dan Banuelos, (2), Deborah Yeung (At-
Large Member), Gretchen Peterson (10), Jeanetta Bradley (4), Katie Brayden (Vice Chair), Kelley
Brundage (2), Kimberly Cox-York (8), Lynn Borngrebe (At-Large Member), Mary Atella (12), Mary
Dolce (12), Matt Klein (1), Robert Brozka (12), Rosanna Bateman (9), Shaila Parashar (11), Shannon
Dale (8), Shannon Wagner (15), Shay Galto (4), Skyler Thimens (6), Steven Dove (3), Tenley French
(14), Toni-Lee Viney (Chair), Tosha Jupiter (10), Woody Woodard (1), Stacey Baumgarn (CPC Chair),
Mary Stromberger (FC Chair), Diana Prieto (HR)

I. Call to Order – 2:15pm

II. Announcements
   • August 14th Trial Gardens Event, 3:30-5:30 pm – to volunteer, please contact Shay
   • APC Monthly Meetings for 2015-2016, 8:30-10:30 am, LSC 322 (please note the room
     change) – Sept. 14, Oct. 12, Nov. 9, Dec. 14, Jan. 11, Feb. 8, Mar. 14, Apr. 11, May 9, and
     June 13, (no meeting held in July)
   • Lead communicator sign-ups occurred. If you missed it and have interest, please contact
     Katie B.

III. Guest Speaker- None

IV. Guest Speaker Topic Discussion- None

V. Action Items & Discussion
   1. PASSED: Approval of June APC meeting minutes – no edits
      o Motion: Kelley Brundage
      o Second: Shaila Parashar
   2. PASSED: Approve the Appointment of Jolynn Troudt as Chair of the Grievance Panel –
      one year term that alternates between Faculty and AP Chair
      o Motion: Bailey Dunn
      o Second: Kelley Brundage
   3. PASSED: Appointment of At Large Members: Janella Mildrexler & Lynn Borngrebe
      o Motion: Shaila Parashar
      o Second: Anita Pattison
   4. PASSED: Approval of Creation of Ad Hoc Budget Committee – Lynn Borngrebe and Barb
      Gutison and Mary Atella will be participating on committee
      o Motion: Lynn Borngrebe
      o Second: Mary Dolce
      o Suggestion for opening up the committee to other AP’s not on the Council,
        especially those that finance/budget experience

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VI. APC Initiatives Discussion

1. Revised Agenda Structure
   - Previous APC meetings have had guest speakers but lacked the space of conversation regarding the topic presented. The guest speaker time period used to be around an hour and will be reduced to 45 minutes lending 15 minutes for discussion.
   - Standing Committees – only those that have selected to have a verbal report on their committee report will deliver one during the APC meeting, which will be bolded on the meeting agenda. It will be critical to read the agenda packet, especially standing reports, prior to attending the meeting. An asterisk (*) next to the committee name will dictate that a motion will be presented to the Council.
     - Change APC Committee Report Form from “Action Items for Other Standing Committees” to “Post Motion & Discussion”

2. Review of upcoming guest speakers
   - TBD (see recommendations below) – September
   - Lynn Johnson (VP for University Operations) – October
   - Joe Parker (Athletics) – November
   - Jocelyn Hill (National Western Stockshow) - December
   - Dr. Tony Frank – January
   - Gwen Fischer & Lorie Smith – Results of working mothers survey – February
   - Recommendations:
     - Cara Neth and Tom Milligan – Communication Efforts
       - Parental leave, parking changes, VIPS, etc.
     - Semester at Sea – Lauren Crabtree (CEO), Alicia Cook (Faculty Rep)
     - Facilities update in spring
     - Marsha Benedetti – Training and Development for staff
     - Specialty initiatives like Todos Santos

3. APC History
   - 2006/07 – update: add after “…Faculty Council voted to extend ex officio,….”. Change “…voting membership”… to “voted to extend membership on CoSFP to the APC Chair and ex-officio,….”
   - 2014/15 – Add: APC submitted their first formal recommendations to the University budget process
   - Recommendation: change genfac listserv name to be more inclusive

VII. Officer Reports

1. Chair (Toni-Lee) – see written report. Highlights: 1) SPARCs are going to become more essential in getting budgets approved. The process will include pitching proposal to SPARCs and they will be offering recommendations for budget proposals. It is suggested that SPARC members be internal to APC for effective communication on processes. 2) Cori Wong, Special Assistant to the President will be investigating affordable housing issues. Wong will engage in conversation with APC regarding this. 3) Fall Forum – goals discussed at retreat will be shared during the forum.

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2. Vice Chair (Katie): There are two vacancies: 1) APC Rep to CPC: meets on 2nd Thursday of month at 1pm – next meeting is on 08/13 at 1pm: email will be sent for interest (NOTE: After the business meeting Skylar Thiemens came forward to express interest in representing in this way. We will add his service as an action item at the next meeting) and 2) Physical Safety Sub-committee – meets once a quarter. Tenley French was appointed. (Motion: Kelley Brundage; Second: Gretchen Peterson)

3. Secretary (Deborah): New table tents and nametags were made. It was agreed that each APC member will be responsible in bringing their nametags to future events.

4. Treasurer (Bailey): Budget enclosed, please contact Bailey for questions. This is the first overall budget increase APC has received in a long time.

VIII. Standing Committee Reports
1. Executive Committee (Toni-Lee) - See written report.

2. Awards (Janella & Kimberly) – the committee discussed meeting times and who will be the co-chairs for the committee.

3. Communications (Shannon & Steven) – the committee is still discussing who will be the chair(s). Updates to the brochure will need to be made as there is quite a bit of outdated information.

4. Employment (Joanna) – Joanna will continue to be chair.

5. Nominations & Elections (Kelley/Shannon) – primarily discussed the timeline for future elections. There is currently a vacancy in Area 15.

6. Policies & Procedures – (Lynn & Catherine D.) – selected chairs and when they will be meeting in the future including topics of discussion

7. Service & Outreach (Dan & Bailey) – this will be a pilot year in trying to do more informal outreach and increasing volunteers. Office of CSU Events will be taking the logistics of larger events such as the Employee Appreciation Event and AP Recognition Luncheon. School is Cool is next week, please let the committee know if you plan on volunteering.

IX. University Committee Reports
1. Campus Bicycle Advisory Committee (Steven Dove and Dave Mornes)
2. Childcare Taskforce (Alex Carter)
3. Classified Personnel Council (CPC) – APC Representative
4. CPC Leave Sharing Committee (Lois Samer)
5. Commission on Women and Gender Equity (Joanna Holliday)
6. Commitment to Campus Advisory Committee (Shannon Wagner)
7. Eddy/Kuder Scholarship Selection Committee (Courtney Butler)
8. Employee Appreciation Board (Barb Gustison)
9. Emergency Hardship Loan Fund Committee (Dave Mornes)

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10. Faculty Council – APC Representative (Toni-Lee Viney)
11. Faculty Council Committee on Strategic & Financial Planning (Toni-Lee Viney)
12. Food Insecurities/Employee Needs Committee (Bailey Dunn)
13. Grievance Panel (a pool of 21 AP’s who serve for 3-year terms)

14. **Housing Task Force (Toni-Lee Viney)** – This is a new meeting that Toni-Lee will be attending; the first meeting is on 08/12. She is seeking feedback on a survey that will be distributed to CSU employee regarding affordable housing issues. Please send any further ideas to Toni-Lee.
   - Needs of the survey:
     - Better understand the needs of APs
     - Investigate employees wanting to retire but cannot because of housing issues
     - Single parent households & single income households
     - Larger gap of needs because of unknown factors
   - How might we solicit feedback from APs regarding housing?
     - Anonymous with messaging that is reiterated in multiple places
     - Focus groups
     - Connect to APC and then commit to response and to share progress
     - Clarify intentions and purpose in messaging
   - What do you envision for your own situation/fellows employees?
     - Subsidizing rent
     - Homebuyer assistance
     - Reducing other expenses (i.e. childcare, etc.)
     - Assistance with budget planning; debt elimination
     - Fort Collins Affordable Housing
     - Explore surrounding areas

15. Multicultural Staff & Faculty Network Committee (Deborah Yeung)
16. Parking Appeals Committee (Kay Gallatin and Anita Pattison)
17. Parking Services Committee (Roseanna Bateman and Lois Samer)
18. Physical Development Committee (Edit Szalai)
19. Physical Safety Subcommittee
20. President’s Sustainability Committee (Ann Bohm-Small)

21. **Principles of Community Statement Committee (Deborah Yeung)** – the committee will be meeting on 08/11 to begin drafting statements from the values that were previously solidified. These will be presented at the fall forum and will solicit feedback from the employee councils in the next couple of months.

22. Ripple Effect Core Team (Janella Mildrexler)
23. Strategic Plan Area Review Committees
   - Diversity (Dan Banuelos)
   - Faculty & Staff Development (Anita Pattison)
   - Infrastructure & IT (Toni-Lee Viney)
   - Outreach & Engagement (Chris Mullen)
   - Research & Discovery (Mary Atella)
   - Teaching & Learning (Kelley Brundage)
   - Access (Erin Mercurio)

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24. Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
25. University Benefits Committee (Lynn Borngrebe, Jennifer Bissell, Scott Woods, and Alison Dineen)
26. University Mediators (Tracy Webb, Melissa Emerson, and Katya Stewart-Sweeney)
27. University Sexual Harassment Panel (10 AP’s who serve for 3-year terms)
28. **Supervisor training (Lynn)** - Lynn attended a portion of the supervisor training, which was training in HDS that they give to all their supervisors. It discussed basic rules of CSU and supervision and some legal components. Lacked depth including soft skills and leadership. It did cover the leave policy and sexual harassment, which were helpful.

X. Retreat Notes:

A. **Accomplishments:** Reviewed accomplishments from FY15. A consideration would be to connect with Source and mention who has been nominated for the APC Emeritus status and to add a section to the website for current AP’s with Emeritus status.

B. **Large Group Discussion – Goals for FY16:**

- **Awards Committee**
  - Increase awareness and communication of APC
  - Area specific mailing list – share APC specific communication
  - Area specific personal contact/meeting - increase visibility of representatives
  - Utilize other methods of communication beyond email
  - Increase engagement and conversation from all APs
  - Commitment to Campus – can we expand and personalize the subsidies and options? What are the other options besides VIPs?
  - Continue parking conversation and explore options. Communicate upcoming meetings so other APs can attend.

- **Nominations and Elections Committee**
  - Communication:
    - Area activities – has been a possibility but hasn’t really been executed. Need to be strategic and specific per area
    - Recognition – recognize milestones of AP employees
    - Distribution – importance of who’s on there. Who are the other AP’s in your area?
    - New hires are not getting direct information from Employee Orientation. Send a welcome email that greets their area representative
  - AP Recognition Luncheon – increase attendance without excluding folks

- **Service and Outreach Committee**
  - Greater awareness of our roles for the University as APC – New Employee Orientation
  - Increase communication between the three councils and between the APC committees

- **Communications Committee**
  - Consistent evaluation of employees
  - Increase awareness and outreach of APC and what we do

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o Condensed resources for expectant mothers – does this exist?
  o Status of APC Framework
  o Update on Campus Climate
  o Merge conversation of culture and functionality of alternate transportation
  o Supervisor training – expand to not only new managers and to make it mandatory

• Employment Committee:
  o Bikes on campus – explore cages and registration

• Policies & Procedures Committee:
  o Parking – continue ongoing discussion. Explore rates, availability, alternative transportation
  o Continue to build solidarity with CPC and Faculty Council
  o Stadium impact
  o Increase communication – not just in source
  o Unfunded mandates
  o Supervisory training and AP evaluation process

• Common themes:
  o Parking/ alternative transportation – continue to have the conversation
  o Increase outreach and awareness of APC
  o Knowing who is on the APC area listserv
  o Supervisor training
  o AP framework/evaluation process
  o Shared governance – one joint website?
  o VIPS

C. Faculty Council:
  • The Council is working on reforming the grievance policy and strengthening the mediation process. This could be accomplished by hiring a second OMBUDS person, focusing on better training for mediation for more employees. A lot of AP employees don’t file grievances, hoping the mediation process will help
  • How can employees have greater voice in decision making at CSU? FC is working with Rick Miranda to review the budget process and how employees can have a voice. The goal is to bring more people to the table and provide feedback
  • 2020 – what does CSU look like in 5 years? What is our vision? Let’s look beyond just how many students we want admitted. What is our employee initiative and what is the process for it?

D. Classified Personnel Council:
  • There are 1800 classified staff, over 65% is over 45 years old. 50% are in the following departments: VTH, Facilities, HDS, and Hartshorn. CPC is advocating for all employees and being a part of the campus community.
  • A big initiative they are working on is developing a survey for classified staff that will ask household size, household income, and other affordability questions.

XI. Adjourned – 4:00pm

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