Administrative Professional Council  
Business Meeting Agenda  
September 14, 2015 – 8:30-10:30 a.m.  
LSC 322

Members Present:
Woody Woodard (1), Matt Klein (1), Dan Banuelos (2), Bailey Dunn (2) Barb Gustison (3), Steven Dove (3), Shay Webb (4), Jeanetta Caligari (4), Ann Bohm-Small (5), Melissa Emerson (6), Skyler Thimens (6), Caitlin Kotnik (6), Catherine Douras (7), Joanna Holliday (7), Shannon Dale (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Tosh Jupiter (10), Lisa Metz (11), Shaila Parashar (11), Mary Dolce (12), Mary Atella (12), Anita Pattison (13), Brian Newell (13), Tenley French (14), Edith Szalai (14), Shannon Wagner (15), Darrin Goodman (15), Trevor Eyden (15), Toni-Lee Viney (Chair), Katie Brayden (Vice Chair), Lynn Borngrebe (at-large), Deborah Yeung (at-large), Janella Mildrexler (at-large), Diana Prieto (HR)

I. Call to Order – 8:34am

II. Announcements

- Sept. 16 - President’s Fall Address, 11:30 am on the Oval – comments made about Shared Governance, please try to attend this event, APC representation is important
- Sept. 25 – Housing Forum – LSC North Ballroom, 11am and 12pm (lunch provided) – follow-up form Toni-Lee will be coming
- Oct. 14 – Lynn Johnson, Vice President University Operations: Updates from VPUO
- Nov. 9 – Joe Parker, Athletic Director: Updates from Athletics
- Dec. 14 – Jocelyn Hittle, Director, Denver Operational Initiatives: Updates on National Western Stock Show
- Jan. 11 – Tony Frank, Chancellor and President of CSU: Conversation about Employee Issues
- Feb. 8 – Gwen Fisher, Assistant Professor Industrial Organizational Psychology: Results of Working Mothers Survey
- Lead area communicator reminders – Toni-Lee sent out a template to each area, if you have questions on what to do/format/who’s the lead communicator, please feel free to ask

III. Guest Speaker

- Tom Milligan, Vice President for External Relations and Cara Neth, Director of Presidential and Administrative Communications: CSU Communication Efforts

Members from the Office of the Vice President of External Relations joined the APC meeting to discuss future internal communication initiatives. The goal is to prepare the institution for the next 50 years by managing reputation, relationship and risk. Primary communication has focused on: students, dollars (how do we get the funding that we need?), votes (politics/federal) and image (our brand identity). How do we maintain the energy of communication internally and externally?

A group of individuals, led by Pam Jackson, will be focusing on how employee groups get information and how we transmit information from employee groups to other employees. Communication is important to CSU and future intentions to work collaboratively with

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APC to develop content and strategically deliver the information is desired. A lot of Universities/large corporations have either no internal communications program or is the most neglected aspect of any strategic communication.

Additionally, Cara Neth, Director of Presidential and Administrative Communications, has been sitting in on Lynn Johnson’s meetings and serving as a liaison to the administration. Cara’s role includes evaluating communication gaps and providing resources on how to better distribute information. Examples of these types of communications include the Stadium and Parking conversations. A mentioned gap was the series of off-campus assaults with CSU students last year; we lacked addressing internal tensions.

Next steps: Pam Jackson and the Communications Committee will meet to discuss where we are as a Council and where we would like to be.

Questions to consider: Where are the needs? Where do you see the holes/opportunities? What are we lacking information in? How do we communicate info regarding our council? (Recommendations can be sent to the Communications Committee)

Other considerations: physical location of employees, video-taping of guest speakers, highlight list of APC meetings, how to engage AP’s into the conversation, quick highlight videos, Pam J. attend future council meetings, website management – Shared Governance Website, parking conversation – focus on the why and process, AP listservs – attempt to limit the amount of spam – to create channels; self-generated or opt-in lists, can we change the name of “genfac” listserv?

• Diana Prieto, Executive Director for Human Resources and Equal Opportunity: Updates in Human Resources

Prieto provided the APC with updates to recent HR Initiatives and the Administrative Professional Classification system.

1) Talent Management System (TMS) – includes position management, applicant tracking, hiring proposal. Collaborated with CVMBS and DSA in July 2015 in bettering the system. Working with OEO and TMS to develop online user guidelines. It is integrated with HireRight, Oracle and Job Target. HR is requesting complete job descriptions versus announcements

2) AP Framework – classification of Administrative Professional positions. This has been delayed due to employee transitions; however, HR has hired a couple new employees to realign this initiative. It is now expected that it will take 3-5 days to communicate regarding re-classification.

Within the AP framework, there are Job Families (20) – what does this position do?; Job Categories, Job Levels – oversight received, problem solving, interaction/communication, University impact, financial/budget responsibility, etc. The system title is most often different from the working title, which is more descriptive of what you do. Any position that has the word “Director” in it requires approval from Mark Gill.

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For classification reviews, the position goes through TMS, is reviewed by HR, and then evaluated for classification. Grant-funded, and definitions of “professional” are being broadened where typical state classified positions become AP if it is grant funded. If it is 100% grant funded it goes AP, which can also be determined by the employee. A professional position involves the exercise of discretion, analytical skills, judgment, personal accountability, and responsibility for creating, developing, integrating, applying, or sharing an organized body of knowledge. These are acquired through education or training that meets the requirements for a bachelor’s or graduate degree or equivalent specialized experienced and continuously studied to explore, extend, and use additional discoveries, interpretations and applications, and to improve data, materials, equipment, applications and methods.

The classification system will provide upper and lower salary limits. HR is working a compensation structure project that have bands based on market data; working with Ann Hewitt (another year to occur). This will not adversely affect current salaries, but some positions may be placed on hold for future raises.

The Fair Labor Standards Act is a federal regulation that we are held accountable for in our hiring process. Classification considerations include: exemption eligibility from the State Classified System, authorized titles, & grant funding.

In regards to the recent switch from APs to State Classified Prieto mentioned that, “only a handful of positions became state classified in comparison to the triple digits of positions. To my understanding, there are no groups of positions switching over to state classified (in reference to ASCs).”

Prieto stated, “we have been focusing on new positions and vacant positions and haven’t been addressing current positions.”

Some proposed new regulations from the Obama Administration would increase salary test thresholds to $970 per week ($50,440 a year), which would mean that positions would be non-exempt. Those positions would become overtime eligible and would need to track hours.

IV. **Guest Speaker Topic Discussion**

Next step: Communications Committee – take the lead with meeting with Pam Jackson in the next month or so. Any additional feedback should be given to Toni-Lee.

V. **Proposed Motions**

- PASSED: Approval of August APC meeting minutes
  - Motion: Kelley Brudnajage
  - Second: Shannon Wagner
  - Discussion: edit title of President’s Commission of Women and Equity

- PASSED: Approval of Skyler Thimens as APC’s Liaison to CPC
  - Motion: Ann Bohm-Small
  - Second: Shannon Wagner

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VI. APC Initiatives Discussion
- APC Goals Discussion – Bailey sent out a survey with only 7 respondents (consider highlighting action items in future communications in the subject of the email). The next steps will have committees to review the goals and outline priorities. Committee chairs will take the lead on gathering feedback for standout goals. Will share at next Council meeting. Some common themes were:
  - Mandatory supervisory training
  - Awareness of APC
  - Parking
  - AP Framework
  - Budget – consistency in evaluations

VII. Officer Reports
Chair (Toni-Lee) – Fall Leadership Forum is not listed in chair report due to timing of the event, Katie and Toni-Lee attended. This was an opportunity for APC to share about the council, shared governance, and some of our upcoming goals (parking, mandatory supervisor training, involvement with APC, AP Framework, shifts with HR). University Benefits Committee is needing a designee, which will meet about twice a month, Lynn B. may fulfill this position.

Vice Chair (Katie) – The Committee Chairs Retreat doodle will be coming out, please look out for this if you are a chair.
- PASSED: Inclusive Community Committee – make campus ADA accessible – Bailey Dunn
  - Motion: Joanna Holliday
  - Second: Shannon Waggoner
- Parking Services – Dan Banuelos expressed interest

Secretary (Deborah) – please be sure to be signing in at every meeting on the clipboard. Updated name plates and requested name tags will be provided at the next meeting

Treasurer (Bailey) – reallocation of Communications Fund, previous promotional item was not included in last year’s budget.

VIII. Standing Committee Reports
- ***Executive Committee (Toni-Lee) - Approval of Annual Activity Report – would like to take time to reevaluate the goals, especially with consideration of HR Framework. Standing Committees prioritization.
- Awards (Janella Mildrexler/Kimberly Cox-York)
- Communications (Shannon Dale/Steven Dove)
- Employment (Joanna Holliday)
- ***Nominations & Elections (Kelley Brundage/Shannon Wagner) – PASSED: Update to Nominations & Elections section of the Operating Procedures Document (p. 4-5)
  - Motion of Operating Procedures: Cat Douras
  - Second: Melissa Emerson
- Policies & Procedures (Lynn Borngaebre/Cat Douras)
- Service & Outreach (Bailey Dunn/Dan Banuelos) –
  - Will be doing a PDI session that will provide awareness to APC.

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- In early planning stages for the **AP Recognition Luncheon**.
- Benefits Fair – in October – please look for a sign-up sheet. It is an expectation for APC members to volunteer for events
  - Ad Hoc Budget Committee (Lynn Borngrebe)

IV. University Committee Reports
- Campus Bicycle Advisory Committee (Steven Dove and Dave Mornes)
- Childcare Taskforce (Alex Carter)
- Classified Personnel Council (CPC) – APC Representative
- CPC Leave Sharing Committee (Lois Samer)
- Commission on Women and Gender Equity (Joanna Holliday)
- Commitment to Campus Advisory Committee (Shannon Wagner)
- Eddy/Kuder Scholarship Selection Committee (Courtney Butler)
- Employee Appreciation Board (Barb Gustison)
- Faculty Council – APC Representative (Toni-Lee Viney)
- Faculty Council Committee on Strategic & Financial Planning (Toni-Lee Viney)
- Grievance Panel (a pool of 21 AP’s who serve for 3-year terms)
- Housing Task Force (Toni-Lee Viney)
- Multicultural Staff & Faculty Network Committee (Deborah Yeung)
- Parking Appeals Committee (Kay Gallatin and Anita Pattison)
- Parking Services Committee (Roseanna Bateman and Lois Samer)
- Physical Development Committee (Edit Szalai)
- President’s Sustainability Committee (Ann Bohm-Small)
- Principles of Community Statement Committee (Deborah Yeung)
- Ripple Effect Core Team (Janella Mildrexler)
- 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)
- Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
- University Benefits Committee (Lynn Borngrebe, Jennifer Bissell, Scott Woods, and Alison Dineen)
- University Mediators (Tracy Webb, Melissa Emerson, and Katya Stewart-Sweeney)
- University Sexual Harassment Panel (10 AP’s who serve for 3-year terms)

**Additional Temporary/One-Time Committees**
- Catastrophic Leave Policy Committee (Melissa Emerson)

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