Members Present: Dan Bañuelos (2), Kristine Bennett (14), Lynn Borngrebe (15), Angie Branson (11), Melissa Emerson (6), Jennifer Eyden (15), Joanna Holliday (7), Kelly Kimple (8), Ronda Koski (7), Janella Mildrexler (6), Shaila Parashar (11), Anita Pattison (13), William Sprouse (12), Edit Szalai (14), JoLynn Troudt (14), Toni-Lee Viney (Chair), Katie Brayden (Vice Chair), Dave Mornes (Past Chair), Mary Stromberger (Faculty Council), Terri Pecora (CPC Liaison), Diana Prieto (Human Resources)

1. Call to Order - 8:40 am
   The meeting was relocated to LSC 308 as a PDI was being conducted in 372-4

2. Announcements

3. Guest Speakers
   Lorie Smith, Director of Organizational Development & University Initiatives

   Lorie provided the council with an update on the Supervisory Development Program. The program is currently aimed at supervisors early in their career and in the future it will be available for those who aspire to supervise. The program starts with a group of supervisors as a cohort. The cohort works through six months of reading, activities, and lectures as well as meeting in small teams between formal meetings. Diversity and inclusivity are a part of this training. The capstone of the program is the preparation of each individual’s own development plan that their supervisor will be required to sign off on. Lorie is currently looking for nominees with between 12 and 36 months of supervisory experience to form the next cohort to go through the program.

   Another program being developed is called the Leadership Academy. This program’s aim is to develop the next generation of CSU leaders. Department heads/chairs would be included in this category. The curriculum is still under development and the final decision has not been made regarding whether academic and non-academic leaders would go through the training together or separately. Part of the program will include assessments and individually tailored training. Focus will be given to strategic planning, the promotion and tenure process, and professional development of professional employees. If both academic and non-academic leaders are combined, then separate training sessions will likely be offered focusing on specific needs. Leadership academy participation will be by nomination by supervisors, deans, and VPs. Dan Bush and Lorie Smith are working on developing curricula for the leadership academy by adapting existing training from other universities to our unique environment.

   Lorie also talked about implementing mandatory supervisory training. Currently, there are two hurdles that will need to be overcome before the mandatory pieces of the supervisory training can be put into place. Currently, HR is struggling to identify all those individuals who supervise. There is currently no way to identify supervisors in the HRIS
system. Some positions are easily identified, but others are not. Also, there is a challenge of figuring out how to track participation. Manual tracking of nearly 3,000 people would be quite challenging. Lorie is researching a Learning Management system that would allow for training, tracking and online training programs. The mandatory training would likely to end up being offered as online modules in order to be able to reach all supervisors. The learning management system being considered would benefit many groups across campus that require training such as Sponsored Programs, Environmental Health, VTH, and others. One system being examined is called Skillsoft.

4. Action Items
   4.1 Approval of November APC meeting minutes
      Dan Bañuelos made a motion to accept the minutes from November, Edit Szalai seconded the motion and the motion was CARRIED.
   4.2 Approval of December APC meeting minutes
      Kristine Bennett made a motion to accept the minutes from December, Kelly Kimple seconded the motion and the motion was CARRIED.

5. Officer Reports
   5.1 Chair (Toni-Lee) – See written report and address any questions to Toni-Lee. A budget request is attached after her Chair report for Fall Outreach event which has been approved by Rick Miranda and Amy Parsons.
   
   5.2 Vice Chair (Katie) – Katie has been working on representation for SPARCs. All openings have been filled except for Diversity SPARC. Dan Bañuelos agreed to serve again.
   
   5.3 Secretary (Angie) – No report.
   
   5.4 Treasurer (Kristine) – Kristine reported two charges on the budget.

6. Standing Committee Reports
   6.1 Executive Committee (Toni-Lee) - See written report.
   
   6.2 Awards (Janella) – No report.
   
   6.3 Communications (Steven) – No report.
   
   6.4 Employment (Joanna) – The VIPS subcommittee of the Employment Committee is looking for input from the APC on the VIPS recommendation white paper that they have drafted. The recommendation emphasizes volunteerism and work/life balance. There have been concerns expressed by members of the CPC regarding tracking hours, administration, and the possibility for employees to volunteer for non-profit/religiously affiliated organizations. Joanna explained that in its current form, VIPS is not formally tracked. Diana Prieto is supportive of an initiative that would be inclusive of Administrative Professionals and State Classified employees.
6.5 Nominations and Elections (Kelley/Sarah) – No report.

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

6.7 Service and Outreach (Kristine/Shay) – The committee is continuing their work on the recognition luncheon. They’re currently looking at alternative guests in case the cheerleading squad and band are unable to attend.

7. Other Committee Reports
   7.1 Ad Hoc Committee on AP Representation (Kelley/Sarah) – No report.

   7.2 Classified Professional Council (JoLynn) – JoLynn reported that in December, Senator John Kefalas spoke to the CPC. There was also discussion of CPC feedback on parking and the campus climate focus group report. In January, Mary Ontiveros spoke to the CPC about the campus climate survey and there was further discussion of the parking plan that has been submitted.

   7.3 Parking Services Committee (Rosanna) – Rosanna discussed feedback that was submitted to her and the proposed parking plan that will be presented by Amy Parsons to the Board of Governors in February. Toni-Lee will send out the Parking plan document to the APC listserv. Toni-Lee is asking for feedback on the plan – and whether as a whole, the APC supports the plan or not. Toni-Lee will share the APC feedback document with Mary Stromberger, the Chair of Faculty Council. The general consensus from those present at the meeting was that the parking plan is premature and needs additional research and potentially additional options.

   7.4 University Benefits Committee (Angie) – Angie was unable to attend the last meeting.

   7.5 Committee on Women and Gender Equity (Joanna) – At the last meeting, there was discussion of safety issues, specifically related to assaults happening off-campus, and the feeling that communication around the assaults was poor. The proposal deadline has passed for the Ripple Effect proposals. Amy is supportive of sharing all of the proposal ideas with the councils. There were 47 proposals submitted and some preliminary decisions have been made. Amy has also decided to fund some of the proposals out of her budget.

   7.6 Tobacco Taskforce (Dave) – The taskforce has finalized its recommendation which is attached to the agenda packet. The recommendations proposed include: expanding the no-smoking area to include the dismount zone through the center of campus; publishing a better definition of smoking in the smoking policy; better communication and education about policies regarding smoking on campus; removing cigarette receptacles from building entrances and placing them in smoking areas; creating a policy for reporting and handling violations; exemptions for research and ceremonial use.
8. Discussion Items
   8.1 Section K of Faculty/Administrative Professional Manual
   There was discussion regarding changes to the policy in Section K of the
   Faculty/Administrative Professional manual relating to the grievance and mediation
   processes. Changes to the manual include language clean up, removal of the Class C
   grievance (it was explained that the current language in the manual is not in compliance
   with the current structure), and changes to the retaliation policy language.

   Joanna Holliday made a motion in support of the new language in Section K of the
   Faculty/Administrative Professional Manual. Kelly Kimple seconded the motion and the
   motion was CARRIED.

   8.2 APC Recommendations on Funding Priorities
   Toni-Lee reminded everyone to send their comments regarding APC funding priorities to
   her or Katie Brayden by no later than the end of the week.

9. Adjourned – 10:36 am