1. Call to Order - 8:30 am

2. Announcements
   - March 9th – Diana Prieto and Teri Suhr, Health Savings Account
   - March 24th – APC Luncheon
   - Annette Murdock Tangye, new HR Associate Director, was introduced

3. Guest Speaker
   Aaron Fodge, Alternative Transportation Manager

   Aaron Fodge presented the Bicycle Master Plan for the university and the latest transit data. Bike movements at CSU currently feed in and out of the core of campus. Creation of a CSU Bike Master Plan wrapped up in December. The plan can be viewed at: http://www.fm.colostate.edu/files/forms/BikeMasterPlan_2014.pdf. The plan addresses future infrastructure improvements, data collection strategies, and bike parking strategies, including adding 4,000 parking spaces for bikes. The CSU Bike Master Plan was developed in partnership with the City of Fort Collins and the city has also developed a bicycle master plan to address biking within the city. The city’s master plan can be viewed at: http://www.fcgov.com/bicycling/bike-plan.php.

   Through the combined efforts of CSU and the City of Fort Collins, infrastructure improvements will be made to low-stress routes, including improvements to South Shields as a north-south route and West Pitkin as a critical east-west route. There are also future plans to build an underpass at Prospect and Center and enhance signage around campus. Improvements for the Foothills and South campus are included in the CSU Bike Master Plan.

   Currently, bikes are prohibited indoors on campus, but Aaron has been looking at options to provide for those that do not want to park their bike at a bike rack. One option being examined is a bike room for indoor bike parking. There is one bike room on campus at the Laurel Village. This facility also provides drop-off maintenance and guided maintenance. A complete assessment of buildings on campus has been completed and all new buildings are being built with shower and locker facilities. CSU received a grant from Kaiser for employees over 50 to encourage biking to work.
Aaron mentioned that the CSU Campus Bicycle Advisory Committee (http://bicycle.colostate.edu/) meets monthly and the committee would like AP representation. Additionally, feedback about the master plan and other alternative transportation issues can go through Aaron or the Campus Bicycle Advisory Committee.

4. Action Items
4.1 Executive Committee elections
   Paper ballots were collected and tallied by Kelley and Sarah. Results: Chair - Toni-Lee; Vice Chair – Katie; Treasurer – Kristine; Secretary – there was one write-in for Tosha (she will let Kelley and Sarah know if she accepts the nomination).
4.2 Approval of January APC meeting minutes – Approval moved to March meeting.

5. Officer Reports
5.1 Chair (Toni-Lee) – See written report. Toni-Lee pointed out the UGO report at the faculty council. The outgoing UGO, Kirk Hallahan has questioned whether the UGO should always be a faculty member and he stressed the importance in involving APs in the grievance process. The parking plan presentation to the BOG was delayed from February to May. Toni-Lee encouraged everyone to read the report attached to the agenda packet from Jeff Sturgeon on parking. Toni-Lee also asked for input regarding the letter to supervisors of AP representatives from Tony Frank. A comment made was to add committee service to the letter.

5.2 Vice Chair (Katie) – Katie asked for a volunteer for the Campus Bicycle Advisory Committee. Steven Dove and Dave Mornes both volunteered to serve. There are currently 8 vacancies for APs on the Grievance Panel. The service commitment is a 3-year term. Dan Banuelos is interested but may already be serving. A suggestion was made to ask alternates if they are interested in serving. Tosha Jupiter volunteered. Katie reminded all committee chairs to submit their committee reports the Monday before the upcoming APC meeting.

5.3 Secretary (Angie) – No report.

5.4 Treasurer (Kristine) – See the current budget in the agenda packet. Kristine asked to discuss spending of any remaining budget at the next Committee Chair Retreat.

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

6.2 Awards (Janella) – 35 STAR award nominations were received, out of these, some nominations were for Classified Personnel, Faculty, and employees that no longer work at CSU.

6.3 Communications (Steven) – The committee did not meet, but produced a save-the-date flyer for the APC Recognition Luncheon. A name tag template has also been created that will fit into lanyards that have been donated to the APC. The new APC tablecloth has also been purchased tablecloth and is currently being stored in Deborah Yeung’s office.
6.4 Employment (Joanna) – The APC PDI session went well. The session was recorded and will be made available. The VIPS subcommittee recently reconvened to address questions and concerns brought up at the last APC and CPC meetings. The recommendation being proposed is an enhancement to, not a replacement of VIPS. The subcommittee is continuing to welcome feedback. At the last committee meeting, the parking plan delay was discussed, along with APC funding priorities, and the delay in development of the Care website and what other options may be available to address the needs that have been identified. The committee also reviewed the parental leave recommendation being developed by a faculty committee. The committee strongly feels that APC should provide feedback on this policy recommendation and examine how it would impact APs. Joanna informed the committee that the staff enhancement proposal was not selected for funding. The committee still wishes to move forward with looking for ways to proceed with getting a fund established. Joanna also mentioned that an existing fund may be available that could be retooled for this purpose.

6.5 Nominations and Elections (Kelley/Sarah) – The committee report was distributed at the meeting as it was not included in the agenda packet. The committee has two new volunteers from the PDI session. The annual call for nominations for area representatives will be coming out this week.

6.6 Policies and Procedures (Bill/Lynn) – The committee reviewed proposed changes from the Nominations and Elections committee.

6.7 Service and Outreach (Kristine/Shay) – The committee is continuing to look for alternative guests for the spring luncheon since the cheerleading squad and band are unable to attend. The Spring Outreach event is being planned to be located at Animal Sciences, but a date has not been established yet. The committee is hoping to get Temple Grandin to come do a book signing at the event.

7. Other Committee Reports

7.1 Ad Hoc Committee on AP Representation (Kelley/Sarah) – Will be meeting on Friday.

7.2 Classified Professional Council (JoLynn) – No report.

7.3 Parking Services Committee (Rosanna) – The committee will be meeting next week.

7.4 University Benefits Committee (Angie) – The committee meets next week.

7.5 Committee on Women and Gender Equity (Joanna) – A subgroup met with Tony Frank regarding safety related to incidents that occurred near campus during the fall semester. The group is looking for enhanced and timely communication regarding incidents like these in the future. The committee has also discussed the faculty parental leave policy recommendation.
7.6 Tobacco Taskforce (Dave) – The taskforce submitted their recommendations to Amy Parsons and Blanche Hughes. Bob Schur has submitted proposed policy revisions to Amy and Blanche and now is waiting on their responses.

7.7 SPARCs – Toni-Lee has link in her Chair report to the proposed University budget. Toni-Lee mentioned NCAA rule changes that will affect athletics funding.

8. Discussion Items
8.1 VIPS Paper Review and Input – Joanna Holliday and the chair of the Work-Life Committee from the CPC, Debra DeVibliss, reported on the updated draft of the CSU Volunteer Administrative Leave Benefit recommendation. The focus of this recommendation has been narrowed to non-profit volunteerism. The revised white paper emphasizes long-term impacts for CSU employees and the community. Toni-Lee expressed concern about number of hours in relation to internal volunteer hours on committees, councils, etc. and Diana cautioned about having serving on committees as a part of the recommendation as committee service can be seen as part of employment at the university. Diana encouraged a focus on external volunteer opportunities. There was a general discussion about the number of hours for volunteering.

9. Adjourned – 10:25 am