Administrative Professional Council Meeting Minutes
April 13, 2015 – 8:30-10:30 a.m.
LSC 372-4

Members Present: Mary Atella (12), Sarah Barrett (8), Rosanna Bateman (9), Kristine Bennett (14), Ann Bohm-Small (5), Lynn Borngrebe (15), Jeanetta Bradley (4), Angie Branson (11), Melissa Emerson (6), Shay Galto (4), Darrin Goodman (15), Barb Gustison (3), Joanna Holliday (7), Ronda Koski (7), Shaila Parashar (11), Anita Pattison (13), Jeannie Roberts (7), Cliff Schulenberg (11), JoLynn Troud (14), Scott Woods (15), Deborah Yeung (6), Toni-Lee Viney (Chair), Diana Prieto (Human Resources), Bob Schur (Policy and Compliance), Jesse Epstein (CPC Liaison)

1. Call to Order - 8:30 am

2. Announcements
   - Many thanks to the Service and Outreach Committee for all their hard work planning and putting on a successful Spring Recognition Luncheon
   - April 27th - APC/CPC Spring Outreach Event – 3:00-5:00 pm - Animal Sciences
   - May 11th APC Meeting – Guest Speaker: Lynn Johnson, Associate Vice President for Finance to address the budget process and explain the fringe pool
   - June 8th APC Meeting – Guest Speaker: Steve Hultin, Executive Director Facilities
     Management to address upcoming construction impacts to campus
   - There is not an APC monthly meeting held in July

3. Guest Speaker
   Kirk Hallahan, University Grievance Officer
   Kirk Hallahan gave an overview of the grievance process shared between Faculty and APs. He also reviewed several key points from his annual report that was included in the agenda packet and can be found at: [http://ap.colostate.edu/resources/mtg-docs/2015/0413/UGO-AnnualReportCalendarYear2014-Hallahalan121914.pdf](http://ap.colostate.edu/resources/mtg-docs/2015/0413/UGO-AnnualReportCalendarYear2014-Hallahalan121914.pdf). Kirk explained that the grievance process was revamped from 2003 - 2012 to make it more cohesive. The manual is currently out of synch with policy in regards to Class C grievances. Class C grievances are being eliminated from the manual and the change will likely go into effect in August after review by the Board of Governors.

   Kirk explained that grievances can be made against unfair, unreasonable, arbitrary, capricious, or discriminatory behavior by supervisors. As stated in section K.3 of the manual, Class A Grievances are those that involve complaints about the following specific actions: termination of contractual rights, reduction of salary, demotion, violation of academic and/or intellectual freedom, or assignment of unreasonable work loads. The burden of proof falls on the supervisor. Class B grievances deal with everything else, specifically complaints regarding salary and performance evaluations. Kirk encouraged the APC to take up the issue of improving the annual evaluation process. He questioned whether there should be a more cohesive process across campus particularly for APs in order to improve consistency, equity, and fairness. He noted that some individuals are not currently being evaluated and some units do not have a formal evaluation process.
Procedural changes relating to the mediation process and hearings are in the works. Kirk would like to see retaliation defined for the UGO process. He is also recommending training for Grievance Panel members and Mediators and is an advocate of involving an AP in a UGO role. He feels that more involvement and input from APs is needed in the grievance process.

This year is Kirk’s final term as UGO and Richard Eichold has been recommended to begin serving as UGO effective July 1.

4. Action Items

4.1 Approval of March APC meeting minutes – Ann Bohm-Small made a motion to approve the minutes and Melissa Emerson seconded the motion. The motion was CARRIED.

4.2 University Grievance Panel – effective July 1: Margi Cech, Lesley Jones, Greg Douras

4.3 University Sexual Harassment Panel – effective July 1: Jeannie Roberts, Lynn Borngrebe, Bonnie Emerick, Tosha Jupiter, Cliff Schulenberg, Kelley Brundage, Claire Calhoun, Jennifer Kahrs

A motion was made by Kristine Bennett to approve both the nominees for the University Grievance Panel and the University Sexual Harassment Panel. Joanna Holliday seconded the motion. The motion was CARRIED.

4.4 SPARC on Access – effective immediately: Erin Mercurio

Lynn Borngrebe made a motion to approve Erin Mercurio as the AP representative to the SPARC on Access. JoLynn Troudt seconded the motion and the motion was CARRIED.

4.5 Confirmation of the Appointment of University Grievance Officer: Richard Eykholt

A motion to confirm the appointment of Richard Eykholt as the UGO was made by Darrin Goodman and was seconded by Anita Pattison. The motion was CARRIED.

5. Officer Reports

5.1 Chair (Toni-Lee) – See written report. Toni-Lee reported that the decision coming out of all of the input provided on parking is to stay with the status quo for the next two years and then reevaluate. The option for moving to the tiered parking plan later on is still open and the next two years will allow for more time to examine other possible options including punch cards, parking costs based upon income, and shuttles from distant lots.

The University will be instituting a fund for low-income employees to assist with parking costs. A review panel will be formed to evaluate requests for assistance. Joanna asked about the recent resignation of 5 faculty council members. Toni-Lee explained that at the faculty council meeting, concern was expressed that faculty are not being engaged in decision making processes and this is the stated reason for the resignations.

5.2 Vice Chair (Katie) – Katie was not able to attend, but asked Toni-Lee to request a volunteer to serve on the CSU Appreciation Board. Katie will also send out an email seeking a volunteer. Katie is also looking for a representative to serve on a new
committee to put together a statement on civility and wanted to give a reminder to all committee chairs to respond to the Doodle poll for the next APC Chair Retreat.

5.3 Secretary (Angie) – No report.

5.4 Treasurer (Kristine) – See the current budget in the agenda packet. There is approximately $200 remaining for Communication committee to spend.

6. Standing Committee Reports

6.1 Executive Committee (Toni-Lee) – See written report. Toni-Lee introduced the subject of stipends for the Chair and Vice-Chair of APC. Until now, the fact that the Chair position receives a stipend of $5,000 per year has not been common knowledge because Chairs have been expected to serve without being aware of the stipend. Participants of Faculty council receive a stipend, as does the Chair of the Classified Personnel Council. The group discussed this and Toni-Lee brought up that the stipend has not had an increase, possibly ever. She proposed increasing the stipend for the Chair position to $6,000 and adding a stipend for the Vice Chair of $3,000. State Classified Council has recently passed the same increase in stipend. The council discussed briefly and a motion was made by Joanna Holliday to support a budget request to increase these stipends. Ronda Koski seconded the motion and the motion was CARRIED.

6.2 Awards (Janella) – The committee did not meet.

6.3 Communications (Steven) – The committee recently met and are waiting for final budget before purchasing anything. The committee also discussed the purpose and intention of newsletters.

6.4 Employment (Joanna) – The CPC gave their official support of the revised Volunteer Administrative Leave recommendation. The CPC would like to see tracking of volunteerism and the ability to keep people accountable/prevent abuse of the privilege. The committee requested support from the APC for the recommendation for volunteer administrative leave. Ronda Koski made a motion to give APC support to the recommendation and Mary Atella seconded the motion. The motion was CARRIED.

6.5 Nominations and Elections (Kelley/Sarah) – The area representative election ballots went out to all areas and the voting ends this Friday. The committee is still looking for a volunteer to fill the Secretary position for next year.

6.6 Policies and Procedures (Bill/Lynn) – The committee reviewed recent changes approved by APC to the Manual of Rules and Procedures and worked to get the most recent changes up on the APC website. There was also further discussion of at-large membership.

6.7 Service and Outreach (Kristine/Shay) – Shay thanked the volunteers who helped out at the luncheon and asked for volunteers to represent the APC at the Spring Outreach event on April 27th.
7. Other Committee Reports
   7.1 Committee reports are available in the agenda packet. There was no time left to discuss the reports at the meeting.

9. Adjourned – 10:35 am