1. **Call to Order** – 8:30 am

2. **Guest Speaker**  
   **Lynn Johnson, Associate Vice President for Finance**  
   Lynn Johnson gave an overview of the Budget Process and Fringe Pool.  
   - CSU’s Fringe is negotiated with the Division of Cost Allocation (DCA) through the NIH, based on our research portfolio. Fringe is negotiated annually with the DCA, with a proposal being due on 31 December. The proposal is prepared based on three main parameters: 1) Projected Salaries; 2) Projected Benefits; and 3) Carry Over. As such, it is in a state of constant flux.  
     - Projected Salaries are created using actual data for the last full year of data available (to project 2015, this would be 2013 data) and looking at the current year’s available data (to project 2015, this would be 2014’s data – usually through November) as a percentage of the previous full year’s data to estimate where Salary costs will be by the end of the year. To this estimate, any known salary increases are added to project 2015’s Salary needs.  
     - Projected Benefits are calculated similarly to Salaries, only taking into account any changes in Benefits that may be expected.  
     - Carry Over is the amount over or under the projected amount for a given year is from the actual expenses, and this amount is carried over to the next year’s proposal to either lessen or increase the amount of the fringe rate requested.  
     - CSU tries to make the rate of fringe accurately reflect actual expenses, so that the amount of money collected is not excessively over or under the amount required to fund salary and fringe.  
     - Of CSU’s costs, ~$119 million is Fringe, and ~$490 million is Salary. Fringe/Salary = the Fringe benefit rate.  
     - Important to projecting the Benefits portion are both the Fringe Benefit components and the employee classification types. Different employee categories have different benefits, and the various benefit expenses must be allocated to specific employee categories. For example, only classified personnel are eligible for PERA and state health insurance benefits, which are more expensive than CSU-run health insurance (and expected to grow in cost by 21.15% by 2017).  
     - There are a lot of Fringe Benefit costs. Basically, anything that benefits a large group of employees can be charged to the fringe pool. The biggest categories are
Some smaller examples include: Employee Assistance Program, workers comp, unemployment, dental insurance, awards and councils (including APC/CPC), parental leave, State Classified leave sharing pool, graduate student, long term disability, employee study privilege, sick leave and annual leave.

- Something to consider is where budget cuts may come from in times of budget reduction. Currently, CSU allows up to 24 days paid out/carried over each year for each employee, and unlimited sick leave carry over. This is a huge potential expense for the University. Generally speaking, CSU benchmarks itself against its peers to ensure that we are providing benefits comparable to them. The exception may be President Frank’s desire to be the best place for women to work. For these aspects, we benchmark against peers who may be a step above us in their ability to provide benefits overall.

- In July 2015, there will be changes to the parental leave policy, which will allow departments/units to be reimbursed by the University for sick and annual leave used if it is eligible under the Family Medical Leave act. This is a major change, and an added expense to the fringe pool. There are also changes coming (though not yet ready to be implemented) in the Faculty tenure and non-tenure track parental leave policies. Because changes can only officially occur after approval from the DCA, any changes approved this summer will only apply for 2016, and for items requiring further discussion, the earliest implementation would be 2017.

- For further information, check out Lynn’s power point presentation from the Fall Forum entitled, “The Resulting Tug-of-War”

- Based on all this information, Toni-Lee will follow up with Dan Bush to ensure AP’s input, and possibly invite Lynn back for more information on F&A and the budget process.

3. Announcements

- Elections are almost completed (there is one election still not determined in Area 9), and all those elected have been informed. Today, 2 newly elected members are present, Tenley French with CVMBS (Area 14), and Baily Dunn with Student Financial Services (Area 2).

- The June 8th guest speaker will be Steve Hultin, Executive Director of Facilities Management, who will address upcoming construction impacts

- There is NO July meeting

- Friday, August 7th will be the APC retreat. It is an all-day event at a location to be announced once Toni-Lee has the address and has checked it out with Dan Banuelos.

- Please contact Toni-Lee if you have any ideas on someone to design a “100 years of shared governance” commemorative poster. Joanna Holiday proposed Tom Mulligan with Creative Services who has students work on rebranding projects – perhaps this could be a student project. It would be due sometime this summer to be presented and available by the Fall Employee Appreciation event at the Trial Gardens.
4. Action Items

- Approval of the April meeting minutes: there was missing information on who made a motion and who seconded the request to increase the Chair stipend to $6000 and to add a Vice Chair stipend of $3000. With the addition of this information (Motion by Joanna Holiday and second by Ronda Koski), Kelly Brundage made a motion to approve the minutes and Dan Banuelos seconded the motion. The motion was CARRIED.

- Appointment of Deborah Yeung to the Community Statement Committee and of Barb Gustison to the Employee Appreciation Board: A motion was made by Steven Dove and seconded by Melissa Emerson to approve these appointments. The motion was CARRIED.

- Appointment of Deborah Yeung as an APC At Large Member for the term July 1, 2015 – June 30, 2016: A motion to approve this appointment was made by Shaila Parashar and seconded by Tosha Jupiter. The motion was CARRIED.

- Election of the APC Secretary position. Two members, Deborah Yeung with the Career Center and Baily Dunn with Student Financial Services, ran for the position. A paper ballot was used for the election during the meeting and votes tallied revealed that Deborah Yeung will serve as the APC Secretary for the next year.

5. Officer Reports

- Chair Report (Toni-Lee Viney): See written report provided. Highlights include a meeting with Service & Outreach committee members (Shay Galto, Kristine Bennett and Melissa Emerson) and CSU Events regarding assistance planning and implementing the Administrative Professional Appreciation Luncheon and the Employee Appreciation Event at the Trial Gardens at no cost. The Executive Committee, along with CPC representation had their annual meeting with President Frank. President Frank invited both councils to send important budget items to him in June for consideration. Toni-Lee encouraged the council to be thinking of priority budget items that we might want to send in. Some items the APC brought up were: resources for standardizing AP evaluations, resources for professional development proposal that was not funded under the Ripple Effect grants, and more fully supporting the Navigator/Resource Coordinator position. Toni-Lee also highlighted that Amy Parsons had approved the increase to the Chair stipend to $6000 and the addition of the Vice Chair stipend of $3000. In her written report, Toni-Lee includes uncensored feedback from the High Deductible Health Plan, and Faculty Council’s statement on shared governance. There were also changes to the manual that are recorded in her report.

- Vice Chair Report (Katie Brayden): There are a couple of committees that need AP representation. The Employee Needs group (Bailey Dunn volunteered) and the University Benefits Committee (formerly Angie Branson; Lynn Borngrebe volunteered). Additionally, AP needs representation on the Research and Diversity SPARC (formerly Ronda Koski; Mary Atella volunteered). Overall the SPARCs are being reorganized (latest number is 11 SPARCs), and will require more AP representation (up to 2 individuals on each). Katie reminds Committee Chairs that the Chairs retreat is June 4, and she will be providing information on
end of year reports. Also, she will be sending all committee members a request to select their top 3 preferred committee assignments.

- Secretary (Angie Branson): No report.
- Treasurer (Kristine Bennett): See written budget summary. We are right on track with spending.

6. **Standing Committee Reports**
   - Executive Committee (Toni-Lee): Remember the retreat on 7 August!
   - Service and Outreach Committee (Shay): As mentioned previously, CSU Events will assist with the Trial Gardens event as well as the Luncheon at no cost. They provide this service to any University-wide event. They will do the marketing and manage the details. The Service and Outreach committee will still need to do a lot of work for the creativity and planning. The committee has discussed and determined that we will no longer plan the spring and fall outreach events – if the entire APC is in agreement. Events have been poorly attended (less than 100 total attendees – that is combined attendance with state classifieds), and the cost benefit is low. Instead, the S&O committee proposes moving more toward the service aspect of the committee and tapping into already established events to make APs aware of the volunteer and service opportunities available to them on campus. S&O would try to have a presence at more events. Concerns were expressed because some feel the events are still reaching people, but consensus was that as long as there is some outreach/service the shift is ok. It was suggested that maybe the S&O committee should try to be better about nominating people for everyday awards – the more ongoing awards. There was concern about CPC because the fall and spring events are generally joint ventures, but Toni-Lee has approached Jeff Sturgeon, and thinks they understand the situation. The S&O committee would also like to make it a requirement/stronger recommendation that each APC member volunteer for at least one event though the year. Enforcement of this came up as an issue – so making sure that it is mentioned and becomes part of the culture at the retreat will be important. (How to enforce meeting attendance also came up and what ramifications for members who miss more than the allowed meetings). Making this recommendation part of the by-laws might give it more weight. Suggestions for the committee included highlighting area representatives so that areas know who their representatives are, and maybe having coffee and cookies at various areas.

- Awards Committee (Janella/Shaila): Did not meet. They communicated via email, and are still working out how many outgoing APC members there are to determine how much/what to give to them for their service. Kelly will forward this information to Shaila.

- Communications Committee (Steven): Did not meet, but they did order name tags and will be sending out one more newsletter for the year.

- Employment Committee (Joanna): Discussed parental leave form changes. They would like to make sure departments are aware of the cost savings to them, as the University will pick up some of these. It is in the written report.

- Nominations and Elections Committee (Kelley/Sarah): All areas have elections complete except Area 9, which will soon be done.
7. **Other Committee Reports**
- Classified Personnel Council (JoLynn): No report. Terri Pecora said they also had Lynn Johnson provide information on the budgeting process.
- Parking Services Committee (Rosanna): No report.
- University Benefits Committee (Angie): Jennifer provided a brief update that they committee is trying to reorganize and strengthen relationships across campus. They are also looking at retirement benefits.
- Committee on Women and Gender Equity (Joanna): Read the written report. They helped disperse the Ripple effect grants and discussed bullying. They also discussed the graduate student initiative to survey graduate students on their perception of campus climate regarding diversity, etc. They are also particularly concerned with at risk employees with lower income. Joanna doesn’t know if she what the committee time frame is – electable each year or for a 3 year term.
- Community Statement Committee (Deborah): Deborah attended a meeting that discussed bullying in the workplace and suggestions of creating a civility statement to keep employees accountable, which will eventually be added to the employee manual. She has provided notes for focus groups and peer institutions. To now the committee has been in brainstorming mode and they are just moving into next steps.

8. **Further Discussions – ideas on budget priorities**
- Supervisor training
- Support for a more formalized evaluation process
- Caregiving website – a student was building this, but it has been put on the back burner, and it would be good to have some continuity with it
- Regardless of what APC puts forward it should contain specifics in terms of dollar amount and what resources (software, training, salary support for staff)
- Should APC create an Ad Hoc Finance/Budget committee? This would help us be more strategic about budget requests. Lynn Borngrebe said she would be willing to be the lead on this.

9. **Adjourned** – 10:24 am