Administrative Professional Council

Annual Activity Report

APC Executive Committee

2011-2012
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Executive Summary

The Administrative Professional Council had another productive year from July 1, 2011, through June 30, 2012. This document outlines the accomplishments during the past year and some goals for the upcoming year. The APC experienced a change of leadership effective 7/1/11 as both Chair Courtney Butler and Vice Chair Jim Zakely handed over their duties to David Mornes and Toni-Lee Viney, respectively. More recently, effective 7/1/12, long-time Treasurer Stephanie Ouren transitioned her duties to Linda Selkirk and Secretary Robin McGee was replaced by Angie Addie. The annual spring election of area representatives resulted in 13 new APC members and five re-elected members. 16 existing members will be returning for another year of service. There is one vacant position in Area 3 (VP-Operations). The Annual APC Retreat will be held on Friday, August 3, at Tamasag. The retreat includes an orientation of new members, planning workshops, opening committee meetings, lunch and the monthly business meeting. At the 2011 retreat, Lorie Smith facilitated a “SWOT” analysis for APC and the information was integrated into the APC Action Plan for 2011-12 which included committee recommendations for what and how to pursue (strength-opportunity), attack (strength-threat), mitigate (weakness-opportunity) and avoid (weakness-threat). Many of the resulting goals are ongoing or continue to be under consideration. Progress toward these goals are continually assessed and reported once per year in this Annual Activity Report. This report also includes copies of the Annual APC Committee Reports, a summary of APC events by date for the past year, and a list of the winners of the AP Star Award and Distinguished AP Award.

Accomplishments (SWOT Intersection)

Pursue (Strength+Opportunity)

1) Two great award programs (Distinguished AP and AP Star) already in place + great opportunities for recognizing APs. (Awards Committee)
   - Goal: Continue tradition with persistent pursuit of quality nominations by using our diversity of experience to think of new and different ways to promote the awards.
   - Accomplishment: A healthy pool of nominations was received for each award. Announcements were published in Today@Colostate and also new this year was the option to submit nominations online via the APC website.

2) Rapid dissemination of information + boosting the image of APC. (Communications Committee)
   - Goal: Distribute a revised and enhanced APC newsletter.
   - Accomplishment: The newsletter format was refreshed and had exciting and pertinent content. It was published just once in the fall and once in the spring (not monthly) to focus on a higher quality product.
3) Good membership representation, expertise, and commitment + working on a relevant and positive employment topic. (Employment Committee)
   - **Goal:** Proposal to Revise Flextime Policy
   - **Accomplishment:** The Employment Committee facilitated the review and editing of the proposed policy by meeting with HR, OGC, EHS and the Office of Policy & Compliance. Work will continue into the upcoming year.
4) Influence to bring about change and avenues of influence + branding and boosting the image of APC. (Nominations & Elections Committee)
   - **Goal:** Since the APC spans across the university and has many avenues to reach people individually through its representatives, each representative will be tasked with a specific outreach type of event to educate constituents about the APC.
   - **Accomplishment:** This goal continues to be under consideration.
5) University-wide coverage and influence + opportunity to promote initiatives. (Service & Outreach Committee)
   - **Goal:** Promote “Commitment to Campus” opportunities for employees.
   - **Accomplishment:** Campus awareness was bolstered via very successful outreach events at the Trial Gardens, the Recreation Center and the University for the Center of Arts as well as at the APC Spring Luncheon.

**Attack (Strength-Threat)**

1) Two great award programs + loss of some credibility due to low number of nominations. (Awards Committee)
   - **Goal:** Leverage our big volunteer pool to help market and “re-brand” the awards (especially the AP Stars) to increase the number of quality nominations which will result in award programs gaining credibility.
   - **Accomplishment:** While we did not officially re-brand either award, the number of quality nominations surged, largely due to the efforts of the committee.
2) Established organization + lack of awareness of APC. (Communications Committee)
   - **Goal:** Continue using email to advertise AP events and produce related printed material to be posted on bulletin boards by APC members in their areas. Expand advertising of "Commitment to Campus” opportunities.
   - **Accomplishment:** The appropriate use of email listservs was clarified via a drafted communication plan. Communication venues other than email continue to be considered and utilized.
3) Membership on university committees + unclear procedures as to how APC ought to propose and route new or updated policies. (Employment Committee)
   - **Goal:** Ensure vacancies on university committees are promptly filled with best candidates; establish communication link back to APC; identify and document avenues to affect change (e.g. Office of Compliance and Policy); and maintain rapport and communications with other councils and committees.
   - **Accomplishment:** Vacancies on university committees were promptly filled including APC’s representation on the SPARC committees during the
strategic plan refresh year. Monthly reports, either verbal or written, were requested from committee representatives. Routing processes for proposed policy documents were clarified and streamlined.

4) Influence to bring about change and avenues of influence + lack of awareness, credibility, support and/or legitimacy of APC from managers and supervisors. (Nominations & Elections Committee)
   - **Goal:** Since the APC spans across the university and has many avenues to reach people individually through its representatives, we would like to see each representative be tasked with a specific outreach type of event to educate constituents, managers and supervisors about the APC.
   - **Accomplishment:** More needs to be done in regards to increasing awareness of the employee councils according to the preliminary results of the Campus Climate Survey. One initiative to be considered is writing a thank you letter to each supervisor of each council member each year. This would acknowledge the support of the supervisor and the appreciation of the council.

5) Capacity to elevate awareness on campus + limited brand awareness of APC. (Service & Outreach Committee)
   - **Goal:** Increase APC branding levels to elevate awareness of APC across campus in collaboration with other committees (i.e. Communications, Awards, etc.)
   - **Accomplishment:** The APC committees launched an effort to collaborate more on communicating events, awards and announcements. More work is to be done in the form of finalizing the APC Communication Plan.

Mitigate (Weakness-Opportunity)

1) Low number of award nominations + expand the nomination pool (Awards Committee)
   - **Goal:** Simplify the nomination process by creating an online nomination process; publicize nomination opportunities more; recognize all nominees in some way.
   - **Accomplishment:** Online nomination process was initiated and all nominees and their nominators received a recognition letter from the APC Chair.

2) Lack of visibility + diverse experience. (Communications Committee)
   - **Goal:** Follow up the APC newsletter with an "AP Profiles" email to highlight an AP in action at CSU. Add a hover-over pop-up on the APC member web page that briefly describes the person's job and professional interests at CSU.
   - **Accomplishment:** Initial discussions have taken place about how to best profiles members. We may collect job information from members at the retreat so we can include a brief bio of each member on the APC website.

3) No clear screening mechanism on issues/topics to pursue and limited comprehensive knowledge + add more members on employment committee. (Employment Committee)
   - **Goal:** Add members to standing committee and/or create ad hoc committees to effectively address specific issues/topics; review Work-Life II Committee Report and the “Great Places to Work” to identify employment issues/topics; determine
current data/survey sources; design a specific survey for APC purposes; enhance method of documentation retention (e.g. Google Docs); enhance method of communication to provide status updates to other committees to avoid duplicate efforts and to pursue partnerships amongst committees.

- **Accomplishment:** It was agreed to that we would assign more members to the Employment Committee for 2012-13 to assist with multiple initiatives.

4) Lack of investment (e.g. difficulty filling membership vacancies) + overall support of university administration. (Nominations & Elections Committee)

- **Goal:** Since we have the support of University Administration, APC will encourage more explicit statements of support for APC participation in a public manner so that APC can reference it when trying to recruit new members.

- **Accomplishment:** Clear support of council involvement has been garnered from University Administration with regular campus announcements of such support.

5) Lack of committee integration + partner with other committees. (Policy & Procedures Committee)

- **Goal:** Enhance method of documentation retention (e.g. Google Docs); enhance methods of communication to provide status updates to other committees to avoid duplicate efforts and to pursue partnerships amongst committees.

- **Accomplishment:** Dropbox was implemented as the document repository for APC. The monthly committee report was enhanced to gather and communicate action items needed by a committee from another.

6) Minimal involvement and recognition of APC by research-based APs (Research Associates, etc.) + opportunity to tap into the expertise and experience of this large group of employees. (Service & Outreach Committee)

- **Goal:** Use “Commitment to Campus” initiatives to increase dialogue with RAs.

- **Accomplishment:** Awareness of this issue is increasing. More work needs to be done to encourage research-based APs to participate in council activities and somehow foster more support for their time and effort with APC.

### Avoid/Seek Help (Weakness-Threat)

1) Training of new committee members + delayed start of the award nomination process. (Awards Committee)

- **Goal:** Leverage experience of senior committee members to orient new members long before the due dates for nominations.

- **Accomplishment:** This will present a challenge to the APC committees this year because many senior committee leaders have moved on from their APC duties. We can partially mitigate the potential loss of knowledge by finalizing and maintaining the APC Committee Operating Procedures documentation which will happen during the upcoming year.

2) APC power and effectiveness + perception of lack of influence. (Communications Committee)
• Goal: Better publicize the annual APC Activity Report, council meeting minutes and "interesting metrics" that demonstrate the APC evolution (shared governance, SPARC committee representation, etc.)

• Accomplishment: We started by simply keeping the APC website more up to date by publishing recent meeting minutes and the list of university committee assignments. We need to do better by posting other documentation on the website such as the Annual Action Plan and Activity Report. We will consider redesigning the APC website if resources are available.

3) No formal vote on changes to the Faculty/AP Manual and sometimes limited opportunity to comment + revisions to the Manual often directly impact AP’s. (Employment Committee)

• Goal: Request that any changes to the Manual or other policy that may affect APs be vetted by the Employment Committee or other standing committee prior to action by the Executive Committee or a vote of the Council.

• Accomplishment: Proposed changes to the Manual are now being routed through the APC Employment Committee for review and then recommendation to Executive Committee and the Council.

4) Lack or non-existent supervisor support of APC participation and time commitment + job security, lack of time, doing more with less, guilt or threat of guilt for being part of APC. (Nominations & Elections Committee)

• Goal: It is a fact of the times we are living in that many of us have been tasked with doing more with fewer resources as a part of our normal job. Thus, the employee and the supervisor may not feel that they can take on additional responsibilities by saying yes to participation in the APC. The most we can do is educate those individuals about a realistic estimate of the time it takes to be involved with APC. We have to realize that we are going to lose people or get denials of participation simply because of the time we are in. A small step toward defeating this is to invite more people to serve in limited capacities (e.g. committee work only, work at a booth, help during an outreach event, etc.)

• Accomplishment: Strides have been made in engaging non-members to participate on committees and at APC events. As in past years, APC continues to experience a turnover rate of 30-50% per year in its membership. The key is to ensure a seamless transition of knowledge from exiting members to new members through a process & documentation.

5) Question our overall power/effectiveness to influence and affect change + complacency. (Policy & Procedures Committee)

• Goal: Direct efforts inward to draft proposed revisions to the APC Constitution and APC Manual Rules & Procedures.

• Accomplishment: Draft revisions of APC documentation will be presented at the retreat for further consideration.

6) Venting at APC meetings regarding lack of veto power of revisions to AF/AP Manual + threat of wasted time and effort engaging in counter-productive dialogue.
Goal: Redirect any negative discussion regarding the perceived lack of control to revisions of the AF/AP Manual.

Accomplishment: There was general consensus this past year on most proposed changes to the AF/AP Manual. Future proposed changes may encountered more resistance so this is something to continue monitoring.

Committee Annual Reports

The APC committees are formed before and/or during the annual retreat in August of each year. The committees meet monthly and provide a report at the monthly council meeting. The annual reports presented below were provided by each committee and summarize its membership, accomplishments and events during the past year. Each committee completed their portion of the SWOT Analysis and the draft APC Committee Operating Procedures document.

AWARDS COMMITTEE

Committee Membership: Angela Perryman (co-chair), Auli Summerhays (co-chair), Casey Brunson, Foula Dimopoulos, Marty Welsch

Accomplishments:

- **AP Star Award Nomination Process** – Nomination form became available online via the APC website.
- **AP Star Award Recognition** – Presented at the APC Spring Luncheon on 2/27/12. The following honorees were recognized:
  - Karl Bendix, Housing & Dining Services
  - Laurel Cubin, CSU Extension
  - Tony DeCrosta, Human Resource Services
  - William Moseley, RICRO
  - Denise Ostmeyer, Office of the Vice President for Research
  - Karen Sellins, Animal Sciences
- **Distinguished AP Award Nomination Process** – Nomination form became available online via the APC website.
- **Distinguished AP Award Recognition** – Presented at Celebrate CSU event on 4/24/12. The following honorees were recognized:
  - Laurie Elwyn, CSU Health Network
  - kylan Marsh, Development & Advancement Information Services
  - Chris O’Dell, Cooperative Institute for Research in the Atmosphere
  - Christopher Rithner, Chemistry
- **Departing APC Members** – 16 departing APC members were recognized at the May and June council meetings including Courtney Butler (Immediate Past Chair), Kristin


COMMUNICATIONS COMMITTEE

Committee Membership: Emily Wilmsen (Chair), Jennifer Ivan, Robin McGee, Stephanie Ouren, Jill Salahub, Darrin Goodman

Accomplishments:

- **Newsletter** – Produced and distributed three (3) professional APC newsletters over the course of the year.
- **Internal Communication** – Highlighted events for other APC committees on Today @Colorado State.
- **Website Updates** – Regular website updates and maintenance duties, such as adding monthly newsletters, monthly meeting minutes, updating award winners pages, updating award nomination information, adding/removing members, updating APC Committee pages, updating the Campus Resources page which reflects CSU’s Commitment to Campus, etc. Performed a complete restructure of the APC Awards web pages (both for AP Star & Distinguished AP Awards), including automated forms for award nomination submissions.
- **Communications Plan** – Drafted a communications plan to incorporate a variety of communication outlets – website, social media, etc. – into long-term planning for the council and across all of the committees.

EMPLOYMENT COMMITTEE

Committee Membership: Joanna Holliday (Chair), CJ Keist (Back-up Chair), Carolyn Kasdorp, Kim Kita, Ronda Koski, Anita Pattison, Shaun Case, Frank Johnson

Accomplishments:

- **Leave Sharing Bank Proposal** – Reviewed and recommended APC endorsement of the Leave Sharing Bank Proposal put forward by the University Benefits Committee.
- **Flexible Work Arrangements Proposal** – Continued to spearhead an effort to enhance university policy on flex time and flex space with Bob Schur and the Office of Policy and Compliance (see HRS Manual Sec. 1-9 paragraphs 3-4 Flexible Work Arrangements (FWA)). The committee’s latest draft revision is with Jannie Mohr in the Office of General Counsel as a means to seek legal guidance on “caps” of work week hours that would be applicable in higher education. This draft and sample template(s) should be delivered for further review by Bob Schur later in the summer of 2012.
- **Hiring Practices** – The committee recommends a review of communications and trainings related to hiring practices as well as the Research Associate/Scientist career
ladder models and related promotional opportunities and salary ranges. The committee is prepared to continue offering its services and support to central HR with this initiative.

- **Leadership & Mentoring Training and Initiatives** – The committee will continue tracking progress made, investigating models and offering support to advance initiatives. Will continue to track efforts through CSU Training & Organizational Development/Lorie Smith’s unit.

- **Surveys** – The interest of the committee lies in what has been done, who is developing surveys, and how CSU garnering support for continued participation on campus.

- **Benevolent Fund** – Starting a review of the State model and how it may be tailored for university employees.

**NOMINATIONS & ELECTIONS COMMITTEE**

**Committee Membership:** Kim Pendell (Chair), Mary Dolce, Petra Marlin, Stephanie Rosso, Becca Ellis

**Accomplishments:**

- **Recruited and Elected Officers for 2012-13** – Dave Mornes re-elected as Chair, Toni-Lee as Vice Chair and Linda Selkirk at Treasurer.

- **Recruited and Elected APC Area Representatives for 2012-13** – 13 new members were elected, five were re-elected and 18 are continuing. There is one vacancy in Area 3.

- **Action Items for the Upcoming Year** –
  - Recruit a Secretary and hold a special election.
  - Fill the vacancy in Area 3 (VP-Operations).
  - Seek to re-stagger terms among areas representatives to ensure continuity.

- A census of AP employees is due in 2012 to re-evaluate area representation. This may be deferred until early 2013 to assess impact of state classified positions to AP. Reconsider the representation model for APC to avoid several issues including: chronic vacancies in some areas; non-re-election of Executive Committee members and committee chairs; members changing positions within the university and losing their APC assignments; and ensuring proportionate and equitable representation across campus areas. Will consider elected some at-large members similar to Classified Personnel Council (all at-large members).

**POLICIES & PROCEDURES COMMITTEE**

**Committee Membership:** Linda Selkirk (Chair), Dede Kliwer, James Owiny, Kristin Haller

**Accomplishments:**

- **APC Constitution and Rules and Procedures Manual** – Established a two-year cycle for reviewing and updating of the APC governing documents. A refresh of these documents will take place during 2012-13.
• AF/AP Manual Changes Review – Set up a process for forwarding AF/AP Manual proposed changes to the Policies and Procedures Committee for review and recommendation to the Executive Committee.

• Communications Plan – Assisted with drafting a strategic communications plan.

SERVICE & OUTREACH COMMITTEE

Committee Membership: Aimee Oke (Chair), Dan Banuelos, JoLynn Toudt, Beth Kessler, Deborah Yeung, Sonya LeFebre, Doug Patmore, Crystal Shanley

Accomplishments:

• APC/CPC Employee Appreciation Day at the CSU Trial Garden (8/16/11) – APC joined CPC this year for the CSU Employee Appreciation event at the Trial Garden. Over 200 people attended. Cupcakes and Gelazzi gelato were served, live music was played, master gardeners and Cam the Ram were in attendance.

• Athletic Events (Basketball 9/9/11 and Football 11/26/11) – APC reps were on site at these two events for employees (Commitment to Campus) to hand out flyers and information about APC.

• Fall Benefits Fair (11/7/11) – APC reps were on site at this event to provide information on Commitment to Campus benefits and hand out flyers and information about APC.

• Fall Outreach Event (11/11/11) – An ‘Employee Benefit Highlight – Light Lunch Break’ was held at the Recreation Center with an impressive turnout of over 120 AP and CPC employees. Tours were provided by Rec. Center staff along with a slide show, prize drawing and Jimmy John’s sandwich slices, chips & sodas. The Rec. Center reported that at least 31 employees signed up for a membership during the event.

• Spring Luncheon (2/27/12) – Over 310 APs attended. The Food Bank for Larimer County collected $136 in cash and 44 lbs. of food from APs at the event. VP Amy Parsons gave an update on Commitment to Campus. A plethora of prizes were given out via raffle drawing and the AP Star Award recipients were honored.

• Spring Outreach Event (5/2/12) – This light lunch event was co-sponsored with CPC and held at the University Center for the Arts. There was an overwhelming turnout of over 200 employees who showed up for tours of the center hosted by art students.

• Promotional Items – The committee placed an order for APC tote bags and magnets to be given out at events next year as a way to better promote APC.

• Committee Membership – Recommended adding 4-5 new committee members for the upcoming year for a total of 9-10 active members.

• Professional Development Institute – The committee was assigned the responsibility of developing and delivering the PDI session beginning in January 2013.
APC Chair Activities Summary

VP Amy Parsons, Toni-Lee and Dave – August 24, 2011
Tim Gallagher, Faculty Council – August 26, 2011
Committee on Strategic and Financial Planning (CoSFP) – August 29, 2011
University Employee Orientation – Presented APC/CPC/FC Slides – August 30, 2011
APC Executive Committee – August 31, 2011
Faculty Council Meeting – Sept. 6, 2011
Mary Ontiveros – Sept. 7, 2011
Fall Leadership Forum, Toni-Lee and Dave – Sept. 8-9, 2011
President’s Fall Address/Picnic – Sept. 15, 2011
Committee on Strategic and Financial Planning (CoSFP) – Sept. 19, 2011
APC Chair & Vice Chair Meeting, Toni-Lee & Dave, Sept. 20, 2011
VP Amy Parsons, Toni-Lee and Dave – Sept. 21, 2011
APC Executive Committee – Sept. 28, 2011
Committee on Strategic and Financial Planning (CoSFP) – Oct. 3, 2011
Faculty Council Meeting – Oct. 4, 2011
VP Amy Parsons, Toni-Lee and Dave – Oct. 12, 2011
CPC/APC, Toni-Lee, Dave, Farrah and Lori – Oct. 12, 2011
Faculty Council/APC, Tim Gallagher and Dave – Oct. 17, 2011
Committee on Strategic and Financial Planning (CoSFP) – Oct. 17, 2011
Sibson Consulting/APC Chair & Vice Chair – Oct. 18, 2011
APC Executive Committee – Oct. 26, 2011
Faculty Council Meeting – Nov. 1, 2011
Benefits Fair – Nov. 7, 2011
Faculty Council Meeting – No. 7, 2011
INTO Public Forum – Nov. 8, 2011
CPC/APC, Toni-Lee, Dave, Farrah and Lori – Nov. 9, 2011
VP Amy Parsons, Toni-Lee and Dave – Nov. 11, 2011
Faculty Council/APC, Tim Gallagher and Dave – Nov. 11, 2011
Fall Employee Appreciation Event at Rec. Center – Nov. 11, 2011
APC Executive Committee – Nov. 30, 2011
CPC/APC, Dave, Farrah and Lori – Nov. 30, 2011
Committee on Strategic and Financial Planning (CoSFP) – Dec. 5, 2011
Exit Interviewer Positions Discussion with Mary Ontiveros – Dec. 6, 2011
Faculty Council Meeting – Dec. 6, 2011
Board of Governor’s Meeting – Dec. 7, 2011
Faculty Council/APC, Tim Gallagher and Dave – Dec. 9, 2011
VP Amy Parsons, Toni-Lee and Dave – Dec. 14, 2011
Committee on Strategic and Financial Planning (CoSFP) – Dec. 19, 2011
Discussion of HB1301 Implementation with Tony DeCrosta – Dec. 20, 2011
APC Executive Committee – Dec. 21, 2011
APC Chair / Vice Chair – Jan. 4, 2012
APC Service & Outreach Committee – Jan. 6, 2012
APC Nominations & Elections Committee – Jan. 11, 2012
Faculty Council/APC, Tim Gallagher and Dave – Jan. 13, 2012
VP Amy Parsons, Toni-Lee and Dave – Jan. 23, 2012
Committee on Strategic and Financial Planning (CoSFP) – Jan. 23, 2012
APC Awards Committee – Jan. 25, 2012
APC Executive Committee – Jan. 25, 2012
Faculty Council – Feb. 7, 2012
APC Chair / Vice Chair – Feb. 8, 2012
CPC/APC, Dave, Toni-Lee, Farrah and Lori – Feb. 8, 2012
Faculty Council/APC, Tim Gallagher and Dave – Feb. 10, 2012
Committee on Strategic and Financial Planning (CoSFP) – Feb. 13, 2012
APC Policies & Procedures Committee – Feb. 21, 2012
APC Communications Committee – Feb. 22, 2012
APC 2012 Spring Luncheon – Feb. 27, 2012
VP Amy Parsons, Toni-Lee and Dave – Feb. 29, 2012
APC Executive Committee – Feb. 29, 2012
Faculty Council – Mar. 6, 2012
Faculty Council/APC, Tim Gallagher and Dave – Mar. 9, 2012
CPC/APC – Mar. 14, 2012
VP Amy Parsons, Toni-Lee and Dave – Mar. 22, 2012
Committee on Strategic and Financial Planning (CoSFP) – Mar. 26, 2012
Tony DeCrosta, Tracy Hutton, Toni-Lee and Dave – Mar. 27, 2012
Faculty Council – Apr. 3, 2012
APC Executive Committee – Apr. 4, 2012
Committee on Strategic and Financial Planning (CoSFP) – Apr. 9, 2012
President Frank and APC/CPC Annual Meeting – Apr. 10, 2012
President Frank Open Forum – Apr. 10, 2012
CPC/APC – Apr. 11, 2012
VP Amy Parsons, Toni-Lee and Dave – Apr. 12, 2012
Committee on Strategic and Financial Planning (CoSFP) – Apr. 23, 2012
Celebrate CSU Awards – Apr. 24, 2012
Faculty Council/APC, Tim Gallagher and Dave – Apr. 25, 2012
APC Executive Committee – Apr. 25, 2012
Exit Interviewer Selection Committee – Apr. 30, 2012
Faculty Council – May 1, 2012
Spring Outreach Event at UCA – May 2, 2012
Tony DeCrosta, Tracy Hutton, Toni-Lee and Dave – May 8, 2012
CPC/APC – May 9, 2012
Faculty Council/APC, Tim Gallagher and Dave – May 11
VP Amy Parsons, Toni-Lee and Dave – May 16
Distinguished Alumni Employee Award Selection Committee – May 16
Discuss Institutional Workplace Climate Survey with Mary Ontiveros – May 22
CPC Annual Luncheon – May 22
Parental Leave and Leave Share Bank Discussion – June 8
CPC-APC – June 13
VP Amy Parsons, Toni-Lee and Dave – June 18
CPC/APC Outreach Event Planning – June 26
APC Retreat Planning Meeting – June 27
Interviews of Exit Interviewer Finalists (with Mary, Diana, Tim & Farrah) – July 11 & 13
APC Retreat Planning Meeting – July 30
APC Annual Retreat – August 3
Employee Appreciation Day CPC/APC – August 7
VP Amy Parsons, Toni-Lee and Dave – August TBD
APC Executive Committee – August 27
University Employee Orientation – Presented APC/CPC/FC Slides – August 29
Faculty Council – Sept. 4