The Administrative Professional Council (APC) met February 13, 2007 and the following executive committee reports were given:

Report from Kathy Thornhill, Chair: The Chair encouraged Council members to show our voice and interest by attending the sessions with the candidates for the Vice President for Administrative Services position.

We are looking into the feasibility and value of having representatives from the Administrative Professional Council go to new employee orientation meetings to present information regarding APC.

A letter from APC has been sent to President Penley encouraging the valuing of employees through meaningful salary increases. Copies of the letter were sent to Tony Frank, Tom Gorell, Rich Schweigert and Ted Weston.

The Chair has continued to foster a relationship between the Faculty Council and the APC by attending meetings and maintaining communications. Bob Jones is the ex officio member from Faculty Council to the APC.

Report from Courtney Butler, Vice Chair: The Vice Chair attended a meeting of the Committee on Strategic and Financial Planning in which Rich Schweigert spoke. The budget process is still in the planning stages. A 4.4% salary increase has been built into the requested budget.

Report from Pat McCurdy, Treasurer: The Treasurer reported expenses of $152 in January. The budget continues to look good.

New business

Suggested revisions to the APC Constitution and the Rules and Procedures were reviewed and suggested changes discussed. The APC will consider and vote on the proposed modifications at the March meeting.

Contact Kathy Thornhill, Chair for more information: kathy.thornhill@business.colostate.edu
Human Resource Speakers

Carol Shirey, Director, and BJ Thomson, the new Employee Relations Manager, came to speak with the APC. The history of the Employee Relations Manager position was reviewed. Two managers are slated for this position, but only one is filled at this time. A search for the second person will start soon.

The Employee Relations Managers will cover both administrative professional and state classified positions. Each manager will take a portion of the University employees. How the university will be divided has not yet been determined.

BJ Thompson reviewed his background with the group. One of his first projects is revamping the pay for performance program. He will be holding training sessions soon.

The Human Resource area is expected to move to 555 Howes in April.

Luncheon Reminder

AP Annual Spring Luncheon on February 27, 11:30 a.m., Lory Student Center, North Ballroom!

Committee Reports

Awards – The nomination information for the Distinguished Administrative Professional Award has been edited and has been sent to the campus community. Pat McCurdy is seeking an at-large AP and Bob Jones is soliciting a faculty member for the committee to review the award nominations.

The AP Stars award is not being awarded this year and will be reconsidered next year.

The suggestion was made to have President Penley announce all awards for distinguished personnel at the same time. The Awards Committee will coordinate this effort for next year.

Communications – Speakers have been coordinated for the upcoming APC meetings this spring.

The committee is working on scheduling a training workshop available to both APs and CPs in the coming year.

The Communications Committee is looking into the possibility of working with Human Resources to develop a regular report where the APC can get a list of new APs so they can be personally greeted and welcomed to CSU.

Employment – The committee continues to research CSU’s inclement weather policy and look into the State policy on this issue.

Two other proposals are being explored by the committee. First is the access APs have to the classes offered at CSU. The committee is developing a recommendation that the benefit be extended to include up to 8 credit hours per year. The second idea has the committee looking into the development of an online application for open AP positions which could then be expanded to assist search chairs.

Nominations and Elections – The committee has contacted representatives who have openings in their areas to get suggestions on people who may be interested in being APC alternates or representatives. The group is working on ballots and the election process is progressing.

Service and Outreach – The AP luncheon has been scheduled for February 27. Door prizes for the luncheon are still being accepted.

The next AP/CPC coffee break will be held at the Veterinary Teaching Hospital.

Benefits – The letter summarizing the benefit’s survey will be made available for review.

Anthem benefit claim problems are being resolved. Staff needs to bring any claim issues to the attention of CSU’s benefits area to make sure they are being fixed promptly.

Classified Personnel Council – Dave Bradford will be discussing parking issues at the next CPC meeting. Governor Ritter will not be the speaker at the Statewide meeting.

Parking Committee – Potential increases to the cost of yearly staff parking permits is under consideration. The APC will see if Commander Bradford is available to speak at council the next meeting.

We’re on the Web! http://ap.colostate.edu

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