The Administrative Professional Council (APC) met April 10, 2007 and the following executive committee report was given:

Report from Kathy Thornhill, Chair: New representatives were welcomed to the Council.

The Chair contacted Tony Frank and he agreed to work with deans and department heads to encourage participation in APC activities.

The APC will report to Bob Rizzuto, the new Vice President for Finance and Administration. Kathy will invite him to attend meetings and will update him on the APC Strategic Plan.

APC will continue efforts to foster communication and inclusion in the budget process. The Chair reported that Tony Frank called her recently with budget information. This is viewed as a positive step toward our inclusion efforts.

The Chair reported on the presentation President Penley gave at Faculty Council regarding the University budget. The focus of the issue was that CSU’s funding is not equitable with other institutions within Colorado. The gap in this funding continues to get larger.

The Chair attended the new employee orientation and felt the effort to meet new APs was well worth the time invested.

Report from Pat McCurdy, Treasurer: Currently, a balance of approximately $2,200 is expected in the APC account at the end of the academic year. The Executive Committee will be discussing options to use the funds to help achieve our goals. When structuring the budget for next year, changes to operations will be incorporated to make a more effective budget. The idea of starting a scholarship fund was discussed.

Remember—

April is Employee Appreciation Month!

“The voice for administrative professionals”

Contact Kathy Thornhill, Chair, for more information: kathy.thornhill@business.colostate.edu
All Administrative Professionals can serve on committees
-You don’t have to be on AP Council!

Facilities Speaker

Brian Chase from Facilities spoke to the Council about upcoming building projects. He presented a brochure and maps on upcoming construction. Building activity to take place in the next year includes completion of the New Academic Village, start of the Computer Science building, a new parking lot, Clark building renovation among other projects. As the campus ages and expands more dollars are needed for maintenance of the facilities in use. Facilities has 500 employees and has responsibility for buildings and grounds ranging from custodial to new construction.

Coffee Break

AP Council sponsored a coffee break to meet other Administrative Professionals while enjoying coffee, tea and snacks. Short tours of the hospital were also offered. Details: April 25, 2007 - 8:00-9:00 a.m at the James L. Voss Veterinary Teaching Hospital, room 120 (Cancer Center Wing), 300 West Drake Road.

Committee Reports

Awards – Award winners will be celebrated at the Celebrate Colorado State luncheon. Announcements will be posted in Today@ CSU and the Chair will email the APC with information on the AP award winners.

Communications – The APC magnets are being designed and will be distributed in the fall. APC shirts are available to representatives.

Employment – Members of the committee met with Carol Shirey and Bill Liley to discuss the current inclement weather policy for employees. The committee will work with CPC to draft a letter with recommended changes to this policy. The letter will be brought for review to the APC before sending.

Nominations and Elections - The committee will send out ballots on April 16. Nominees for representatives in the most areas have been found.

Service and Outreach – The Veterinary Teaching Hospital will be hosting the next APC / CPC Coffee Break on April 25th. A notice will be sent out when the details are finalized. Small informal tours may be available.

Other Committee Reports:

Benefits – An FAQ web page regarding benefits continues to be developed. The Benefits Committee will need new AP representatives for next year.

CPC – Elections for CPC representatives are currently in process.

The State Classified annual performance cycle is done on March 30. Final paperwork is due to Human Resources on April 25.

Human Resources is scheduled to move to a new location on Howes St., just north of the University Services Building later this month.

Parking – The parking proposal for Colorado State University will go to the Board of Governors in June. The subcommittee will be putting more detail into the plan and possibly give more time to transition.