The Administrative Professional Council (APC) met September 11, 2007 in the Lory Student Center and the following Executive Committee reports were given:

**Report from Kathy Thornhill, Chair:**
The Administrative Professional Council will have a table set up at the Benefits Fair on November 5. AP volunteers will be needed to visit with administrative professionals and answer their questions about APC. Volunteers will be sought at the October APC meeting.

If APs know of other events where the APC might want representation, please notify Kathy Thornhill.

The Executive Committee members have been taking turns attending new employee orientations and giving a short presentation about APC. The Chair has received email from new employees which shows this effort as a worthwhile way to build visibility and communication with our constituents.

**Report from Courtney Butler, Vice Chair:**
Members will be receiving an email with information about the Grievance Panel and the Sexual Harassment Panel in order to get representatives for each.

**Report from Lance Noble, Treasurer:**
APC funds currently stand at $9,833. Most of the $606 August expenses were from the council retreat.

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**Next meeting**

October 9, 2007
8:30 a.m.,
224-226 Lory Student Center

**Clothing Drive for Irish Elementary**

October 2-10
Details soon!

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

http://ap.colostate.edu
All Administrative Professionals can serve on committees
-You don’t have to be on AP Council!

Committee Reports

APC Committee Reports:

*Communications* – The goals for the year were discussed. The AP brochure is in the process of being reviewed. Survey questions are being developed.

*Employment* – The committee discussed the possibility of instituting a certification program as a way for administrative professionals to follow a career path and progress. The group is researching the potential of a policy allowing position vacancies be opened to internal applicants with required qualifications before looking externally. A policy where employees who have taken annual leave during a CSU closing for inclement weather would have their annual leave restored is also being researched.

*Nominations & Elections* – The committee set goals, developed survey questions and discussed current APC topics.

*Policies & Procedures* – The committee set goals and developed survey questions.

*Service & Outreach* – A number of events are in the planning stages – coffee break for October 2, a fall clothing drive, and possibly a happy hour with a toy drive. The committee is working to find a speaker for the spring luncheon.

Other Committee Reports:

*CPC* – Kinda Carpenter announced that Rich Gonzales, the Executive Director of the Department of Personnel and Administration, and David Kaye, the Director of the Division of Human Services will meet with employees to answer questions and hear concerns on September 11 at noon in the Lory Student Center. All employees are invited to attend.

Unfinished Business

A letter incorporating the concerns reported to the APC by constituents to the proposed change in benefits funding was reviewed. The Council voted to endorse the proposal and made small modifications to the letter.

APC will be surveying constituents to ensure the Council is aware of their concerns and needs. Representatives and committees will be forwarding suggested survey questions to the Chair for compilation. The questions will then be sent to representatives for review and discussion at the next meeting.

Join us at Lory Student Center

AP Council invites you to meet other Administrative Professionals while you enjoy free coffee, tea and snacks.

Virginia Dale Room, Lory Student Center, CSU
Tuesday, October 2, 2007 - 8:00-9:30 a.m.