The Administrative Professional Council (APC) met October 10, 2007 in the Lory Student Center and the following Executive Committee reports were given:

Report from Kathy Thornhill, Chair:
Tom Gorell has been named the interim Vice President of Administrative Services (VPAS). The Chair will be working with the VPAS to maintain communications between Administration and APC during the transition.

APC representatives have specialized knowledge of information and processes from their respective areas and the university. Each member is encouraged to speak up and share their expertise with Council to keep us on track and in line with the University’s direction.

Report from Courtney Butler, Vice Chair: The Vice Chair was able to fill the current vacancies on the Grievance Panel and the Sexual Harassment Panel.

New Business

The APC contributed to CSU’s 2007 Diversity Conference this year and was listed as a sponsor. The Council will discuss at an upcoming meeting how we would like to handle the donation process in the future.

Service and Outreach Committee and the Communication Committee are working on an idea to give each new administrative professional employee a personal greeting. The groups will discuss the process to welcome new APs to CSU and inform them about APC.

Unfinished Business

The Council discussed the draft of this year’s Work Plan at length. Suggestions were made to the plan and it was approved for submission to Administration.

The Council reviewed the collected suggested questions for the constituent survey. APC along with Committees will continue refining the survey over the next month.

Next meeting
November 13, 2007
8:30 a.m.
224-226 Lory Student Center

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 coffee break flyer and marketing was planned and implemented.

Employment – The committee continued the discussion on the possibility of instituting a certification program as a way for administrative professionals to follow a career path and grow. The research on a possible recommendation to change the inclement weather policy continues.

Nominations & Elections – The committee developed survey questions and discussed current APC topics.

Policies & Procedures – The committee continued their discussion of goals and developed survey questions.

Service & Outreach – The October coffee break was well attended. The Clothing Drive for Irish Elementary continues through October 12 and representatives were asked to send one final notice to constituents. The holiday party idea will need to be reworked into a different event. The committee continues to look for a spring luncheon speaker and theme. Suggestions are welcome and encouraged from APs.

Other Committee Reports:

Benefits
The suggestions, made in a letter to the Human Resources benefits area regarding the change to a cost share plan, were received but not implemented. Medical premiums are expected to increase 17% this year. Open enrollment for benefits will be starting later in October. Admin Pros are encouraged to compare Ben Pay to Cost Share on the Benefits Calculator at [http://wsprod.colostate.edu/cwis187/benefits/](http://wsprod.colostate.edu/cwis187/benefits/) prior to open enrollment.

Parking
1. Vet Teach Hospital Parking Lot now has an expected completion date of November 15th.
2. Engineering Lot was reconfigured and resurfaced over the summer. Meters were removed and "Luke" machines (pay stations) installed. Shelters will be installed over the 'pay stations,' and the machines will eventually be configured to accept credit cards. Currently they only accept cash. Usage is being monitored to determine in one more pay station is needed.
3. Parking fee payroll deduction seems to be working smoothly - no complaints that we know of.
4. Appeals will soon be available to be filed on-line.
5. Plans for the Lake Street Garage (corner of Lake and Center) are progressing. Construction will begin summer of '08. When that occurs Parking Services is considering offering a Shuttle Service from a temporary parking lot at the Vet. Teaching Hospital to campus to accommodate the loss of spaces that will occur. Loss of spaces will be even worse when the Clark lot goes out of service for construction of the new Academic Instruction Building (next year or '09).
6. The Bay Lot (behind the Hilton) is now a permit lot (yearly cost of $50). It is not at capacity yet.
7. There were some concerns raised about the cost of the "J" permits ($165), but that seems to have subsided now.
8. Concern raised about the permitting of the Old Fort Collins High School north lot - used to be free.

Professional Development Institute (PDI)

PDI will be held Jan. 9, 10, and 11, 2008. PDI is an annual event open to the campus community, with presentations given by topic experts from our own CSU faculty and staff members. Sessions can cover a variety of topic threads such as: teaching and learning, administrative and management issues, health and safety, instructional and informational technology, diversity, outreach, research, and personal enrichment. Proposals for new and relevant topics of interest to the university community are welcome.

At this time, we encourage presenters to submit a proposal by accessing the electronic proposal form provided at [http://www.ctss.colostate.edu/pdi_proposal.aspx](http://www.ctss.colostate.edu/pdi_proposal.aspx). Proposals will be accepted through October 31, 2007. Presenters will be notified if their proposal has been accepted in November. If you have any questions please direct them to Sally Hibbitt in Computer Training and Support Services at 491-2726 or by email at shibbitt@ctss.colostate.edu.

◆ ◆ ◆