The Administrative Professional Council (APC) met November 13, 2007, in the Lory Student Center and the following Executive Committee reports were given:

**Report from Kathy Thornhill, Chair:**

APC’s Work Plan was submitted to Tom Gorell. The Chair is a member of the search committee for the Vice President for Administrative Services. The APC was also included as a part of the search committee for the Senior Staff Counselor running the Employee Assistance Program.

The Chair gave updates on meetings with the Budget Review Process Committee. This ad-hoc committee was charged with developing the university’s budget and planning processes. The committee made recommendations for improvements and efficiencies to the process, including adequate representation by APs. The report will be given to the Provost for approval (President Penley referred to the committee’s work in his recent email to campus.)

**Report from Courtney Butler, Vice Chair:**

The Vice Chair thanked volunteers for their help at the Benefits Fair. The committee discussed ways to make the APC table a more vital part of the event.

In discussions with committees on campus, it has become clear the APC needs to work on getting information out as to who administrative professionals are and their function at CSU. Through the APC website and other forms of communication, we will work to show the knowledge, skill and diversity of the AP force.

The Chair attended the Executive Committee of Faculty Council. Presentation of APC workplan including hiring, promotion and retention issues went well. Tom Gorell is in communication with the Chair and is in support of APC issues.

The Chair also attended a Committee on Faculty Governance meeting to discuss a request to have the APC Chair as an ex-officio member of Faculty Council.

Leave policy changes are expected to be implemented for the State Classified staff. Specifics on these changes may be reviewed at [http://www.colorado.gov/dpa/dhr/comp/personalleave.htm](http://www.colorado.gov/dpa/dhr/comp/personalleave.htm). APC does not plan to pursue a similar plan.

The stretch plan calls for significant increases in both students and faculty, but does not address the staff to support this growth. Administration has indicated that staff growth is built into overhead costs. The Chair will be looking into the issue with CPC.

**Next meeting**

December 11, 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](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:

Awards – The committee will be working with communications to develop posters and a plan to get the nomination and award information out this year.

Communications – The APC website is being updated. The script to use when welcoming new APs to CSU should be ready next month.

Employment – The committee continues to work on the feasibility of a certification program as well as a possible recommendation to change the inclement weather policy. The group is drafting a management succession plan.

Service & Outreach – The Clothing Drive for Irish Elementary was a huge success. APC received many heartwarming notes of appreciation. An end of semester celebration is being planned for December 5th. The committee plans to invite Governor and Mrs. Ritter as speakers for the Spring luncheon.

Other Committee Reports:

Benefits – The Benefits Committee hosted a table at the Benefits Fair and received the following comments: 1) make PDF forms available to be filled in on the website, 2) provide a broader selection of funds for retirement accounts 3) consider offering a catastrophic insurance alternative, and 4) cover colonoscopies as “state of care” for older employees. The following issues were also raised during the discussion: supplemental insurance, length of time for long-term disability and quality of benefits as costs increase.

CPC – The CPC has been discussing the change in leave policy. Kinda Carpenter noted the CPC will be talking about the Governor’s executive order regarding unions.

Unfinished Business

The AP survey was reviewed. The questions will be refined and APC will work with Dave McKelfresh to prepare the web survey.

APC agreed that at the August meeting each year, the council will consider a contribution to the Diversity Conference.

New Business

Council discussed at length how the changes in the University structure affect APC representation. The Executive committee will be looking at the current APC representation policy with respect to structure changes, looking into the implications to keep the council functioning properly and bring the issue back to council with a recommendation.

Workshop Opportunities

Training and Organizational Development’s schedule for the late fall 2007 session is now available online. New classes developed by request are “Health in the Workplace: Nutrition 101” and “Happy Holidays without Breaking the Bank.” Workshops which still have seats available are:

- Behavioral Interviewing – Thursday, December 6, 8 am - Noon
- Happy Holidays without Breaking the Bank: Wednesday, Dec. 5, 9 am – 11 am
- Health in the Workplace: Nutrition 101: Thursday, Dec. 13; 9 am – 11 am
- Performance Management – Thursday, November 29, 8 am - Noon

Among classes that will return in the Spring 2008 are:

- The Balancing Act: Supervising Student Hourly and Seasonal Employees
- Customer Service
- Dealing with Toxic People
- Introduction to Managing Teams(NEW)
- Listening and Constructive Feedback(NEW)

For class descriptions and online registration, please visit www.training.colostate.edu and scroll to choose the “Register for Workshops” link. These classes are free, and pre-registration is required. Enrollment is on a first-come, first-served basis. Classes are open to CSU faculty, classified and administrative professional staff. If you have questions, or are have trouble with the online system, please feel free to contact Ellen at 491 -1376 or Ellen.Audley@ColoState.EDU
End-of-the-Semester Celebration Time!

Please join the Administrative Professional Council in celebrating the end of the semester!

Wednesday, December 5, 2007
3:00-5:00 p.m.
University Club, Lory Student Center
Refreshments will be served

***Don’t forget the CSU Bookstore is also hosting the Faculty and Staff Appreciation Night from 4-7 p.m. at the bookstore

An Opportunity to Help a Less-Fortunate Child

Stop by the End of Semester Social and choose a wish list provided by the Boys and Girls Club of Larimer County. Each wish list will provide the age, gender and $20.00 gift wish of a child.

Purchased gifts can be dropped off in the SLiCE Office (Lory Student Center) by Friday, December 14 and will be distributed to The Boys and Girls Club for the child.

Please contact JoAnn Cornell, 491-4641 or email joann.cornell@colostate.edu with any questions