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

**Report from Kathy Thornhill, Chair:**
The Council on Faculty Governance put forward a counter proposal for the Chair of APC to be an ex officio member of Faculty Council’s Executive Committee. The Chair will be talking with Bob Jones to clarify some questions regarding the proposal.

The Chair invited people who may be interested in running for an APC Executive Committee position to attend the committee meetings. They will be able to get familiar with current issues and see the duties of these positions.

APC supported the survey to assess the grievance process that the Chair of Faculty Council is distributing. The survey was designed to get feedback on the University’s grievance procedure and the officer in charge of the process.

**The Communications Committee will be recommending a procedure to APC for welcoming new administrative professionals.**

The Chair is on the search committee for the Vice President for Administrative Services position. Phone interviews will be starting soon.

The alternates in areas with representatives leaving were not able to fill vacancies, but are remaining as alternates. There are still vacancies in Areas 1, 12 and 15.

**Report from Courtney Butler, Vice Chair:**
The Vice Chair researched the impact of the latest organizational change on the APC representative distribution. The change did not affect many current representatives.

A study of new employees over the past five months shows a fairly even distribution through the areas.

**Report from Lance Noble, Treasurer:**
Treasurer noted that the APC is not on-track regarding budget.

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**Next meeting**

January 8, 2008
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:

Benefits – The Benefits Committee discussed comments solicited at the Benefits Fair. The Anthem collection issues from last year have been resolved. Insurance pay out rates continue to rise. The addition of a Roth 403b alternative and investment options are being reviewed. One of the committee’s goals is to maintain the quality of benefits.

CPC – The Classified Personnel Council has been discussing the recent statewide proposal for classified unions. Three unions have joined together. These unions represent work life not benefits or salaries.

Communications – The committee worked on the APC End of Semester social in December and sent the APC highlights out.

Nominations and Elections – The committee discussed the impact on representation when the university has organizational changes.

Policies and Procedures – The committee met to discuss what recommendations they would have to the policy on representation during organizational changes. The issue will be discussed under unfinished business at the January meeting.

Service & Outreach – The social was well attended and was a very nice networking event. The Service and Outreach Committee was commended for the AP social gathering. The event was truly appreciated. The committee had opportunities for APs to fill a gift wish for a teen during the holiday. They continue to look for a Spring Luncheon speaker. The spring luncheon will be held on February 19th.

Unfinished Business

The Council discussed recommendations on how to adjust representation during an organizational change. The Executive Committee and the Policies and Procedures Committee each proposed suggestions to address the issues. After discussion, three issues were recommended for further consideration: 1) if the University restructures during the representative’s term, they would finish out the current year, 2) if the representative chooses to change positions within CSU – the two committees had differing opinions. The Executive Committee felt the representative should finish out their current year. The Policies and Procedures Committee felt the representation for a particular area would be lost and a new representative should be selected, and 3) A census should be taken every three years to determine representation numbers for each area. In the event of a large reorganization, an additional census can be requested if approved by a 2/3 vote of the APC. The Council will discuss these recommendations further at the next meeting and decide which action should be taken.

The committees will continue to work on the APC survey, refining questions and considering the flow of the document.

New Business

The topic of employee background checks was discussed. A university committee has been formed to develop the policies and procedures for consideration by the President. Updates will be submitted as the committee develops their recommendations.

Note:
All 2007 Newsletters are available on the AP website...http://ap.colostate.edu