The Administrative Professional Council (APC) met February 12, 2008, in the Lory Student Center and the following Executive Committee reports were given:

**Report from Kathy Thornhill, Chair:**
Three of the SPARCs (Strategic Planning Area Review Committees) have agreed to have APC representatives on their committees.

The Chair was able to attend the 2009 budget meeting for the university. Each presenter was able to request one base budget request and one one-time funds request.

The Strategic Committee for Financial Planning is preparing a report with recommendations on where increased tuition dollars should go. The majority of the increase goes to student-related uses as the majority of the funding increase comes from the students. Stretch goals were discussed by the committee. The point was emphasized that when faculty increases, increases will also be needed in support staff. The budget for these staff is included in operational expenses.

Open forums on the FY 2009 budget will be held in March/April.

The search for a Vice President for Administrative Services is going well. Three candidates will be visiting CSU and interviewing for the position. Luncheons for APC and CPC to meet the candidates are scheduled for the next three Thursdays.

The Committee on Faculty Governance met with the APC Chair. Those members present were supportive of the effort to make the Chair an ex officio member of the Faculty Council. This committee will make a proposal to the Faculty Council for the APC Chair ex officio status.

**Report from Courtney Butler, Vice Chair:**
The Vice Chair reported that the Grievance and Sexual Harassment Panels have vacancies to fill.

**Report from Lance Noble, Treasurer:**
Treasurer noted that the APC budget is on-track. Many expenses will be paid in February/March related to luncheon.

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**Next meeting**
March 11, 2008
8:30 a.m.
224-226 Lory Student Center

Contact Kathy Thornhill, Chair, for more information:
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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 – Award nomination notices have been posted. A letter from the President announcing the award nominations should be distributed soon. Posters were distributed to the members for placing around their areas.

Benefits – The committee received statistics on the changes the new benefit choices made and these figures will be on the website soon. Five hundred more people joined the dental plan than the previous year. There are still people in benpay, but many people with family coverage switched over to the cost share plan. Next year, more are expected to make the switch. Claim expenses in 2007 exceeded income. Some of the expenses were found to actually be from 2006 claims. When the final adjustments are made, the actual deficit was around $735,000. Resources are available to cover this shortfall. Vicky Bajtelsmit from the Benefits Committee is on the search committee for the Vice President of Administrative Services and will represent AP interests. Benefit plan enhancements suggestions sent to the committee for consideration include 1) a higher limit on durable medical equipment, 2) bone density scans, 3) colonoscopies, 4) domestic partner coverage and 5) pet insurance. The committee discussed and decided that parking was not under their purview.

CPC – The Classified Personnel Council had an open house prior to their meeting which went well. They will continue the open houses for future meetings. The group is working on the timeline for CPC elections. CPC formulated questions for the CPC chair to ask the Vice President for Administrative Service candidates.

Communications – The committee discussed that lack of time and expertise to update the APC website. Communication Services estimated to create the web site for APC would cost approximately $1,500. The issue will continue to be discussed.

Employment and Nominations – The committees discussed and revised survey questions.

Policies & Procedures – Recommendations and wording for the policy on representation during University reorganization or position changes was completed. The committee also worked on survey questions.

Service & Outreach – The AP luncheon is set for February 19th in the West Ballroom. Food Bank donations will be taken before the luncheon. Thank you to Ray Aberle for arranging the speaker. The next coffee break will be May 21 at the Academic Village.

Unfinished Business

A. The Council discussed at length the recommendations of the Policies and Procedures Committee regarding the language revision on Article V, Section 4 of the APC Constitution (Council Representation). Recommendations were approved as follows.

- If a representative’s employee status changes, that representative shall immediately resign from the APC.
- Following a change in a representative’s area due to a University mandate, such as but not limited to reorganization, the representative will continue to serve as a representative of the area in which he or she was elected until the following annual election.
- If a representative is hired by or transfers to another representative area as defined in ARTICLE V, that representative shall immediately resign from the APC. However, the employee is eligible for reappointment to the area from which the representative resigned as provided in ARTICLE VII, Section I.

The Executive Committee may request a census outside the scheduled census as provided in ARTICLE V, Section 2 following a University reorganization that effects the fair and adequate representation of Administrative Professionals on the APC. The request must be supported by 2/3 vote of the APC.

The change in the constitution approved by APC will be forwarded to Tom Gorell and President Penley.

B. The purpose of the survey is to ensure that constituents needs are being represented properly. The various questions from committees have become mixed and omitted over time. Each committee will submit their latest list of survey questions to the Chair.

New Business

Darrin Goodwin from Area 15 and Linda Selkirk from Area 15 were approved as new representatives. Resignations include Carol Guy, Pony Davis, Becky Trentlage and Cindy Bean. Some of these resignations are due to job transfers.