The students are back, classes are in session, and another school year has begun! My name is Courtney Butler and this will be my second year as the Chair of the Administrative Professional Council. As of this year, the Chair and Vice Chair positions on APC are members-at-large and do not represent a particular area or college, so I am happy to say that I am looking forward to truly representing and working for all APs at CSU. To that end, I would like to give you an idea about what kind of issues and activities APC will be engaged in on your behalf during the 09/10 year:

**Communication:** APC is strongly committed to regular communications with our constituents (you!). For this reason, you will be receiving throughout the year, monthly newsletters (such as this one) that highlight what we are working on, current events and general information that APC would like to publicize. I would also like to invite you to visit our web site at [http://ap.colostate.edu](http://ap.colostate.edu) for information about APC and about being an AP in general.

We are also committed to **working closely with Faculty Council and Classified Personnel Council.** I will continue meeting regularly with the Chair of Faculty Council to make sure that the AP perspective is considered in anything they work on. Already for this year, our two councils will be working together to make changes to the At-Will Statement that is currently part of the Administrative Operational Reference Guidelines; a complete reorganization of Section K of the Faculty/AP Manual (currently called the Grievance Process, but soon to be renamed the Conflict Resolution Process); and an expansion of Appendix 2 of the Faculty/AP Manual on Consensual Relationships. We have also joined together to create and administer a survey of faculty and administrative professionals on the topic of grievances and how the process is or isn’t working at CSU. Starting this year, I will also meet regularly with the Chair of the Classified Personnel Council to discuss items of interest to both councils.

I will also be meeting monthly with the Vice President of Administrative Services, Tom Gorell, to whom this council reports, to keep him apprised of issues important to APs as well as to be kept informed of important university developments. We will be requesting semesterly or yearly meetings with President Tony Frank as well.

-See Courtney on page 2

**Next AP Council meeting**

September 8, 2009
8:30 a.m.
224/226 Lory Student Center

For more AP Council information:
contact Courtney Butler, Chair, Courtney.Butler@.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!

(Courtney—continued)

Employment & Benefit Issues: These are always the hot topics for people on campus. APC will be researching and making recommendations on the following issues this year:

- Clarification of the FMLA rules and regulations.
- Tuition benefits, including the number of credits an employee can take for free each year as well as the discount on tuition provided to employees seeking a degree.
- What is a “healthy” workplace: alternative work weeks, supervisor training, etc.
- Expanding day care options for CSU employees.
- Continued monitoring of problems employees who are paid entirely from grant funds have with sick and annual leave requests as the administration works to find and implement a solution.

Please remember that all APC meetings and committees are open to all APs and I would encourage you to get involved with our activities as it is a great way to meet new people and learn new things! I look forward to serving you this year and please don’t hesitate to contact myself or your Area Representative with any and all concerns/comments/suggestions you may have.

Get involved:

Parking Services Committee needs another Administrative Professional member! If you are interested in learning more about this campus-wide committee, please contact Jim Zakely at jim.zakely@colostate.edu.

Join an AP Council Committee: If you are interested in any of the below, please contact Jim.zakely@colostate.edu

Awards Committee
The Awards Committee is responsible for suggesting and reviewing awards for Administrative Professionals and for overseeing the management of awards approved by the Council.

Communications Committee
The Communications Committee is responsible for recommending platforms to APC for use in compiling and disseminating information about APC to various audiences. The Communications Committee studies and makes recommendations on methods of dissemination appropriate for different types of information. These methods include but are not limited to the following: newsletters, campus mail (including off-campus sites), COMMENT, Today @ Colorado State, e-mail, orientations, workshops, and web pages.

Employment Committee
The purpose of the Employment Committee is to review, evaluate, and suggest/recommend new policies or procedural changes to the Academic Faculty and Administrative Professional Manual dealing with employment issues that relate to APs.

Nominations & Elections Committee
The Nominations & Elections Committee is responsible for soliciting nominations for and the election of membership to APC as well as the nomination and election of officers. The election procedure is outlined in Article VI of the Constitution.

Policies & Procedures Committee
The Policies & Procedures Committee considers policies and procedures that affect administrative professionals and make recommendations to APC. It reviews current APC policies and procedures at least once each academic year to ensure that the APC is adhering to its APC Manual of Rules and Procedures. This committee offers and considers recommendations for modifications to the APC Constitution and the APC Manual of Rules and Procedures.

Service & Outreach Committee
The Service & Outreach Committee works to increase the visibility of APs and thereby strengthen their status and that of the AP Council at Colorado State University. This is accomplished through the following:
1. Planning, organizing, and implementing community service projects, social events, and campus forums for APs.
2. Working with the Communications Committee to publicize these projects, events and forums.
3. Providing AP Council representatives opportunities to meet with their constituents during these events.
4. Recommending new programming initiatives for review and possible implementation and perform other functions as requested by the AP Council Executive Committee.

http://ap.colostate.edu