

Administrative Professional Council
Business Meeting Notes
December 11, 2017 – 8:30 a.m.-10:30 a.m.
LSC Senate Chambers

Members Present:

Matt Klein (1), Jamie Hays Szalc (1), Lynn Borngrebe (2), Sarah Olson (2), Susanne Cordery (3), Barb Gustison (3), Janet Meine (4), Natalie Smith (4), Claire Calhoun (5), Caitlin Kotnik (6), Shirl Portillos (6), Summer Shaffer (6), Rick Novak (7), Susan Becker (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Jessica Cox (11), Rachael Johnson (11), Lisa Metz (11), Jessica Hunter (12), David Jones (12), Brian Newell (13), Betty Wilmoth (13), Collette Hageman (14), Edit Szalai (14), Lesley Jones (14), Tyler Rayburn (15), Ruth Willson (15), Dan Banuelos (At-Large), Steven Dove (At-Large), Jr McGrath (At-Large), Keely Mendicino (At-Large), Catherine Douras (Vice Chair), Toni-Lee Viney (Past Chair), Sue Doe (Faculty Council), Diana Prieto (HR)

Alternates Present:

Hayden Ahlbrandt (2), Dana Gaines (8), Yvonne Bridgeman (15)

Call to Order – 8:34 a.m.

II. Announcements

- Next APC meeting – January 8th; 8:30 a.m.-10:30 a.m. (location change – LSC Senate Chambers); Joe Parker from Athletics will be our guest speaker
- February APC guest speaker – Dr. Tony Frank, Chancellor and CSU President
- Toys for Tots distribution boxes have been set up around campus – donations are being accepted until December 20th at 5:00 p.m. Items must be new, unopened, and unwrapped toys. All donations will be distributed to families in Larimer County.
- We have a new Area 1 Representative - Jamie Hays Szalc.. Jamie is back at CSU after a stint in 2013. Jamie serves as Assistant Athletic Director for Development in the Department of Athletics.

III. November Guest Speaker Discussion

- None

IV. Guest Speaker

- Lynn Johnson, Vice President for University Operations – FY19 Budget Status
- WICHE – 2025 is a year where we expect that there will be a significant decrease in high school graduates. Lynn’s office is leading conversations with admissions, Dr. Frank, etc. Things are better in Colorado than the northeast. We have seen a significant increase in out of state recruiters in Colorado, because they know the data too. To view the reports: Knocking at the College Door: Visit [knocking.wiche.edu/reports/dashboard/Colorado/graduate only](http://knocking.wiche.edu/reports/dashboard/Colorado/graduate%20only) view to see Colorado’s data.
- Cost Matrix – annual incremental cost adjusted for inflation – this is the number that the State says is reasonable for us to increase in FY19 in order to deal with inflation. Now at 85.6M. Then they play with tuition increases against state funding. Governor’s budget as of Nov. 1 shows an increase of about 9% in state funding which reflects a 3% tuition increase.

General Note:

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***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

- There is an intent to keep tuition increases to no more than 3%, and the hope is that state funding stays where it needs to so that schools can keep tuition increases at 3%.
- It is true that Colorado has some of the lowest funded higher ed in the country. TABOR is likely the primary factor.
 - The budget process starts in May for the next fiscal year and gets refined many times. We will come to Board of Governors in February with a few scenarios based on what is happening in the legislature. The concern is that state funding will decrease, but we will still be held to 3% tuition increase.
 - Students that we budget for are the students that we have this year. We hope that we increase retention and have increased enrollment to increase our new resources, but conservatively, we use current numbers for the next years budget. Over the next ten years, we have to increase our retention. We have to change the conversation about how we invite students to be successful in higher education.
 - New resources: the numbers grow by undergraduate enrollment growth, undergraduate rate increase, graduate rate increase, professional vet med rate increase, and differential tuition. Added to new resources are state funding, specialty education funding. As of December, budget projections predict over 29M in new resources.
 - Financial aid: 2.2M in an increase in the planned budget related to new students and incremental increase.
 - New Expenses: 900K set aside for multi-year strategic initiatives like suicide prevention, increasing living wage, and doing things for APs to support data in salary survey, and research infrastructure investments. We are budgeting for a staff compensation rate of 3%. Academic incentive funding – new graduate programs, doctoral program in vet med, formulaic based on numbers above. Mandatory costs – new buildings, utilities going up, library, insurance. Quality enhancements – two major gifts that have come in and one gift requires that we hire new faculty. Mid-year base commitments also show up here. When faculty retires, and they need to replace them, it shows up here. Reallocation and reallocation internal reserve are at zero right now, and we hope it will stay that way.
 - There were no BARCs this year because we do not want everyone to go through all that work and then have no money left. Until we have a better idea of what is going on with this budget, we will not have BARCs. We may have a “mini-BARC” process in the spring once we have a better grasp on the budget.
 - Lynn’s five year projected budget is not a strategic plan, but rather a predictive model of what we need to do to maintain multi-year commitments we have made. It is for planning, forecasting, and projecting.
 - FY19-FY23 forecast: The forecast reflects tuition and salary increases for five years. It shows about 15M in new resources each year and around 19M in new expenses, which means we will need to find new revenue resources.
 - Gifts come into 64 accounts at the Foundation. The university does not see those funds until we spend them.
 - We are likely at almost 30K FTE students and 33K headcount. We know that we have the capacity in our physical campus to serve 35K FTE students, should enrollment grow.
 - Our federal lobbyists is watching the tax bill closely and advocating for issues that impact higher education.

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V. Action Items & Discussion

- Approval of November APC meeting minutes
 - Motion: Betty Wilmoth
 - Second: Sarah Olson

VI. Guest Speaker Topic Discussion

- None

VII. APC Initiatives Discussion

- N/A

VIII. Officer Reports

- Chair – Shannon is out sick today. She requests that we review her written report and contact her with any questions.
- Vice Chair – We are continuing to look at goals and how we can move them forward. The second chairs retreat is scheduled for next week. At our January meeting, we will talk about our APC goals.
 - Toni-Lee has asked for an update on the discussion about the preface language. Last year it was passed that APC gets to vote on all changes to the manual, which governs APs and Faculty. Faculty Council's concern is that us getting a vote first, and the ping-ponging back and forth between the two Councils, can delay votes. An example is a recent voting on the bullying policy. Since APC tabled the vote for a month, it delayed Faculty Council in moving forward with their vote. Faculty Council would like parallel voting. The bullying policy may not be the best example though. Faculty Council was not at the meeting where the changes to the bullying policy were brought up, nor was Bob Shur. Had they been there, APC likely could have gotten its questions answered and passed the vote. Everyone would rather take time to make sure changes to the manual are right and vetted versus fast. Sue Doe is Vice Chair of Faculty Council and shared that their intention is not to discredit the important role of APC. If there is strong communication between two chairs, we should be fine. APC is not interested in losing its ability to vote on changes to the manual.
- Secretary – Do not forget to sign in to the meeting. Alternate members can check in and get a nameplate as well.
- Treasurer – We have a carry forward from last year's budget. Exec. Committee decided to divvy up the funds evenly between committees. Each committee now has \$256 more this year.

IV. Standing Committee Reports

Executive Committee (Shannon)

Awards (Gretchen Peterson)

- State classified and admin pro awards are out to all. Please, considering nominating someone.

Communications (Shannon Dale)

Employment (Mary Dolce)

Nominations & Elections (Jr McGrath)

Policies & Procedures (Sarah Olson)

Service & Outreach (Dawn Nottingham)

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X. University Committee Reports

Commission on Women and Gender Equity (Caitlin Kotnik)

- In May 2014 Dr. Frank asked the committee to make recommendations on how the university can improve to be the best place for women to work.
- Page 64 of the agenda reflects the areas that the Commission will focus on this coming year. If you have feedback, please contact Caitlin.

Adjourn – 9:46 a.m.

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