Administrative Professional Council

Business Meeting

August 4, 2017 – 2:15-3:45 p.m.

Tamasag Retreat Center

**MINUTES**

**Members Present**:

 Lynn Borngrebe (2), Dawn Nottingham (2), Sarah Olson (2), Susanne Cordery (3), Barb Gustison (3), Janet Meine (4), Catherine Bens (5), Claire Calhoun (5), Caitlin Kotnik (6), Shirl Portillos (6), Summer Shaffer (6), Tori Anderson (7), Rick Novak (7), Kelli Clark (8), Rosanna Bateman (9), Jessie Stewart (9), Lauren Wolff (10), Jessica Cox (11), Rachael Johnson (11), Lisa Metz (11), Jessica Hunter (12) David Jones (12), Betty Wilmoth (13), Collette Hageman (14), Edit Szalai (14), Tyler Rayburn (15), Ruth Willson (15), Dan Banuelos (At-Large), Shannon Dale (At-Large), Steven Dove (At-Large), Keely Mendicino (At-Large), Shannon Wagner (Chair), Catherine Douras (Vice Chair), Tim Gallagher (Faculty Council).

I. **Call to Order: 2:20 p.m.**

II. Announcements

* + August 5th - Community Open House/Ice Cream Social (new stadium), 10:30 a.m.-1:30 p.m.
	+ August 24th – Employee Appreciation Event (New Belgium Porch), 4:30 p.m.-6:30 p.m.
	+ APC Monthly Meetings for 2017-2018, 8:30-10:30 a.m. – please see APC Calendar of Events for specific dates/locations

III. Guest Speaker

None

IV. Guest Speaker Topic Discussion

 None

V. Action Items & Discussion

* PASSED: Approval of June APC Meeting Minutes
	+ Motion: Lisa Metz
	+ Second: Sarah Olson
* PASSED: Approval of Section K revision in the Faculty/Staff Manual as presented
	+ Motion: Lynn Borngrebe
	+ Second: Dawn Nottingham
		- Discussion – small changes were made to the timeline, etc. Faculty has not had any issues with the proposed changes. It is not uniform in referencing the UM and UGO. Breaking up the section to highlight how it impacts AP and Faculty differently would be helpful. A table with deadlines and a flow chart would be helpful to summarize; Shannon Wagner will make this request.

VI. APC Initiatives Discussion

* + Faculty/Staff Manual - <http://facultycouncil.colostate.edu/faculty-manual/>
		- The manual is available online at this link and all are encouraged to review it.
	+ President Frank Observations Memo
		- This annual memo is provided to President Frank to highlight areas of emphasis for APs as identified by APC. Last year’s copy was included as a point of reference for new APC members.
	+ APC History
		- Included in your retreat packet for your information.

VII. Officer Reports

* Chair – see attached
* Vice Chair
	+ Note on the sign-up sheet if you are the lead area communicator for your area.
	+ Let Catherine know when your committees will meet so she can attend a meeting.
	+ Please click on the link provided to share your supervisor information and other needed information so that we can communicate with you.
	+ Catherine will share the meeting note template and deadlines with committee chairs so that committee meeting minutes can be included in the monthly business meeting packet.
* Secretary
	+ If your name is misspelled on your placard, let Keely know.
* Treasurer
	+ Every expenditure has to be tax exempt, please note this if you are spending money from the APC budget.

VIII. Standing Committee Reports

* + Executive Committee (Shannon)
	+ Awards (Gretchen Peterson)
	+ Communications (Shannon Dale)
	+ Employment (Mary Dolce)
	+ Nominations & Elections (Jr McGrath)
	+ Policies & Procedures
	+ Service & Outreach (Dawn Nottingham)

IV. University Committee Reports (See Back Page)

* If you are involved in a university committee, you can report out updates at any APC meeting.
* There are a couple of openings so if you are interested, please contact Shannon Wagner and she will get you connected to the opportunities.

**Meeting Adjourned: 2:42 p.m.**