

Administrative Professional Council
Business Meeting Agenda
September 12, 2016 – 8:30-10:30 a.m.
LSC 372-74

Members Present (August meeting):

Matt Klein (1), Keely Mendicino (1), Dan Banuelos (1), Steven Dove (3), Barb Gustison (3), Jerick Flores (4), Shay Webb (4), Ann Bohm-Small (5), Catherine Bens (5), Melissa Emerson (6), Caitlin Kotnik (6), Skyler Thimens (6), Catherine Douras (7), Ed Peyronnin (7), Kimberly Cox-York (8), Shannon Dale (8), Rosanna Bateman (9), Jessie Stewart (9), Jessica Cox (11), Lisa Metz (11), Shaila Parshar (11), Mary Atella (12), Shana Handley Pool (12 alternate), Brian Newell (13), Anita Pattison (13), Tenley French (14), Collette Hageman (14), Lesley Jones (14), Mark Barry (15), Trevor Eyden (15), Edit Szalai (At-Large), Shannon Wagner (At-Large), Toni-Lee Viney (Chair), Deborah Yeung (Vice Chair), Stacey Baumgarn (CPC Chair), Jim Abraham (CPC Liaison)

I. Call to Order - 8:32am

II. Announcements

- Thank you to all who volunteered at Employee Appreciation Event
- APC Idea Box **welcome feedback/suggestions at every meeting**
- Seeking interest in executive committee
- Oct. 10 – Emma Chavez, Resource Coordinator: Updates on Resource Coordinator Position
- Dec. 12 – Tony Frank, Chancellor and President of CSU: Conversation about Employee Issues (**conflict as of this meeting; will be shifted to another date**)
- Jan. 11 – Marsha Benedetti, Associate Director, Training and Organizational Development: Supervisory Training Program
- **List of unit supervisors (VP or College Dean) for letter of support from Tony Frank to ensure recognition of APC member time/efforts**
- **Letter of disability awareness distributed**

III. Guest Speaker

- Jason Johnson, Deputy General Counsel: Colorado Open Records Act (CORA)
- **Background by Toni-Lee:** CORA = Colorado Open Records Act; issue of displaying employee names and salaries online. We ended up being at the center of this issue, so we are being asked by Tony Frank for our input on this issue. Dr Frank is looking for "Does our council support electronic publication of salaries along with employee names?" We are required to turn over salaried information by law. But the form that we (CSU) shares this is not specified. We DO have this full published list in a book in the Morgan Library WE also have an electronic list that excludes employee names. Protected data (gender) can NOT be shared, regardless. This issue only involves adding employee names. Historically, groups have suggested that we stick to this format, however the form that we share it in gives us a modest layer of protection. This issue went to committee in the CO state legislature and it did not move forward. Amendment was proposed to force us to share the information in the form requested which forces us to redact the protected data. This adds a cost associated with sharing this information on the backs of the institutions. Employee councils have been asked to weigh in by Tony Frank. This issue has political ramifications about privacy concerns, so as a council Exec Committee prefers to not take this as a vote. Instead, we are soliciting feedback in written form from each APC member.

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- **GUEST SPEAKER Jason Johnson** - the current titles/salaries is not confidential. That privacy piece is one of the tradeoffs of working at CSU.
 - Context for CORA: CO equity report and race, gender; CSU has this information for personnel that they didn't want to divulge at the request of the press but that "battle" has dropped off and moved to the request for the e-copy of the data. However, the open records act doesn't require the production of that in said format. CORA technical working group has been established at the level of the state legislature to examine the impact of changes to CORA. *Question is: can that data be given in an electronic format in a way that preserves the data to ensure that it can't be manipulated?* There might be a push to provide all of this data directly from Oracle or in an e-database. We are in line with CU and other universities. All that is missing now is the name, all the other data is available in an e-format.
 - Why do they think this information is valuable? Seems merely to be a push for transparency.
 - Politically there will be a lot riding on this. Members of the press are already involved.
 - Legislators on the committee - Kefalas will be supportive to this; but cost will be a major issue that will likely influence the state legislatures.

IV. Guest Speaker Topic Discussion

- Discuss option of displaying employee salaries online
 - APC members write-in feedback on this anonymously and submit to exec committee for summarizing.
 - **Answer to question: "Does your council support the online publication of salary database including employee names OR continuing to delete names from electronic database while reporting written copy in library (status quo)?"**
- Reactions of council - How can we protect these? Current title listed in database is generic (not working title). Can we control the potential for manipulation if it were to be released electronically? Involvement of Institutional Research at CSU in this area. The press piece and transparency should be considered here. Also the fact that we work for a state institution.
 - CSU salary equity committee (chaired by Diana) has a goal of sharing findings of looking at these data. OEO works to ensure this the private information will not be shared. The information can be shared by aggregate but confidentiality is protected by the OEO and would not divulge this private information. The committee is putting together a recommendation of HOW this information will be shared.

V. Proposed Motions

- PASSED: Approval of July APC Retreat meeting minutes
 - Motion: Mary Atella
 - Second: Lisa metz
- PASSED: Annual Activity Report
 - Motion: Shannon Dale
 - Second: Catherine Douras
 - Overview of document and focus on GOALS:
 - **VIPS** (volunteering in public schools) program expansion for up to 5 hours of paid time spent volunteering in schools, speaking to expand organizations that qualify for this program. This cannot be improved as it

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was too broad. Going through the lists and removing any organizations with religious or political affiliations took time. Received word that we won't be able to expand this program; too much focus on this could actually put the current program in jeopardy. There are other opportunities within efforts already in place at CSU, so members are encouraged to tap into those.

VI. **APC Initiatives Discussion**

- APC Annual Goals

VII. **Officer Reports**

- Chair - reference chair report. Meeting with Diana Prieto on FLSA, volunteer administrative leave request,
 - Presidents Fall leadership forum was a 2-day event which Toni-Lee and Deborah attended. Focus on re-envisioning teaching, curriculum and research as part of the broader initiative on campus.
 - Budget issues -
 - Importance of increasing salaries for employees as part of President Frank's goal this AY. There might be a 7-8% possible tuition increase next AY (very tentative numbers). Keep in mind that other initiatives and worthy programs may feel the implications of this salary movement. Office of the budget has shared multiple proposals with Tony Frank on this issue; it could look many different ways.
 - Hospital provider fee issue failed in committee but the new legislature is optimistic that exemption might go through this year.
- Vice Chair - Deborah would like to attend each standing committee meeting once a semester so update her on timing of those schedules.
 - Chairs retreat needs to be scheduled.
 - Volunteering for events - make sure to stay abreast of these opportunities as they are important.
- Secretary - attendance and minutes overview
- Treasurer - budget is \$13K for the year; have spent \$900 of that; committee heads can let her know of anything known so she can earmark it

VIII. **Standing Committee Reports**

Executive Committee (Toni-Lee)

Awards (Kimberly Cox-York & Gretchen Peterson)

Communications (Shannon Dale)

Employment (Ann Bohm-Small/Melanie Calder)

- **Nominations & Elections** (Shannon Wagner & Lesley Jones) - questions for communications committee; Shannon updated us on the newsletter (will have links, no attachments), working with Pam Jackson (internal communications) and 3rd party platforms; goal is to get a template going for articles this semester or next. This will go out via email and it will also live On Source. Can the newsletter be a good forum for recruiting new council members and diversifying the council?

Policies & Procedures (Catherine Douras)

Service & Outreach (Dawn Nottingham & Dan Banuelos)

Ad Hoc Budget Committee (Lynn Borngrebe)

Ad Hoc APC Experience Resources

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IV. **University Committee Reports** (see next page)

- **New Stadium Game Day Experience Committee** (Zach Campain) soliciting questions/issues for these forum; this is a sub-committee of the stadium advisory committee; any discussion items for the agenda of those meetings. Zach addresses the questions he can and will take the remainder to the sub-committee.
 - *What will tailgating look like? Areas will be squared off and season ticket holders will have a designated parking spot gets you closer to the stadium. What is the process for other events on campus? Newsome Hall question - what is the future for this? Question of parking lot maintenance and where these monies come from if not athletics? Parking is managed from an outside vendor (not CSU parking services), just student workers who work for the vendor. Issue of citations to students who are trespassing into the current construction site. Can there be additional security? Can there be a different alternative to sending these students to criminal court? Issue of game day security regarding buildings; will they be open during the game?*

Adjourned - 10:10am

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