

Administrative Professional Council
Business Meeting Minutes
November 13, 2017 – 8:30 a.m.-10:30 a.m.
LSC 372-374

Members Present:

Matt Klein (1), Lynn Borngrebe (2), Dawn Nottingham (2), Susanne Cordery (3), Barb Gustison (3), Janet Meine (4), Natalie Smith (4), Claire Calhoun (5), Caitlin Kotnik (6), Rick Novak (7), Susan Becker (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Lauren Wolff (10), Rachael Johnson (11), Lisa Metz (11), Jessica Hunter (12), David Jones (12), Jessica Hunter (12), 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), Shannon Wagner (Chair), Catherine Douras (Vice Chair), Toni-Lee Viney (Past Chair), Sue Doe (Faculty Council), Diana Prieto (HR), Bob Schur (Compliance)

I. Call to Order – 8:31 a.m.

II. Announcements

- Next APC meeting – December 11th; 8:30 a.m.-10:30 a.m. (location change – LSC Senate Chambers); Lynn Johnson, VPUO, will present on FY19 Budget
- January APC guest speaker – Joe Parker, Athletics
- February APC guest speaker – Dr. Tony Frank, Chancellor and CSU President
- Multicultural Staff & Faculty Network (MSFN) Fall Reception – Monday, December 4th; 4:30 p.m.-6:30 p.m.; Iris & Michael Smith Alumni Center (RSVPs required) ~ CSUEvents@colostate.edu
- Reminder – Standing Committee Observations Worksheet for President Frank Memo – due to Shannon by no later than Monday, December 4th
- Please review the list of University Committees below to check for accuracy – email Catherine any updates/edits that need to occur.
- Mobile food pantry – ASCSU has done great work to activate a mobile food pantry, and they are looking for volunteers. Shannon has spring dates. If you want to get involved, you can email Shannon for more information.
- Benefits open enrollment is happening now – deadline is this Friday, November 17.
- The professional development award pilot program is ready to launch. Thanks to Bob Schur and CPC for getting the program up and going. CPC has a professional development fund. Joanna Holliday was passionate about ensuring that APs had access to professional development funds and spearheaded the project. Lynn Johnson stepped forward with \$12,000 for a pilot program. The form and application process is coming together, and now we need help reviewing applications, promoting the program, and making funding decisions. The committee needs volunteers to participate. If you want to get involved, please email Shannon.
- APC is currently looking for a representative to join the CPC meetings in place of Karl Bendix on a temporary basis. If you are interested in serving, please email Shannon for more information.
- Gretchen handed out a sheet that includes most of the awards on campus for state classified and admin pros. Please share with your units.

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- Toni-Lee shared that the employee voice survey that happened in the spring of 2017 was an effort between all three employee councils. The results were collated and presented to Dr. Frank and others. Hopefully, the timing of that will help with what is being discussed with salaries. Common themes will be shared back out to the campus community after review by the leadership team.

III. Action Items & Discussion

- Approval of October APC meeting minutes
 - Motion: Lisa Metz
 - Second: Matt Klein
 - Any discussion: no discussion, all approved
- Approval to include the revised University Bullying Policy and procedures/guidelines to the Faculty-Staff Manual.
 - Background: APC recently voted to include the policy in the manual. Since then, there have been revisions, and it has been requested that APC approve the revised version. There are three pieces to the comprehensive policy; the policy itself, the procedures/guidelines, and the forms. Faculty Council has gotten the statute of limitation language pulled from the form and added to procedures/guidelines instead. The form will be left out of the manual to allow flexibility for it to change over the years if needed.
 - Motion: Lynn Borngrebe
 - Second: Gretchen Peterson
 - Any discussion: no discussion, all approved

IV. Guest Speaker (9:00 a.m.-10:30 a.m.)

Jason Johnson & Jannine Mohr, Office of General Counsel – 1st Amendment Implications for College Campuses and Education on Policy/Procedure Dissemination on Campus

- Free Speech on Campus
 - Definition of the first amendment – from this one paragraph, hundreds of thousands of cases have evolved trying to apply it to situations.
 - CSU is a public institution, so we are the government in the definition. Only the government (an individual acting on behalf of the government) can violate first amendment rights. If we act in the role as a government employee, then we can end up violating the first amendment rights.
 - The government may not prohibit the expression of ideas simply because it finds it offensive or disagreeable.
 - Balance tips in favor of exercising free speech. Hate speech is generally protected by the first amendment. CSU has to follow what the laws tell us.
 - Free speech should be thought of very broadly. Speech includes spoken word, the written word, no words, clothing, etc.
 - Can a university say that we do not want to host a particular speaker on campus? Just because we may not like a particular speaker's viewpoint, doesn't mean we can block them from coming. We can have content neutral restrictions in place that may prevent them from coming. One university has said, you cannot come on campus to speak unless you are sponsored by a student group. The policy would have to be applied to all.
 - CSU does have a policy. We look at two things - will the visit disrupt regular campus business; can we provide a safe environment? The courts favor allowing speech.

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- There is some obligation for CSU to mitigate the “heckler’s veto” to ensure that the speakers get their free speech.
- The University of Wisconsin has implemented a three strikes policy where you get expelled if you disrupt free speech. It is expected that this policy is sure to be challenged as being overly broad.
- How are we as a university trying to be neutral with the messages we send out? Both conservative and liberal people on campus feel that they are being told how to feel and teach. The university does have free speech rights itself, so when President Frank sends an email, it is protected by the first amendment too.
- What about professors espousing their political views in class? The notion of academic freedom is intertwined with the first amendment. It does not give greater rights than first amendment, but equal.
- What about a transgender individual who requests to be called by a different pronoun and someone declines to do that based on their views of gender? Facts do matter. It will depend on the situation. It would be looked at from different angles.
- Is there a legal definition of hate speech that gets applied? Hate speech can be protected. It will not be protected when it is face-to-face on an individual level, might cause violence, can be categorized as “fighting words.” Virtually the same words could be said to a large group and be protected.
- Just because CSU cannot do something about a social media post, doesn’t mean that there aren’t consequences for having certain viewpoints.
- Category and location matter – not all speech is protected, not all locations are treated equally. Public areas get the highest level of protection.
- There is not a legal obligation to teach civil discourse, but as an institution, we have an opportunity to foster this kind of communication.

V. Guest Speaker Topic Discussion – please jot down your comments during the presentation; the discussion will be on the agenda at the December APC meeting due to limited meeting discussion time today.

VI. APC Initiatives Discussion

- N/A

VII. Officer Reports

- Chair –
 - There are a policy and some forms that outline the flexible work policies of campus. Lynn Johnson and Bob Shur have been looking at this issue campus-wide. This topic is bubbling up. There is language in the manual, links to a form that lives on the HR page. It outlines the agreement between employee and supervisor regarding the flexible work arrangement.
 - The employee appreciation event is now a university-sponsored event. CSU events and external relations will now organize the event, where CPC and APC planned and hosted the event in the past.
 - At recent meetings about the bullying policy, concern was raised about the timeliness of approving changes to the manual due to the need for APC to approve things first. Faculty Council is interested in revising the policy to allow for simultaneous approval. Shannon and Catherine met with Lynn and President Frank to discuss.

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- Where are we at with the 2.5% faculty/staff salary increases? Things are looking good for us to receive a nice increase. We are hoping that Lynn will address the five-year plan at our next meeting and also the current status of the salary increase as nothing is concrete at this time.
- Vice Chair –
 - The research scientist/associate positions are getting looked at by APC and HR. Tori Anderson from APC and Catherine Douras met with Diana Prieto to see what can be done to improve the research scientist/associate AP experience.
- Secretary -
 - Do not forget to sign in.
- Treasurer –
 - We have about \$1,200 of rollover funds from last fiscal year. The executive committee will talk with the chairs of the standing committees to see how to spend the monies best.

VIII. Standing Committee Reports

- Executive Committee (Shannon)
- Awards (Gretchen Peterson)
 - Nomination form for AP Stars will be coming out soon.
- Communications (Shannon Dale)
- Employment (Mary Dolce)
- Nominations & Elections (Jr McGrath)
- Policies & Procedures (Sarah Olson)
- Service & Outreach (Dawn Nottingham)
 - The annual awards event will potentially take place in late March. The committee is looking changing the format of the event and will share updates soon.

IV. University Committee Reports (See Below)

X. Meeting Adjourned – 10:20 a.m.

University Committees

- Budget Area Review Committees (BARCs) (2016-2017 reps)
 - College – CoSFP – Toni-Lee Viney
 - Provost/Undergraduate Affairs/International – Chad Hoseth
 - President’s Office/Public Safety/Diversity – Ria Vigil
 - Enrollment & Access/Student Affairs/ASCSU – Matt Klein
 - Research/Graduate Affairs – Ann Bohn-Small
 - Advancement/External Relations/Engagement – Melanie Calderwood
 - IT/Facilities/University Operations – Farrah Bustamante
 - Athletics – Toni-Lee Viney
- Campus Bicycle Advisory Committee (Steven Dove)
- Campus Climate Committee (Sarah Olson)
- Campus Safety Advisory Committee (Rosanna Bateman)
- Childcare Taskforce (Alex Carter)
- Classified Personnel Council (CPC) (Karl Bendix)

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- CPC Leave Sharing Committee (confidential)
- Commission on Women and Gender Equity (Caitlin Kotnik)
- Commitment to Campus Advisory Committee (Matt Klein)
- Eddy/Kuder Scholarship Selection Committee (Courtney Butler)
- Employee Appreciation Board (Barb Gustison)
- Employee Hardship Loan Committee (confidential)
- Faculty Council – APC Representative (Shannon Wagner)
- Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Shannon Wagner)
- Food Insecurities/Employee Needs Committee (Bailey Dunn)
- Grievance Panel (a pool of 21 APs who serve for 3-year terms)
- Housing Solutions Task Force (Toni-Lee Viney)
- Multicultural Staff & Faculty Network Committee (Dawn Nottingham)
- New Stadium Game Day Experience (Zach Campaign)
- Parking Appeals Committee (Kay Gallatin and Anita Pattison)
- Parking Services Committee (Tori Anderson and Jessie Stewart)
- Period Products Task Force (Catherine Douras)
- Physical Development Committee (Edit Szalai)
- President’s Commission on Diversity and Inclusion (Keely Mendicino)
- President’s Sustainability Committee (Rick Novak)
- Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
- University Benefits Committee (Janet Meine)
- University Mediators (Tracy Webb, Melissa Emerson, and Katya Stewart-Sweeney)
- University Sexual Harassment Panel (10 AP’s who serve for 3-year terms)

APC Goals for 2017-2018

1. Continue to advocate for staff salary increases and other compensation and benefits options.
2. Research innovative practices and strive to find workable options for a stronger work-life integration culture on campus.
3. Increase involvement with the University Budget Area Review Committee’s (BARCs) processes to ensure representation of AP interests and resource allocation related to budgetary and strategic planning.
4. Work with Training & Organizational Development (TOD) to educate APs regarding the benefits of supervisory training and reflect current program outcome data.
5. Partner with Human Resources and other campus constituents in support of creating a consistent AP evaluation system for all employees.
6. Support “green” campus initiatives by educating AP community about alternative transportation and parking options.
7. Assist with the facilitation and evaluation of a professional development award pilot program and provide feedback on future programmatic enhancements.
8. Engage and mentor alternate APC members to enhance their overall APC experience.
9. Work to enrich the diversity of APC membership through strategic recruitment and nomination processes.
10. Create a strategic plan to educate campus constituents and APs regarding the purpose of the AP Council and work to create diverse opportunities for employee engagement.

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