

Administrative Professional Council
Business Meeting Minutes
January 8, 2018 – 8:30 a.m.-10:30 a.m.
LSC Senate Chambers

Members Present:

Matt Klein (1), Jamie Hays Szalc (1), Sarah Olson (2), Susanne Cordery (3), Barb Gustison (3), Janet Meine (4), Natalie Smith (4), Claire Calhoun (5), Caitlin Kotnik (6), Shirl Portillos (6), Tori Anderson (7), Rick Novak (7), Susan Becker (8), Kelli Clark (8), Jessie Stewart (9), Jessica Hunter (12), David Jones (12), Brian Newell (13), Betty Wilmoth (13), Collette Hageman (14), Tyler Rayburn (15), Ruth Willson (15), Dan Banuelos (At-Large), Shannon Dale (At-Large), Steven Dove (At-Large), Jr McGrath (At-Large), Keely Mendicino (At-Large), Shannon Wagner (President), Catherine Douras (Vice Chair), Toni-Lee Viney (Past Chair), Tim Gallagher (Faculty Council), Jim Abraham (CPC), Diana Prieto (HR), Pam Jackson (External Relations), Bob Schur (Compliance)

Alternates Present:

Hayden Ahlbrandt (2), Erin Mercurio (3), Jackie Archuleta (4), Terry Richardson (6), Jeannie Roberts (7), Jason Radman (10), Yvonne Bridgeman (15)

- I. Call to Order – Shannon Wagner called the meeting to order at 8:34 a.m.
- II. Announcements
 - Welcome APC Alternates!
 - Happy alternate appreciation day! This is the first time we have honored alternates at a meeting, and hopefully, the tradition will continue. Serving as an alternate APC member is an important one, and we thank you for all your hard work. The standing committee document was handed out. All alternates are welcome to serve on standing committees and attend all meetings.
 - Next APC meeting – February 12th; 8:30 a.m.-10:30 a.m. – LSC 372-374; President Tony Frank will be our guest speaker
 - Each year the council prepares a memo for President Frank in preparation for the meeting he will attend, February this year, please mark your calendars. We will back in our regular meeting room – LSC 372-374. Today we will go through Dr. Frank’s observation memo to gain APC feedback. After incorporating input from APC, the exec committee will finalize the memo and send it to Dr. Frank.
 - PDI Sessions in progress this week - <https://tilt.colostate.edu/proDev/pdi/>
 - Interested in helping to expand the impact of APC? Let an Executive Team member know if you have interests/skills in technology, web page development, etc. to help support our current communications team.
 - Shanon Dale and the communications committee do a great job on the website but are asking some assistance. The content management system is WordPress. If you want to get involved, please get in touch with Shannon Dale.
 - In the future, a link to the Faculty Meeting minutes will be provided instead of including the minutes in the meeting agenda packet.

General Note:

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

Joe Parker, Athletics

- CSU Athletics' mission is to Educate, Engage and Excel. First and foremost is educating 380 student-athletes and plugging them into degree programs on campus. Next is engaging with the campus community, Colorado community, and all alumni. Finally, we want to excel and win. We do not promote a mentality of win at all costs though. Everyone takes compliance very, very seriously. Nationally, we rank 4th in aggregate win percentage for our four revenue generating sports – women's volleyball, men's and women's basketball, and football. The university supports the athletics program, just like nearly all across the country do. CSU's budget is almost 1 billion, and roughly 13 million supports athletics. Athletics spends nearly seven million on tuition that comes back to the university, so the net spend on athletics is approximately five million, a reasonable figure.
- The recent tax law changes the ability for people to claim 80% of their seat donation as a charitable gift. How will that affect CSU Athletics? Hopefully, not significantly. Athletics' staff called all premium and priority seat donors before the end of 2017 to educate them on the pending change and allow for payment on future years commitments. About 13 percent of ticket holders took advantage of this. The need for funding to support the stadium and student-athlete scholarships does not go away with the tax changes, and that is the message going out to supporters.
- What do you do to develop the student-athlete? A lot of programming focuses on that within the department. CSU Athletics has a Director of Community Outreach who focuses on this effort. Student-athletes do Reading with Rams with middle school students. They volunteer with Respite Care volunteering. We try to instill the value of service. There is a lot of conversation about broadening the student-athlete experience recently. Last year we created Green and Global service learning opportunity for 15 students to travel to Jamaica for a week. They came back and presented on their experience to all student-athletes. Coaches talk about living a life of service and integrity in our locker and team rooms daily.
- What do we do about students leaving before the end of the football game? Nationwide students leave at half or when beer sales end. We are doing well in getting students there but need to get them stay. It is hard when games go late, or it is cold. If anyone has ideas, let Joe know. It is cultural too. If the team wins more, and students feel they were a part of the victory, then they will start staying longer.
- Why do we have so many late games? It is not a campus decision. Our tv partners, CBS Sports, and ESPN control things. Being in Mountain Time zone, the greatest value we have to tv partners is a late kick. There are three more years in current tv partnership. What do we want in the future? There are more streaming options which allow us to pick our kick time. The revenue we get from tv is meaningful but not as significant as it is for a power five school. The engagement of our local fan base is most important. We have grown ticket sales from 6K four years ago to 15K, and we want to keep that trend.
- What is the fate of Hughes and where will money from the sale go? The property is 160 acres. The Board of Governors approved to raze and demo the building. We will then be in a position to sell for development. It will likely get developed into residential property. There is still discussion about affordable housing for CSU employees. The proceeds are set to go into a reserve account for the stadium, so if anything goes wrong over the next 39

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years, there is money set aside. However, they may look at other priorities rather than leave money in a bank account.

- On Friday before the game, it is tough to have bikes moved from the east side of the stadium. What can be done about that? Unfortunately, not a lot probably. Homeland security has a lot to do with how we must manage space around the facility.
- HR gets a lot of feedback on the Friday night signs in parking lots. They should read 5:00 p.m. Can you do anything about that? Yes, I will pass that along to Facilities.
- Shannon Wagner shared a thank you to athletics for hosting the AP employee appreciation event at the New Belgium Porch. It was well attended and appreciated by all AP employees.

IV. Action Items & Discussion

- Approval of December APC meeting minutes
 - Motion: Betty Wilmoth
 - Second: Jamie Hays Szelc
 - Motion Passes
- Nomination & Election Process and Diversity Discussion
 - Jr McGrath: Nominations and Elections Committee – Area 8 – Committee Chair reports:
 - The committee has been talking about what diversity means for APC membership, making sure that our group is representative of our employee base. We want to increase the research association population on APC. This voice needs to be heard more. We would love to increase the number of AP reps that work off campus. 671 APs work off campus, which is 18% of APs. These are two populations that are underrepresented. If anyone else has thoughts or ideas of others that should be represented more on APC, please get in touch with Jr or attend a Nominations and Elections Committee meeting.
 - Policies and Procedures Committee has been looking at another issue as well. Each area has two reps by default. If you have over 200 APs in your area, you get three reps. We now have a couple of areas with 600 or even 700 APs. Both committees are debating whether we should increase AP membership. They are looking at bylaws and our constitution. Increasing our membership allows for more diverse representation. As we look to recruit new members, it would be good to reach out to people to invite them to run personally. In spring we will have elections for open positions. Starting February 1, the nominations process will begin. The election is April 1. The Exec Committee process typically takes place before the general elections. Please consider running for an Exec position. Jr and the committee will coordinate these nominations.

V. Guest Speaker Topic Discussion

- None

VI. APC Initiatives Discussion

- President Frank Observations Memo

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- Exec team's rough draft which incorporates the feedback from standing committees is in your packet. The Exec team will send the memo in advance of next month's meeting. The theme of this year's memo is "the employee experience." Many of the examples come from feedback provided in the Employee Voice Survey.
- Do we need to provide specifics related to the HR framework regarding research assistants as this has been a standing topic of discussion at APC? There has been conversations and HR has been looking at the issues. RA's were not included at the start of the framework discussions five years ago. Part of the impetus of the framework is to help classify AP roles for state classified employees to understand how they might transition from state classified to AP. The RAs are not included in the compensation study either.
- How can we make our walking campus more inviting to those who are not disabled, but have trouble getting around, both younger and older? Caregivers for elderly parents, how can we make CSU a better place to work for those folks? Perhaps we should add those topic areas to the memo.
- 2017-2018 Goal Discussion – updates & standing committee involvement
 - Rather than specific standing committees taking on goals, it might make sense to allow expertise and interest of members to drive the goals forward. We will break into small groups and discuss the goals and action plan items for the remainder of the meeting today.
 - Notes from the second chair's retreat and our goals document were handed out. Shannon will send the notes from the chair's retreat out in the next agenda packet for all to have a copy.
 - A couple of brief updates on our goals:
 1. Continue to advocate for staff salary increases and other compensation and benefits options. – We are highlighting this in our observation memo.
 2. Research innovative practices and strive to find workable options for a stronger work-life integration culture on campus. – There is room for action items here.
 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. – This goal is on hold for the year as there is not a BARCs process happening.
 4. Work with Training & Organizational Development (TOD) to educate APs regarding the benefits of supervisory training and reflect current program outcome data. - Data is currently being collected from the workshops. Could be that we can suggest other training documents or educate the campus on what is being offered.
 5. Partner with Human Resources and other campus constituents in support of creating a consistent AP evaluation system for all employees. – Diana will present at a future meeting on this topic.
 6. Support "green" campus initiatives by educating AP community about alternative transportation and parking options. – There is room for action items here.
 7. Assist with the facilitation and evaluation of a professional development award pilot program and provide feedback on future programmatic

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- enhancements. – We are making progress on this goal. Applications have been submitted, nearly 20. A couple of APC members are participating on the review committee.
8. Engage and mentor alternate APC members to enhance their overall APC experience. - Today's appreciation meeting is part of the effort, but there is more that can be done.
 9. Work to enrich the diversity of APC membership through strategic recruitment and nomination processes. - Jr provided some updates on this goal earlier.
 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. – There is room for action items here.
- We will break into smaller groups and come up with one or two ways that we can move the goal forward in the next six months and then report back.
 - Goal #2 – There is groundwork to be done here. How do different group members and units define work-life balance? Look to other groups on campus that have done this well already and use them as models campus-wide. What are other universities like us doing?
 - Goal #4 – Ask Training and Organizational Development to be transparent with the information about who is required to take the training and the time frame. Can non-supervisors sign up? Ask them for statistics to see how the program is going. Are we on track? Student hourly supervisors are not required to go through the training, but they should. Can we require or incentivize them to do so? The classes fill up very quickly. APC might be able to lobby admin to provide more resources if they need it. Off-campus supervisors have a unique challenge in getting to the trainings. Perhaps CSU Online could provide the training. Looking forward, what is the plan for refresher courses and ongoing training?
 - Goal #5 – Creating a consistent evaluation for all employees is important. Now, they are not done at the same time, or at all for certain employees. Who in HR deals with evaluations? Many of the evaluations do not correspond to the work that is being done. Many of the questions are so broad that they do not make sense for all, but it is a challenge to get specific. There doesn't seem to be a benchmark to start from.
 - Goal #6 - More flexible parking options needed, expanding public transport to surrounding communities, CSU transportation app. It can be challenging to get to your car if an emergency comes up. A bike taxi run by students where you can text them to get picked up is an idea. They could raise money for their student org through tips. Incentivize alternate modes of transportation with free items. The Horn not running every 10 minutes when out of session does not work well. An app would create a good experience for guests to our campus as well. There is an emergency ride home benefit that already exists, which we need to better communicate to campus. Emergency Ride Service:
<https://pts.colostate.edu/employee/emergency/>

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- Goal #9 and #10 – Area specific events where area reps can provide info back to their areas. They could be used as “town hall” type meetings. One-on-one invites from APs to invite people to participate. We need to do a better job of plugging what APC does into committees campus-wide. Can we live cast meetings? There are other ways we could promote getting more people to come to our meetings.

VII. Officer Reports

Chair, Vice Chair, Secretary, Treasurer

- In the interest of time, no verbal reports were provided. Instead, reference the written reports included in today’s meeting packet.

VIII. Standing Committee Reports

Executive Committee (Shannon)

Awards (Gretchen Peterson)

Communications (Shannon Dale)

Employment (Mary Dolce)

Nominations & Elections (Jr McGrath) – See above

Policies & Procedures (Sarah Olson)

Service & Outreach (Dawn Nottingham)

IV. University Committee Reports (See Back Page)

X. Adjournment: Shannon Wagner adjourned the meeting at 10:30 a.m.

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