

Administrative Professional Council  
Business Meeting Minutes  
March 12, 2018 – 8:30 a.m.-10:30 a.m.  
LSC 372-374

**Members Present:**

Matt Klein (1), Jamie Hays Szelc (1), Lynn Borngrebe (1), Sarah Olson (2), Barb Gustison (3), Janet Meine (4), Natalie Smith (4), Claire Calhoun (5), Caitlin Kotnik (6), Tori Anderson (7), Rick Novak (7), Kelli Clark (8), Rosanna Bateman (9), Jessie Stewart (9), Lisa Metz (11), David Jones (12), Brian Newell (13), Betty Wilmoth (13), Collette Hageman (14), Edit Szalai (14), Yvonne Bridgeman (15), Dan Banuelos (At-Large), Shannon Dale (At-Large), Steven Dove (At-Large), Jr McGrath (At-Large), Shannon Wagner (President), Catherine Douras (Vice Chair), Tim Gallagher (Faculty Council), Diana Prieto (HR), Bob Schur (Compliance)

**Alternates Present:**

JJ Nelson (5), Jess Drydahl (6), Dana Gaines (8), Jeannie Roberts (7), Kelly Mapes (10), Laurel Donahue (11)

- I. Call to Order – 8:34 a.m.
- II. Announcements
  - Next APC meeting – April 9<sup>th</sup>; 8:30 a.m.-10:30 a.m.; Marsha Benedetti, Associate Director for Training & Organizational Development (TOD), will be providing updates on supervisory training, etc.
  - Rick Miranda will address the council in May, and Diana Prieto will speak in June.
  - The CSUnite rally takes place on March 29, and you can find more information on the First Amendment website. (<https://firstamendment.colostate.edu/>)
  - The Executive Committee is thinking about having our 2018 summer retreat at the CSU Mountain Campus (formerly Pingree Park). Let us know if you have feedback about the travel time as that location is about 54 miles up the Poudre Canyon.
  - Diana Prieto shared that their HR Director pulled out due to family member health. Will use a search firm for this second round of hiring. PERA bill did drop in the legislature, don't know what will happen on it (addresses employee contribution and years of service).
- III. Guest Speaker (9:45 a.m.)
  - Tom Milligan, VP for External Relations – Neighbor 2 Neighbor (N2N) Collaboration & Housing Task Force updates
    - Background on how it was started; the majority of CSU employees live in Fort Collins (a little unusual, say compared to CU). CSU is the largest employer in Fort Collins. Started with a white paper, then implementation charge from Dr. Frank. Over the last year, the recommendations have been broken out into doable segments.
      - Hire a housing counselor – Neighbor to Neighbor won the bid.
      - Affordable vs. Attainable Housing - affordable housing looks at the percentage of income that goes into one's housing cost. Attainable housing explores ways for employees to purchase a house. If they can find parcels of land that the

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University owns outright that aren't part of the master plan, could these be used for affordable housing projects for CSU employees? One parcel identified is being explored right now. Thinking the development would be ready for move-in maybe a few years out.

- Discussing down payment assistance with a local provider – for CSU employees who could afford the monthly mortgage payment but may not have the down payment. Would use university resources as security for the down payments. These three have the most short-term potential. There are still many details to be laid out, for example, the qualifications and eligibility requirements.
- Neighbor to Neighbor – source story that has links to services, etc. Housing counseling, foreclosure counseling, housing supply. They will learn what is being asked of them and adapt as they see the needs arise – they come with their full suite of services to start and then will specialize. Is meant for faculty and staff, but they are seeing students come in (partially because of the location). An annual fundraiser will be held to help with some of N2Ns services.
  - List of services on Off-Campus Life website (<http://ocl.colostate.edu/n2n>). Will be targeting groups on campus that have a higher need (such as HDS).
  - Mixed Use and Density is preferable to single use (such as individual homes)
  - How to develop criteria for who gets the housing – i.e., who is eligible, second home if they already own a home? They do not want to manage it; they would bring in an outside partner.
  - Will be coming back around as things progress.
- Stadium Parcel - Most University parcels are required by SPAR that the city has to bring plans for that parcel to city planning and zoning board. If rejected by PZB, it cannot go forward, but the BOG can overturn by a 2/3 vote. Stadium parcel is being turned over to be developed by the community so doesn't have to go through the SPAR process. University would like to find a developer with the community needs in mind for open space and affordable housing.

#### IV. Guest Speaker Topic Discussion – None

#### V. Action Items & Discussion

- Approval of February APC meeting minutes
  - Motion: Betty Wilmoth
  - Second: Tori Anderson
  - Motion approved
- APC General Meeting & Standing Committee Participation
  - Expectations of new members and chairs of standing committees (i.e., who writes reports, what do we want to be run by Exec committee before moving forward, versus what can they move forward with independently). Don't be afraid to use alternates.
  - If there is a rule in place, there is some merit to enforcing the rule – otherwise, it has no teeth, no consequences, so no mechanism to change.
  - Is there a way to write in a bit more teeth to the Manual of Rules and Procedures that includes attendance expectations for Standing Committee Meetings. Maybe a warning

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after two meetings missed with no alternates– taking a proactive approach instead of punitive after three meetings missed.

- Pulling support from the general AP pool for the whole University to be on standing committees.

#### VI. Officer Reports

- Chair -- Employee Voice Survey - A forum happening this spring on the finding of the survey. Lunch provided. Wondering if Council would contribute to this event?
- Vice Chair -- Standing committee chairs retreat #3 is scheduled.
- Secretary -- None
- Treasurer -- Continue to submit receipts and let Dan know before spending money.

#### VII. Standing Committee Reports

##### **Nominations & Elections (Jr McGrath)**

- We are continuing to recruit candidates for elections. We might need to push out messages via our lead area communicators.
- Thoughts on updating APC representation - Increase number of reps in certain areas, split areas, change how rep happens.

##### **Service & Outreach (Dawn Nottingham)**

- Updates on the upcoming employee appreciation reception and awards.
- Call for volunteers to help out.

#### VIII. University Committee Reports (See Back Page)

#### IX. APC Initiatives Discussion

- 2017-2018 APC Goals – follow-up from January 2018 meeting
  - APC Engagement – plug for APC involvement through supervisor training.
  - APC Evaluations -- a basic set of questions in FSAS, plus then a section tailored to specific jobs (i.e., grant specific).
  - Engaging Alternates – alternate day at an APC meeting (already done), committee involvement – getting the work out to try to pull some alternate engagement on the standing committees. Acknowledge alternates in the room at the beginning of each meeting. Alternates list email.
  - Work-Life Balance – collecting good examples across the University for how different folks are doing things.
  - Alternate Transportatoin – CSU Life or Source?

#### X. Adjourn – 10:34 a.m.

#### **University Committees**

- Budget Area Review Committees (BARCs) (2016-2017 reps, not active in 17-18)
  - 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

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- IT/Facilities/University Operations – Farrah Bustamante
- Athletics – Toni-Lee Viney
- Campus Bicycle Advisory Committee (Steven Dove and Dave Mornes)
- Campus Safety Advisory Committee (Rosanna Bateman)
- Childcare Taskforce (Alex Carter)
- Classified Personnel Council (CPC) (Karl Bendix)
- 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 (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 (Deborah Yeung)
- New Stadium Game Day Experience (Zach Campaign)
- Parking Appeals Committee (Kay Gallatin and Anita Pattison)
- Parking Services Committee (Jessi Stewart and Tori Anderson)
- Period Products Task Force (Catherine Douras)
- Physical Development Committee (Edit Szalai)
- **President’s Commission on Diversity and Inclusion (Keely Mendicino)**
  - No report, Keely was absent.
- President’s Sustainability Committee (Rick Novak)
- Strategic Plan Area Review Committees
  - Diversity (Dan Banuelos)
  - Faculty & Staff Development (Anita Pattison)
  - Infrastructure & IT (Toni-Lee Viney)
  - Outreach & Engagement (Chris Mullen)
  - Research & Discovery (Mary Atella)
  - Teaching & Learning (Kelley Brundage)
  - Access (Erin Mercurio)
- Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
- University Benefits Committee (Lynn Borngrebe, Jennifer Bissell, Scott Woods, and Alison Dine)
- University Mediators (Tracy Webb, Melissa Emerson, and Katya Stewart-Sweeney)
- University Sexual Harassment Panel (10 AP’s who serve for 3-year terms)

### **Additional Temporary/One-Time Committees**

- Catastrophic Leave Policy Committee (Melissa Emerson)

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