

Administrative Professional Council  
Business Meeting Minutes  
April 9, 2018 – 8:30 a.m.-10:30 a.m.  
LSC 372-374

**Members Present:**

Matt Klein (1), Jamie Hays Szelc (1), Dawn Nottingham (2), Susanne Cordery (3), Barb Gustison (3), Janet Meine (4), Natalie Smith (4), Claire Calhoun (5), Caitlin Kotnik (6), Shirl Portillos (6), Summer Shaffer (6), Tori Anderson (7), Rick Novak (7), Susan Becker (8), Kelli Clark (8), Rosanna Bateman (9), Gretchen Peterson (10), Jessica Cox (11), David Jones (12), Brian Newell (13), Betty Wilmoth (13), Collette Hageman (14), Lesley Jones (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), Toni-Lee Viney (Past Chair), Tim Gallagher (Faculty Council), Jim Abraham (CPC), Diana Prieto (HR)

**Alternates Present:**

Laurel Donahue (11)

I. Call to Order – 8:32 a.m.

II. Announcements

- Next APC meeting – May 14<sup>th</sup>; 8:30 a.m.-10:30 a.m.; Rick Miranda, Provost and Executive Vice President – FY19 Budget Updates
- The Executive Team is currently looking for 1-2 volunteers to assist with check-in processes, etc. during the Employee Voice Survey Forum on Wednesday, April 25<sup>th</sup>. Please touch base with Shannon if you are interested and able to help out.
  - Pam Jackson and Council leadership are presenting results from last spring's employee voice survey. Volunteers will help with check-in.
- Reminder that the 3<sup>rd</sup> Standing Committee Chairs Retreat will be held on Monday, April 30<sup>th</sup> from 9:00 a.m.-10:30 a.m. in TILT 104. As always, it is important that each Standing Committee has representation at the retreat. Coffee and snacks will be provided!

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

- Marsha Benedetti, Associate Director for Training & Organizational Development (TOD) – updates on supervisory training program, shared governance information within New Employee Orientation, etc.
  - CSU's new employee orientation has session has recently been updated. There are new cardstock inserts grouping together the various efforts featured in the hard copy materials that new employees receive. The Campus Services area includes all three councils, and in training, shared governance is explained, and TOD encourages folks to get involved.
  - Letters are printed each month for new employees, and Shannon signs the letter. It encourages people to reach out and get involved in APC.
- Supervisory Development Program
  - In August 2017 the training became mandatory for all supervisors.

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- By the end of spring 18, there will be about 1000 through the midset for supervisors classes.
- There are 2500 leaders on campus and to have 1000 going through each year is right on track as the implementation timeline is three years.
- Some of the classes have filled up. They have hired a contractor to help with Rules of the Road.
- Classes will be offered through the summer semester.
- Typically less than 5% of faculty would attend classes. The number is 12% right now, so that is good.
- Many are completing the requirements, some 25 new graduates for the certificate program.
- The new learning management system is launching – it is called My Learning at CSU. With any new software launch, there will be kinks. The exciting thing about the tool is that all training is in one spot. By December, most everyone on campus should be online.
- Is there some way for a supervisor to do an intake assessment for the three classes and then do an evaluation of the outtake? It could help better understand what growth is occurring from the effort. There is an additional effort now to enhance the post-survey efforts. There is not a pre-evaluation effort in place yet, but they want one.
- The new software will house previously taken compliance classes. It may or may not include other previous records.
- How are the off-campus folks accessing classes? They have done some webinar classes and will do more. They went to extensions regional retreat in January to get 50 people. Colorado State Forrest Service was here a few weeks ago. TOD has made efforts to get to folks when they are on campus or nearby. The new system will allow them to track and advertise much better. Online courses are on the way!
- As the program evolves, how is TOD vetting the new ideas that should be added to training? At this point, the plan is to continue to offer refreshers and new classes and topic areas. There is a three-year goal to get all supervisors through though, and that has to be the primary goal for now.
- Some supervisors who only manage students have been encouraged to attend but were unsure if it is required or not. If you just manage students, it is not required that you attend, but TOD is not turning anyone away. Those who have formal supervision as noted in Oracle is required to participate in the supervisor training.
- Has TOD thought about doing exit interviews and incorporating that feedback back into supervisory classes? About 10-20 times a year HR gets a request from an employee to request an exit interview. A better way to go is to localize the effort and make exit interviews a part of the process of separating the university. People leave jobs because of boss issues, often, so if we had more data we could better inform the supervisory training efforts. The reason the supervisory came to be in the first place is that we were getting a lot of data from various points on campus that people were leaving because of their bosses. Why is an exit interview not mandatory? HR would not make it mandatory. They may not want to participate. It could be an item on the checklist when someone says they are leaving. The university does not do exit interviews for those who are terminated. There are good reasons not to mandate.

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- TOD used all kinds of research to establish core areas of training. Rules of the Road is geared toward working in higher ed. If you do any research on leadership development, these are the key areas that you will see over and over again.
- The problem seen is that the ones not attending do not think they the training applies to them. They feel that the topics covered are ones that they do not have. They will likely ignore the class, or it was a waste of time. 360 reviews are needed, but they need to be done very well, or they can cause a lot of problems. TOD does not have the staff or capacity to do them well right now.
- Supervisors have supervisors too! Deans supervise department heads, and if deans do not hold them accountable for change, then not much will change. Supervisors need to hold those they manage accountable.
- HR is in discovery to look at Oracle's cloud-based system. It has a performance management module in it that would allow for better 360 reviews. 360s are incredibly resource intensive, so they are done at a certain level or a certain point in time.
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IV. Guest Speaker Topic Discussion  
None

V. Action Items & Discussion

- Approval of March APC meeting minutes
  - Motion: Jessica Hunter
  - Second: Brian Newell
- University Policy Advisory Committee – Shannon
  - Fall of 2016, some folks from faculty council came forward to suggest a policy advisory committee to guide Bob Shur's work. A faculty council member has brought this up again to ask the status of the committee.
  - Bob sits on the APC policies and procedures committee.
  - Tim has spoken to Bob about the topic. He has described his position on the committee as agnostic. The reason it did not move forward then is that people were ambivalent about it then, and the same may be true now. A small number of people in faculty think this is a good idea. If we do not believe that Bob is getting enough input from the various groups on campus, then the committee could add value.
  - Shannon feels neutral on the topic as well. She will defer to the group.
  - It seems like a duplication of efforts, and we have enough committees as is. If Bob felt there was a need for committee assistance, he would lobby for it. Policies and procedures committee thinks that Bob's presence on their committee and his attendance at APC meetings is sufficient.

VI. Officer Reports  
Chair

- Thanks to all who helped to make the annual employee appreciation great. We will receive survey feedback from CSU events soon.
- Sarah Olson is representing APC in the manual preface conversations and will provide an update soon. We will have a new draft to review.

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- Shannon has a great meeting with VP Johnson. She is working with VP Miranda on the living wage topic. The group is working to increase wages to above 30K for all. There is some funding available.
- The salary task force is now on hold. VP Johnson shared that there are many irons in the fire. With the AP framework still in process, starting a salary task force without foundation is futile.
- Diana Prieto – Regarding the AP framework, Council of Deans, asked to add cost centers of where the salaries live. That is a much bigger task, and hoping to get it out this month. The spreadsheets will review by Dean and VP, raise concerns if any, then finalize the draft plan with consultants. Admin will need to agree with finale structure, which will change from the draft structure. Might need another structure or two added. What are we going to do with the really low and really high salaries? Decisions by Admin need to be made and then sent to BOG. Maybe get to the August meeting. Lynn shared, we do not want this effort to be a one and done approach, but a model with longevity. AP compensation framework for the institution for the long term, so it is good to get it right!
  - The plan is still to represent where HR is at in June. HR liaison website page has the framework, but it is only a draft and tweaks are already being made.
- Living wage group – data is finalized, and recommendation is ready. Any changes to salaries will be made in July. They are looking at state classified employees at 30K or less, with just a handful of APs.
- Exec team is putting together an evaluation of our efforts. Catherine and Shannon are returning to their roles so want council feedback for next year. Jr will help create the Qalitrix survey.

#### Vice Chair

- Is anyone interested in serving on the Campus Climate Committee? If so, please contact Catherine.

#### Secretary

- None

#### Treasurer

- Any purchases need to be made with a pcard, no tax, and Dan needs receipts.

## VII. Standing Committee Reports

Awards (Gretchen Peterson)

Communications (Shannon Dale)

### **Employment (Janet Meine)**

- The committee is talking a lot about RAs. OSP came out with a white paper about time and reporting. We want to engage RAs in APC, but it is challenging because of the way they get paid. According to time and effort reporting, 1% of their time can be spent on committee participation. The committee wants clarification on the topic. Representatives from OSP will attend the next Employment Committee meeting to so the committee can better understand the information and how to use it when communicating with RAs about how they can get involved.
- The university is giving units options to opt in. Individuals can opt-in to get time to commit to writing new proposals, spend time on other things. The 1% budgeted for next fiscal year is available based on the discretion of the unit. Departments and units basically cover the expenses associated with the 1%. This is a small portion of the effort reporting.

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More RA ballots were submitted for elections this year than ever before, so this is encouraging.

- Is there a current RA listserv? Not really. Steven maintains the area list for RA group from a query monthly. Employment group can touch base with Steven to find a way to create a new list and keep it up to date.
- The group talked about the flex work policy as well. The employee manual has a form around flex. The university has made a decision that we will not have a policy for flex work arrangements, but if APC wants to push for one, we can talk to VP Johnson.
- Does APC look into C2C for people not on campus? Bob Shur is the lead on C2C. There is a deliberate effort to be inclusive to those that do not work at the main campus. There are significant challenges, and efforts are made to look at ways to extend benefits. Can we look at reimbursable funds for similar activities? Like Fit for Life. Benefits received from the employer that need to be taxed, and there needs to be a pot of money to cover

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

- The committee has been looking at the ratio of current APs to AP reps. Nothing is being proposed at this time, but rather a discussion about the ideas. Currently, area 9 has 66 APs and two reps, with area 12 having over 600 APs and three reps. The idea is to split area 12 into two and create area 16. Could also leave the number of areas but add bands for a number of reps based on the number of APs. The third option is a hybrid. Another option which is radical is to get rid of areas and have everyone be at-large like CPC does.
- Splitting area 12 might not make sense. There is already a sense of division within the area, and it would further promote the wrong direction. Option two is a good one, to not split the college.
- The radical idea to eliminate areas might narrow our representation. The positive of the radical option is that you get those who want to make improvements at the table, but you might homogenize the membership, where now we are trying to create diversity.
- Option two makes the most sense. It is the simplest one.

Policies & Procedures (Sarah Olson)

Service & Outreach (Dawn Nottingham)

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

#### IV. APC Initiatives Discussion

- 2017-2018 APC Goals – check-in on progress
  - Questions, comments, concerns?
  - Input on options – current committees vs. ad hoc committees?
  - The transportation group also happens to be mostly the folks on the communication committee. The group talked a lot about spreading the word about options, which fits within the communication committee's efforts.
  - For some of the topics, it does make sense to fold them back into the standing committees. Duplication of efforts might happen if the issues do fit with standing committees. If the topic does not fit then there could be an ad-hoc committee. The work-life conversation fits with the employment committee's efforts so it might make sense to meld those.
  - Is there an option for folks to be on more than one standing committee if there is a topic people are interested in? No.

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- Do all of the standing committees have a meeting between now and the Chair's retreat? Yes. Potentially then, add to your agendas and find out which goals fit in your area that you want to take on. At Chair's retreat, the group can determine what to table, what to move to committees, and what to put in ad-hoc.

Adjourn – 10:07 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 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 (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)**
  - A few weeks ago, the university diversity strategic plan blueprint and the timeline was shared with all APC members via email. Please engage in the creation of the blueprints or get involved in diversity and inclusion efforts in your colleges and units to ensure the AP voice is represented in the conversation.
- President's Sustainability Committee (Rick Novak)
- Strategic Plan Area Review Committees
  - Diversity (Dan Banuelos)

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- 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 Dineen)
- 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)

#### **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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