

Administrative Professional Council  
Business Meeting Minutes  
May 14, 2018 – 8:30 a.m.-10:30 a.m.  
LSC 372-374

**Members Present:**

Matt Klein (1), Jamie Hays Szalc (1), Sarah Olson (2), Susanne Cordery (3), Barb Gustison (3), Natalie Smith (4), Claire Calhoun (5), Caitlin Kotnik (6), Shirl Portillos (6), Tori Anderson (7), Susan Becker (8), Kelli Clark (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Jessica Cox (11), David Jones (12), Betty Wilmoth (13), Collette Hageman (14), Tyler Rayburn (15), Lesley Jones (14), Yvonne Bridgeman (15), Ruth Willson (15), Dan Banuelos (At-Large), Shannon Dale (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), Bob Schur (Compliance)

**Alternates Present:**

Hayden Ahlbrandt (2), Jackie Archuleta (4), Jess Dyrdaahl (6), Shana Ryken (6), Melanie Calderwood (7), Laurel Donahue (11)

I. Call to Order – 8:33 a.m.

II. Announcements

- Newly elected APC members in attendance introduced themselves.
- Next APC meeting – June 11<sup>th</sup>; 8:30 a.m.-10:30 a.m. (location change – LSC 308-310); Diana Prieto, Executive Director of Human Resources and Equal Opportunity – AP Framework Updates
- Reminder to complete the Executive Team Survey sent out through Qualtrics a few weeks ago; final deadline to submit is **Friday, May 18<sup>th</sup>**
- Returning area reps and new area reps - keep your eyes open for another quick poll coming out shortly re APC summer retreat planning.

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

- Rick Miranda, Provost and Executive Vice President – updates on FY Budget
- Hour-long budget forum scheduled for tomorrow at 3 p.m. in this same room.
- The incremental budget was presented to BOG at the May meeting.
- The incremental budget had been static for about six months; there wasn't volatility. The governor's budget held the entire legislative session
- We will get about 26M more this year – made up of tuition rate increases (held to 3%), increase in enrollment (budget for next year is built on student numbers one year in arrears, do not want to budget for growth and not have it happen). There are a couple of reserves if we have student declines to buffer, but we haven't had enrollment dips in 10 years.
- The largest item in the budget is compensation for employees. Other increases include mandatory expenses (utilities), bond payments 5M and about 7M in quality enhancements or multi-year improvements (adding new staff and faculty, investing in a program).

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- Multi-year strategic investments are things President has decided we are going to do, like a few hundreds of thousands in OVPR/research efforts; beefing up mental health counselors. Presidential decisions for multi-year strategic efforts combined with grassroots proposal efforts starting in October are how we determine any increases will be spent. We did not have the BARC process this year. We went through the process last year based on what we thought we'd get in the increased budget and then at the last minute got 3M less which created issues for implementation.
- State's normal process has state appropriations appearing in the long bill which is generated by a joint budget committee of two chambers. The joint budget committee did their work and accepted the governor's proposal to increase higher ed funding of which we got 11M.
- There were a few late bills that came through. CDOT was hit by a cyber attack last year which was a big issue, and it's on the legislator's minds to invest in cybersecurity. We should get some base funding for initiatives in the system – Pueblo and here. IT, systems engineering, academic programs.
- The long bill doesn't get involved in funding institutions, instead gives the dept of higher ed a block of money and then the dept determines how it gets split. They have developed a funding algorithm made of three factors – college opportunity - fund based on enrollment, fee for service – block grant to each institution based on role and mission (we get money for state forest service, extension, experiment station, professional vet school), third category is for performance – degrees granted, retention rates, serving first gen, student success.
- We have not been strident about the model; we win no matter where you look. Our enrollment funding is good, we have unique programs for fee for service, and we have great performance. We haven't pushed on tweaking the model. This year the community colleges are lobbying to get more out of the formula. They ran a late bill to get 17M more to higher ed. They used the formula, but it will be one-time money and not base money. They asked the large institutions to kick in and help out the smaller institutions. We will get about 1M of one-time dollars out of it all.
- Next year we should have a more normal budget process where we can invite proposals in the fall. Some form of BARCs will come back this coming fall.
- APs merit increase this year is 2.5%. The financial aid bill came in heavy this year; we wanted to clear out old commitments, not enough money. Each % of salary increase is about 4M; there just wasn't 2M to provide another .5% increase like had been planned initially. Early on the increases were going to be 3%. There is more money in the budget for the living wage proposal to get people to the \$15/hour salary. The AP framework discussion is still moving along, and that will require salary increases as well.
- In the state classified situation, everyone gets 3% this year unless it pushes them beyond his or her range classification. For faculty and APs, it is merit-based!
- How will the new PERA bill impact our budget? The impact to our budget is several hundred thousand dollars.
- What is the university's commitment to benefit contribution as it relates to the budget? Those options are looked at in fall for the start of the calendar year. The cost-sharing model for employees changed a bit. HR is implementing a two-year plan to help manage costs.

#### IV. Guest Speaker Topic Discussion

- It is dishearting to hear the same statement over and over about salary increases for APs.
- Campus leadership is hearing us and investing in the living wage efforts which is good.

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- Housing continues to be a significant crisis for all. The Neighbor to Neighbor partnership is great, but there isn't any inventory, so that doesn't actually help.
- Tim shares that there is inertia on campus. Tim is an ex-officio member of the council of deans. He has seen that there is extra money that comes up at the end and then the provost offers it to the deans for their pet projects. Never has he seen it such that the idea is thrown out to consider a .5% increase in salary budget instead, which it could. We need to continue to advocate for salary increases to be a priority in the budgeting process.

## V. Action Items & Discussion

- Approval of April APC meeting minutes
  - Motion: Tori Anderson
  - Second: Jamie Hays Szalc
  - Passes
- Area 9 Vote (tiebreaker)
  - This vote was done by paper ballot. Members were asked to cast their vote for area 9. Shannon Dale won the tiebreaker and will continue as the area 9 representative.
- Request for new CPC Rep
  - Karl Bendix was our representative and is no longer able to attend. The CPC meeting takes place the second Thursday of the month from 1-3 p.m. June 14<sup>th</sup> is the first meeting where we need an APC rep. If you are interested, email Catherine Douras.
- Request for new Professional Development Award Rep
  - AP and state classified folks can apply for funding to support professional development. This pilot project is underway, and we need a new APC rep to serve on the committee. Kelli Clark is interested.
- AP Representative Vacancy on Classified Leave Bank Committee
  - We need an AP rep to serve on this committee. Members are asked to serve a 3-year commitment and are reviewing and voting on the employee applications to use hours (pay) from the leave bank program when they have exhausted all sick and annual leave for a medical related reason. The committee meets the 1st Tuesday of each month if there are applications to review. Each committee member also signs a confidentiality agreement and is trained on the policy rules for voting purposes. If you are interested, email Catherine Douras.
- Request for LSC Polling Station Support
  - There is documentation in the agenda packet regarding this topic. The group has requested a resolution from APC and CPC to endorse their proposal to install a permanent polling station in the LSC. What feedback, comments, and questions does the council have?
    - Someone would have to staff and service the station. Election judges may need to staff it.
    - They are interested in installing a permanent collection box somewhere near the LSC. The clerk would have to agree to service the station and manage the effort, not CSU.
    - Faculty council executive committee voted to put it on the agenda for faculty council meeting in September.
    - What is the negative? Increase traffic on polling days. University committees would have to approve the site.

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- In general, APC is in favor of supporting the effort so long as the clerk agrees to resource the effort.
    - CPC said that Stacey would write a letter of support. APC could co-sign.
    - The effort is to make the spot permanent and service the mid-term elections too.
    - There is no strong opposition so Shannon will co-sign Stacey’s letter or draft an APC letter. There is no obligation of our council of time and money.
- There are some at-large members whom we need to approve.
  - Approve Tori Anderson as an at-large member in her role as Secretary.
    - Motion: Jr McGrath
    - Second: Melanie Calderwood
    - Passes
  - Approve Steven Dove as an at-large member.
    - Motion: Shannon
    - Second: Betty Wilmoth
    - Passes
  - Approve Jr McGrath as an at-large member.
    - Motion: Caitlin Kotnik
    - Second: Tori Anderson
    - Passes
- Restructure our Representation Model
  - As a body of APs, we are growing, so we need to restructure our representation model. The committee took feedback from our last meeting and presented a new “band” model. Currently, there are two bands – for 1-200 APs in an area you get two reps, for 200+ APs you get three reps.
  - This would be a constitutional change so Lynn Johnson will also have to approve.
  - If we approve the new bands, will we implement this year or next? This year.
  - What happens if we have vacancies that we can’t fill? Likely not to be a problem, we have had ample people running.
  - With the new bands, it is only three net new members so not a significant impact on our overall numbers.
  - The proposal is to increase our bands to two reps for 1-200 APs, three reps for 201-400 APs, four reps for 401-600 APs, five reps for 601-800 APs, and six reps for 801+ APs.
  - Based on January 2018 numbers of APs per area, this would create a need for one more rep for area 6 and two more reps for area 12.
  - Approve presented structural change to APC Area representative model to accommodate for growth, pending approval from Lynn Johnson, effective now.
    - Motion: Jr McGrath
    - Second: Matt Klein
    - Passes

## VI. Officer Reports

- Chair:
  - About 80 people attended the employee voice survey presentation event. The report is published and on the website.

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- The aggie interpretive trail visioning session is coming up. The overall concept is to create a trail where our history is represented. If you have interested in getting involved in this conversation, contact Shannon.
- Vice Chair:
  - We held the final chairs retreat recently. Charged chairs to look at standing operating procedures and update them before the transition. At the June meeting, we will fold goals back into committees.
  - Take a look at the university committee list and make sure your name is on the list if you are currently serving on a committee and represent APC. We need an accurate list heading into the new fiscal year.
- Secretary:
  - Remember to check the minutes and sign in sheet to ensure your name is listed as present.
  - Remember to sign in each meeting!
- Treasurer
  - Use your p-card for purchases, no taxes. Dan is working on wrapping up the budget for the year and will let you know if your committee still has funds to spend.

## VII. Standing Committee Reports

Executive Committee (Shannon)

Awards (Gretchen Peterson)

Communications (Shannon Dale)

Employment (Janet Meine)

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

- See above in Action Items & Discussion

Policies & Procedures (Sarah Olson)

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

- Barb presented the results of the survey from the employee recognition event.
- People liked the new format, mingling.
- People liked the food and Jessica's speaking.
- Need more tables and chairs for more folks to sit.
- The committee plans to run the event the same way next year.
- The check-in process needs to be improved.

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

## IV. APC Initiatives Discussion

- We will pick this up next meeting

Adjourned 10:02

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## 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 (Barb Gustison)
- 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 (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)
- Professional Development Award Committee (Confidential)
- Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
- University Benefits Committee (Janet Meine)
- University Mediators (Tracy Webb)
- University Sexual Harassment Panel (a pool of 10 APs who serve for 3-year terms)

## Additional Temporary/One-Time Committees

- Catastrophic Leave Policy Committee (Melissa Emerson)

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## 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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