I. Call to Order (8:34 AM)

II. Announcements (8:34-8:38 AM)
- Next APC meeting – October 12, 2020: 8:30 a.m.-10:30 a.m. (Zoom)
  - Allotting time for area reps to get together
  - Spacing out speakers a little more to allow for more meeting time. Please give us feedback on this new structure.
- Canvas Classes being offered online – see flyer in Teams folder and in email
  - Please share out with your areas
- Please mute your microphone

III. Action Items & Discussion (8:38-8:41 AM)
- Approval of August APC meeting minutes (Collette Hageman/Amy Quinn-Sparks)
- Minutes will be posted on the website

IV. Officer Reports (8:41 –8:59 AM)
  - Chair, Vice Chair, Secretary, Treasurer
    - Chair
      - COVID 19 Campus Policy applies to staff and faculty as well as students
      - Human Bean coupons – please use them
      - Zoom chat – all private chats will be deleted. If you change your mind on this please connect with the exec committee
      - Council Chairs and Vice Chairs meeting took place for this first time this year. It was noted that there has been a lot of overlap and possible oversights with representations. Tori is making sure we are really well represented across the university
      - Retirement Committee – a 12-month process to examine the DCP plan (non-PERA). They have sent out requests for proposals from all providers who meet our criteria. Employees will get a survey – please be sure to provide your feedback.
      - President’s Council on Culture and Committee on Strategic and Financial Planning have both started back up for the year
    - Vice Chair
      - University Committee participation is still in progress – we do still have a few spots open. The descriptions of each committee are available in the agenda packet. If you are interested please connect with Tori as soon as possible.
      - APC, CPC and Faculty Council have all been meeting with the president’s office to best determine if a pulse survey will be the most useful way of determining how staff are doing at this time. Please connect with Tori if you have any thoughts about what you want to see, action items, etc.
      - Workforce Support Task Force – seems like there is a lot of confusion regarding workforce assistance. Please refer to the home page of the HR website for details on support available. Supervisor email that went out regarding flexibility with staff at this time. However employees did

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not receive similar communications to advocate for themselves. The supervisor’s email has been posted on the HR website and was included in Vice Chair report in our agenda packet. We need to identify ways to get this information out to employees in our areas.

- The Research Assistant Ad Hoc Committee needs to be re-approved for each year
  - Motion to re-instate the RA Ad Hoc Committee for the 20/21 year: (Collette Hageman/Aaron Buckley) - Approved

- Secretary
  - Please make sure to include your area number in your name for ease with attendance

- Treasurer
  - Will be sending out information directly to the committee co-chairs requesting budget request for committee budgets
  - We also have a little bit of budget this year for innovation proposals. Please share ideas

V. Standing Committee Reports (9:00-9:19 AM)

Awards

Communications
- Area communicators email will come out soon to ask for interest in who wants to serve as a communicator. Please complete the linked form if you are interested.

AP Experience

Executive Committee

Nominations & Elections
- Check the alternates list on Teams to make sure it is up to date and accurate. Connect with your area alternates please.
- Coffee with Reps – please start brainstorm a few roundtable discussions that you invite other AP folks to participate in. Considering 2 this semester and one in spring.

Policies & Procedures
- Faculty Council wants to amend the Faculty/Admin Pro Manual to add the Title IV and Harassment policies
  - This is something that the entire University has been working on. This policy is mandated by law.
  - Motion to approve: (Shaun Case/Dawson Metcalf) - Approved

Service & Engagement
- Saturday, September 25 – National Public Lands Day – if you want to volunteer please register your group on the Larimer County website
- City of Fort Collins is looking for Census Volunteers – if you are interested please visit the City of Fort Collins website or reach out to Dawson Metcalf
- CSU is looking for busy COVI testing times – helping with the check-in process and line management, as well as folks to observe the testing selection. If you are interested please email Yvonne Bridgemen directly.

VI. University Committee Reports

VII. Standing Committees Breakouts - Ongoing discussion of 2020-2021 action items (9:21-9:43 AM)

VIII. Guest Speaker (9:45-10:30)
Marsha Benedetti, Talent Development – Progress of Mandatory Supervisor Training

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• Officially launched in August 2017
• Goal is to help our supervisors to become more effective in their roles. Former-President Frank provided accountability through reporting attendance to Deans, Vice Presidents, etc.
• Attendees have built nice synergy by participating and learning from others
  ▪ Required program consists of 4 foundation + 2 additional classes
  ▪ Certificate offers 12 additional classes beyond the required
• 2,678 supervisors completing required courses this total grows weekly
• The rate of completion has started to slow just a bit
• At least 500 more supervisors have at least taken 1 of the foundational courses with another 200 who have completed the 4 foundational courses but have not yet taken the 2 additional courses
• Improvements in supervision skills and relationships have been self-reported by participants
• Increased communications and improved work relationships have all been self-reported by participants
• Discussing having prompts and reminders to include these pieces in the review and evaluation process – provide prompts, templates for supervisors.
• Seeing a need around more structured training and policy regarding COVID and Title IV
• Q&A:
  ▪ Can supervisees see if their supervisors have completed this training?
    • In the learning management application supervisors can see who on their team has completed courses but supervisees cannot view this information
  ▪ Have you considered doing all the courses in a conference-style session?
    • They have done this twice during PDI Week but the second time interest waned
    • They can certainly try that again.
  ▪ What is the time frame supervisors must complete these requirements?
    • August 2017-fall semester of 2020 would be 3-year mark
    • The area directors and deans oversee monitoring if their supervisors are completing this process and requirement within the 3-year mark
  ▪ Are these courses offered exclusively online?
    • Currently they are instructor led courses in a virtual space that are complete with breakout sessions and such
    • A few of the elective courses are e-learning sessions
    • VPD has shared some concerns over e-learning modules not being as accessible
  ▪ Is there any sort of 360 feedback employees have an opportunity to give their supervisors?
    • That is again up to their unit area leader/division
  ▪ How do we get faculty supervisors to apply AP policies in an equitable manner?
    Understanding the rules apply equally and inclusive of all of us.
    • This may be an example of where HR Reps and supervisors need to work more collaboratively. Possibly contact central HR if need be.
  ▪ What is the total number of supervisors who have completed the certificate program?
    • A total of 336 individuals have completed the full certification program

IX. Guest Speaker Topic Discussion

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