Administrative Professional Council  
Business Meeting Minutes  
October 2020 – 8:30 a.m.-10:30 a.m.  
Zoom

I. Call to Order - 8:30 – 8:36 AM)  
- Please rename yourself to include your area number  
- Farrah Bustamante is helping manage Zoom for today’s meeting

II. Announcements - (8:37-8:45 AM)  
- Next APC meeting – November 9, 2020: 8:30 a.m.-10:30 a.m. (Zoom);  
  - Speaker – President McConnell will attend. How do we want to engage with the president? Please share ideas in chat or with a member of the executive committee. Do we want to put a memo together?  
  - Lynne Johnson will come to do a brief state of the budget presentation (10-15 min presentation)  
- All APs (non-PERA) should have received an email regarding DCP vendors. It is very important, please be sure to complete the survey  
- Meeting engagement – We know and are aware of how tricky it can be to stay engaged during our virtual meeting space. Please remember we are part of an APC community. If you could check-in with one another to make sure that folks are doing okay. Your voices are important now more than ever, so we want to make sure we are all engaged.

III. Speaker Feedback – Marsha Benedetti, Supervisor Training, September 14 APC meeting (8:45-8:48 AM)  
- Follow-through to make sure supervisors are taking these courses  
- Bullying policy  
- Difficult for tracking internally, central reporting would be helpful  
  - T&D did say that units could appoint an individual as a “tracker”  
- It would be good if direct reports could be notified.

IV. Action Items & Discussion (8:48-8:51 AM)  
- Approval of September APC meeting minutes (Ed Kluender/Amy Quinn-Sparks) - Approved

V. Officer Reports (8:51-8:55 AM)  
- In discussions with CPC and FC to pool funds to have a second something like the free coffee last month.  
- Vice Chair – President's Work Force Committee is putting together a new survey. They are also revisiting the recommendations drafted in March to address furloughs and budget cuts to continue to provide the most equitable recommendations – please contact Tori if you have thoughts. Refer to the Vice Chair report for all the details.  
- Secretary – none

General Note:
**Bolded committees will provide a verbal report. All committees will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.**  
***Three asterisks indicate that the committee has requested to bring forward an action item within their report.***
• Treasury – Committee chairs please remember to send Sarah your budgets. If you have ideas on how to use, the engagement funds please reach out.

VI. **Standing Committee Reports (8:55-9:06 AM)**

AP Experience

**Awards and Events - Trish Torrez**
- AP Star and DAPA award nominations will open November 1

**Communications - Amy Quinn-Sparks**
- Thank you to all area communicators and for the area emails that went out to all APs
- Writing a Source article regarding the direction of the new direction for each of the committees this year
- Dennis will start updating the Area and APC listservs
- Area shared email inboxes – do the reps see these as a benefit or drawback?
  - These could also be created for groups such as the RA ad-hoc group

**Equity and Social Justice - Tanara Landor**
- Please respond to the survey that will be sent out soon. Please be open and honest – this will help this committee and the council to better understand how we are functioning as a unit and what barriers we have.

Executive Committee
Nominations & Elections
Policies and Procedures

**Service and Engagement**
- Friday, October 16 is World Hunger Day – this corresponds with Cans Around the Oval. Even though we are not collecting donations on the Oval (due to COVID) there are other opportunities to donate physical food donations and/or monetary donations.
- Larimer County Food Bank is also looking for small groups of volunteers and have a number of safety protocols in place to help keep everyone healthy.

VIII. **University Committee Reports**

IX. **Standing Committees Discussion (9:42-9:44 AM)**
- We will have a portion of time for each standing committee to share out in November

X. **Area Rep Breakouts (9:06-9:41 AM)**
- PDI on APC
- Virtual happy hour w/ugly sweater contest
- Set-up monthly area rep meetings
- Quarterly town hall meetings for folks to drop in to
- Really making an effort to reach out especially with virtual work and when we come back on campus
- Sharing out APC accomplishments
- Highlight self care tools and resources
- Don’t want to ask our areas to do more than they already have on their plates
- Discussed how area is not always in a good place to do a “townhall” format due to online fatigue and concerns over virtual cyber bullying
- Possibly educate on virtual office cyber bullying and behaviors/etiquette

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- How do you refresh and detach from work when we are often working from home?
- Monthly email on APC highlights and asking for input

**XI. Speaker – Robyn Fergus, HR (9:41-10:20 AM)**

**AP Framework Project –**
- This critical, needs to be transparent, and a structure that can help us make decisions regarding hiring and promotions.
- AON has been the vendor we have engaged in the past. They will be meeting with HR to initiate this project within this month.
- They will be regularly consulting with the APC.
- Narrowing down the “as is” process with the vendor to start moving toward the future. Anticipating about a year’s worth of work on this process.
- Total rewards philosophy – looking at ways to create a compensation philosophy to support high performers at or above the midpoint for salary; incentives; benefits (non-healthcare related)
- RAs will be advocated for in the next phase of the compensation process.
  - Consider pay differentials
- Ultimately this could and should have some impact on organization of units to help equalize units to prevent top-heavy leadership
- Evaluation will not be part of this particular evaluation but it is something that is being considered and will be a focus in the future.

**Furlough Email -**
- President McConnell’s message regarding furloughs for the State of Colorado
- CSU will not participate in furloughs at this time
  - We have the opportunity as an agency of the state to not enforce furloughs
  - CSU determined that we will not enforce furloughs
- The State has used a salary-based model for their furloughs from 0-5 days
- At this point the institution doesn’t foresee furloughs for the university for this year
- The Workforce Equity committee (Tori or Robyn both serve) are now looking to address recommendations should the budget picture change for the coming year. Their goal is to ensure equity in these recommendations.
  - Funding agencies haven’t cut any funds – so why were RAs even considered for the furlough in the first place? Equity and considering how funds are distributed as university. Ultimately the committee didn’t receive any direction on this point, but it was a consideration.
- The University Administration and Systems Administration are ultimately the ones who make the final determinations
  - State Classified furloughs need to be approved by Gov. Polis
  - All other employee decisions are determined at the University leadership level
- Temporary furloughs versus permanent salary cuts – nothing eminent planned but this group is trying to plan ahead should something happen.

**Temporary Work Adjustments -**
- Understand that school and childcare adjustments are in flux
- OEO and HR’s websites both have a form for staff to apply for care or vulnerable individual need work adjustments
  - For childcare or school considerations go to HR
  - Vulnerable individual needs go to OEO
- We want to offer maximum flexibility to our staff at this time
- Is this different than FFCRA?
  - FFCRA is due to sunset at the end of this calendar year
  - Typically, we wouldn’t hear anything about an extension until closer to a sunset date
  - We qualify as an employer that is bound to offer these accommodations
  - This is an extension of FMLA
  - Emergency Public Health Leave is also an option
- Temporary Work Adjustments will not conclude in December