Administrative Professional Council  
Business Meeting Agenda  
May 10, 2021 – 8:30 a.m.-10:30 a.m.  
Zoom

I. Call to Order 8:33AM
   a. Please ensure you are updating your name to include your area so you can more easily be included in attendance

II. Announcements
   a. Next APC meeting – June 14, 2021: 8:30 a.m.-10:30 a.m. (Zoom)
      i. We will not be meeting in July as a month off
      ii. We will likely as that Standing Committees be prepared for a small report out opportunity.

III. Guest Speaker (8:45-9:45)
   a. Cori Wong, Assistant Vice President for Diversity
      i. Asked to speak today about systemic change, a topic of conversation, but mainly for the last year has been on Cori’s mind
      ii. Thank you in advance for participation as well as being mindful and focused in the conversation
      iii. When thinking about systemic change, what does it mean? When thinking about the need for systemic change or issues, what comes up for you (words or feelings)?
          1. Phoenix rising
          2. Systemic change to me feels like wading through mud
          3. Creating a better future
          4. Systemic change to me feels like wading through mud
          5. Equality among employee groups
          6. Slow process
          7. Breaking ingrained patterns of behavior
          8. Systemic change makes me think of equity and environmental justice
          9. It is much needed
          10. Appeals to personal responsibility
          11. Hard to know where to start
          12. What change at what time?
          13. Getting rid of complacency
          14. Systemic change to me feels like wading through mud
          15. Change for who?
          16. Provide resources to begin the process of getting marginalized groups to the table. Getting to true equality still seems far away, but starting today is the first step
          17. Being willing to listen and learn and be responsive seems crucially important to me, particularly as I possess and exhibit various kinds of privilege.
      iv. Systems are upheld by people, so they are personal. In a moment of need for change, these systems are literally upheld by specific people we can point to.
      v. General Conversation
          1. Dr. Frierson also shared the 3 Cs
              a. Willingness to have tough conversations
              b. Coordination amongst that dialogue (battle versus war)
              c. Consistency

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2. Thanks Cori - love this point about examining what the little barriers are that stop change from happening and how to overcome those.
3. I think this past year has forced us into new ways of interacting and thinking of what work environments look like. There have been challenges and yet it has provided greater access in ways. I think one big way would be to capitalize on rethinking work to better benefit multiple demographics of staff and students alike.
4. Also - many of us have very little time to think of the larger picture. Myself and others work well over 40 hours each week just to get our work done. How do we support systemic change in a climate where people are working so much?
5. The idea of "refusal" does remind me of how self-care (attending to one's psychological emotional and physical needs) is/can be an act of liberation...
6. I really like the idea of liberating instead of resisting. It brings a positive, empowering focus instead of fighting with people that often results in the parties becoming entrenched in the conflict. Entrenchment can cause escalation of the conflict, which deepens the divide instead of finding solutions.
7. When folks are feeling alone, what may they need?
   a. An invitation to be heard, opportunities for community I suppose!
   b. Having time to brainstorm and talk through barriers and strengths during the APC meeting time. Having time to brainstorm and talk through barriers and strengths during the APC meeting time.
   c. Having time to brainstorm and talk through barriers and strengths during the APC meeting time.
   d. There is a psychological concept “battered spouse” that reflects and provides details as to why victims of marginalization have a much more difficult time “liberating” themselves and effecting change. But, I agree that liberation is the best route as opposed to “resistance”. Just want to be sure that we understand that those who have been victimized do have limitations to their ability to effect their own changes in a lot of cases.
   e. To know action is being taken, even if the results are not what we wanted from those in power. Knowing people are still trying is impactful
   f. I think creating more space for folks to share their experience is always helpful
   g. Concrete actions steps. Here are specific actions you/we as a group can take to make a difference
      i. Yes! Concrete action steps!
   h. Tools, language, concrete strategies to move change and talk to folks who don't see why this is important
   i. Needed: Encouragement and conversation that expands rather than shuts down.
   j. validation and/or feedback
   k. How do we empower decision-makers (and general employees) to set aside deadlines to focus on people & change, which can be hard if we have more work to do time to do it in.
   l. Provide space to call it out when threats, large and small, occur to those who attempt to undertake actions
   m. Recognition from those in the position of power are listening and acting on these conversations. It can be dispiriting and disempowering when these

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conversations seem to be occurring on this level and never moving beyond these circles.

IV. **Guest Speaker Topic Discussion**
   i. This is a good thing to think about as folks are staying within APC about how we make and activate change

V. **Action Items & Discussion**
   a. Approval of April APC meeting minutes
      i. Approved with 100% approval

VI. **Officer Reports**
   a. Chair
      i. A lot of meetings in April and interesting conversations
         1. Retirement planning committee, any feedback, let Catherine know or respond directly to Joseph.
         2. Questions?
            a. Do you get the sense that CSU is going to reduce their contribution to the DCP?
               i. Absolutely will not happen, but will be looking at the vendors and a few other pieces
         ii. Encouraging folks to use their annual leave, take a break and replenish yourself if and when you can!
         iii. Just last week there was a message from Joyce that there would be a salary adjustment proposal to the board to be in alignment with the state classified and faculty raises
            1. Continuing to advocate for and echoing around the workload balance for folks and in which departments can restructure to distribute the workload in the absence of individuals or positions.
   b. Vice Chair
      i. Housing Taskforce, this group is being brought back together. Please send Tori a message if folks are interested!
      ii. Workforce recovery support group, more notes from this meeting will be included in Tori’s upcoming report since the meeting only occurred on Friday. There was much conversation around the mandatory vaccines occurring and what that means for folks.
      iii. Tori has accepted a new role at CSU, so this is another opportunity for folks who may have wanted to run for Exec team.
         1. Congrats Tori!!
   c. Secretary
      i. Please ensure that you are changing your name when you log onto the meeting to include your area
         1. You can do this by clicking the three dots in the on the upper right corner of your photo, then clicking rename.
   d. Treasurer
      i. No report

VII. **Standing Committee Reports**
   a. AP Experience
   b. Awards and Events
   c. Communications
   d. Equity and Social Justice
   e. Executive Committee

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f. Nominations & Elections

g. Policies and Procedures

h. Service and Engagement

i. May Volunteer Opportunities

1. Grow & Give with CSU Extension:

2. Larimer County:
   a. https://www.larimer.org/naturalresources/volunteer

3. City of Fort Collins:
   a. https://www.fcgov.com/volunteer/

VIII. University Committee Reports

IX. Classified Personnel Council & Faculty Council Reports

a. Faculty Council

i. I will just state to everyone in this space that the Faculty Council engaged (for the first time) in a formal Qualtrics survey to give feedback on the President to the Board of Governors for her annual evaluation. Over 500 faculty participated and the survey included both Likert-style survey question and open-ended questions. The President was invited to bring in a question of her own which she did. I will share the findings with APC Exec Committee. Perhaps APC would be interested in doing a survey in the future. If so, Faculty Council would be happy to share our instrument for you to consider, adapt, adopt, or discard as you see fit. We hope to do this survey annually although it is not without cost and we will have to figure out how to fund it.

b. Classified Personnel Council
University Committees

- Bystander Intervention (Catherine Douras)
- Campus Bicycle Advisory Committee (Catherine Douras)
- Assessment Group for Diversity Issues (Kirsten Slaughter-Rice)
- Classified Personnel Council (CPC) (Shannon Boepple)
- CPC Leave Sharing Committee (confidential)
- Commitment to Campus (C2C) Advisory Committee (Matt Klein)
- Eddy/Kuder Scholarship Selection Committee (Brett Eppich Beal)
- Employee Appreciation Board (Kirsten Slaughter-Rice)
- Employee Hardship Loan Committee (confidential)
- Faculty Council – APC Representative (Catherine Douras)
- Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Catherine Douras)
- Football Game Management Committee (Zach Campain)
- Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)

Housing Task Force (TBD)

- Multicultural Staff & Faculty Network Committee (TBD)
- Parking Appeals Committee (Megan Boone and Farrah Bustamante)
- Parking Services Committee (Trish Torrez and Jess Drydahl)
- Physical Development Committee (Aaron Buckley)
- Commission on Diversity and Inclusion (Tori Anderson)
- President’s Council on Culture (Catherine Douras)
- President’s Sustainability Committee (Tammy Felton-Noyle)
- Professional Development Award Committee (Confidential)
- University Benefits Committee (Chris Dorich and Trish Torrez)
- University Sexual Harassment Panel (a confidential pool of 10 APs)

Ad Hoc Committees

- Research Associate Ad Hoc (Kacy Paul, Claire Chance, Ed Kluender, Chris Dorich)

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Administrative Professional Council
Chair Report
June 2021

President’s Council on Culture – May 3
- Top cultural imperatives for CSU
- Recap from CPC meeting and action items from that meeting
- Jenelle Beavers draft charge – structure and membership

RA Ad Hoc Committee – May 3
- Leave benefits – education and training
- Work on guiding document

Faculty Council – May 4
- End of year reports – President, Provost
- Diana Prieto, Title IX report
- Full minutes: https://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/

Retirement Plans Committee – May 10
- Continued Discussion with Innovest Partner on bid proposals
- What are steps we still need to take to make a good decision?

Committee on Strategic and Financial Planning – May 10
- Lynn Johnson, budget overview

APC/CPC Chairs & Vice Chairs with Lynn Johnson and Nik Olsen – May 11
- BOG updates – Timberline Land Swap, AP/Faculty raises
- VRIP – second round coming
- BOG rep? Researching how APC & CPC might get representation

APC/CPC Chairs & Vice Chairs – May 12
- Budget
- Equity issues – BOG representation, admin support, time buyout

Robyn Fergus with APC Chair & Vice Chair – May 12
- Budget/SALX
- Equal Pay for Equal Work
- RA Ad hoc meeting update
- Aon/AP Classification and “red circling”

President’s Council on Culture – May 17
- Joe Parker guest – athletics culture at CSU
- Yolanda Bevill guest – recognizing employees at CSU, what can communications do?
APC/CPC/FC Chairs & Vice Chairs – May 21
- What will fall look like
- Reflection on the year

Vice President for Diversity and Inclusion Search, employee council Chairs panel – May 24-27

Exec Committee – May 27
- See committee report

APC Chair & Vice Chair – May 28
- Elections for June meeting
- Specific topics to be discussed during breakouts at June meeting

Upcoming Meetings/Events:
- APC/CPC Chair & Vice Chair with Lynn Johnson and Nik Olsen – June 3
- Chair & Vice Chair with Robyn Fergus – June 9
- Campus Bicycle Advisory Committee – June 10
- Exec Committee – June 24
- Retirement Planning Committee – June 25
- APC Chair & Vice Chair – June 25
- President’s Council on Culture
President’s Workforce Support – COVID Recovery Committee – May 7th

- Address several of the new aspect of work that has come up recently
  - How can we help employees be safe and navigate all of this?
- Mandatory vaccinations
  - Announcement went out to all universities not just us
    - FDA approval must happen before this requirement can occur
    - How will we record and collect vaccination data?
      - Form online (HIPPA compliant and secure)
      - Managed by HR and OEO
      - Employees can go in and enter their vaccination/waiver
      - Attestation statement
    - CO has 3 exemption (religious, medical, personal), so there will be a section for an exemption statement
      - If medical, they will go to OEO
      - Personal option – don’t have to give a reason, can just say no – CO law that for K-12
      - COVID-19 vaccination not mandated like the MMR, so will just have to
        - Expected at least 80% so we can get our herd immunity
    - Etiquette around vaccination conversation - Addressing the awkwardness around the “have you been vaccinated?” conversation
      - HR is working on some tools around this and how to navigate the space since some folks, no matter their stance, might not want their personal info out
- How do we handle the info/protocols in the workplace?
- International folks (and even some non-international) will come in August with no vaccinations or non-FDA approved vaccinations so will be offering vaccinations for these folks ASAP
- Do we right specific policies for certain pockets like Health center where extra measures are needed if folks choose not
- Saliva testing will be continued through move-in and discontinued by end of August (Boulder will discontinue on August 6th and the State will discontinue in June
  - Not currently planning on requiring testing for folks that are not opting in for vaccinations
  - Can’t make unvaccinated folks wear masks if there is not a mask order in place by the county
    - It is expected that the mask order will be removed in June/July
  - Unless outbreak and guidelines change
- Is there lobbying at the state level to make statutory requirements like MMR?…even if there was, the state would want the two-year data evaluations before it is required, so not likely anytime soon.

- Return to work in the fall
  - ELT/Deans discussion
    - When restrictions are lifted, we are not asking the supervisors just make all of their employees come right back…but ease in and take concerns into consideration
    - Getting folks together out doors first and maybe more social?
- Health/safety is paramount
  - Where will folks work?
    - Folks want more flexibility so we don’t lose talent as other industries are providing a lot more options in this space
    - Some folks who have been fully remote might want to be converted to fully remote moving forward but maybe the nature of the job can’t handle that
  - Defining roles
    - Partial remote?
    - What roles needs to be on site?
    - Telecommuting policy is one tool to help
  - How to get creative to meet personal desires and work need?
  - Expectation that there are not children in the background anymore…that childcare needs to be arranged as those places are open now (while we are easing in – understanding that we still need to be flexible under child class quarantined etc).
  - Different genres/contexts with which we work…these should be considered when returning to work.
    - Equity is an issue around this
      - It needs to be around the role and not the person
      - But the nature of some roles is different than others in this way
        - Some it about the person if the person is not meeting expectation around productivity they may get pulled back into the in-person space
  - Student vs employee expectation is currently the same

**APC/CPC with Nik Olsen and Lynn Johnson– May 11th**

APC/CPC
- Employee appreciation event and online gifts
- Timberline development a go for affordable housing
- Board decided to move forward with Hughes as well

APC only
- SALX increases for APs
  - Evaluation period for merit-based raises will be through March 31, 2021, but implemented January 1st 2022 instead of July 2021
  - NOT 3% across the board…it’s a merit-based raise that comes from a pool…some folks will not get any raises
  - Waiting to find out what the board decides and we could still be dealing layoffs and cuts if not backfilled enough
- Robyn is working on a reset for structure of APs and salary…some folks will get salary frozen due to being on the higher end of the bands
- Going thru another round of incentivized retirements (with 2 retirement dates 8/31 and 12/31) – just announced at the ELT meeting
  - 157 employees (1/2 being replaced) and savings was about 2 million

**APC/CPC with Nik Olsen and Lynn Johnson– June 3rd**

APC/CPC
- Teleworking – policy hopefully out shortly
- Fall – return to campus
  - CDC updates
    - Screening all returning students
- Masks are an unknown
  - Parking options
    - Still needs board approval next week
    - Discounted daily parking hang tags with more discounts given the more hang tags are purchased
  - Technology/spaces for hybrid meetings etc
    - CSU spent over $2 million just to get classrooms compatible with remote learning and times are thin so we don’t have funds to equipped continued remote work
    - Consider removing “offices” and have meeting spaces that we can sign up for...like CSU Global
  - FAQs to come
    - President sees our campus ad vibrant and full of energy/life and doesn’t want that to be only students...there is an expectation that folks will be back on campus
    - It will be clunky…but let’s all give ourselves and each other grace

APC only
- **BUDGET!!**
  - 3% tuition increase for all students
  - State will give us up to our level and $11 million on top of that
  - Enrollment only down 5% and were expective
  - 3% SALX raises on the performance review that have just been done
    - 1 time-out the money to units for get from Jan-July
    - ½ this year and ½ next year funded by CSU
  - $13million deficit
    - So she put together a 3 year schedule
      - Minimal increases in state funding
      - Enrollment growth projections
      - Should be out of the deficit in 3 years
      - Holding APs and Faculty salary flat until 2024 but giving increases to state classified at 3% every year
      - Investment into salaries will only be based on equity and Aion evaluations
  - How do we do continue to do raises every year when enrollment goes flat?
  - Consider moving to different systems for monetary compensation – more based on bonuses and not salary increases…
  - But our evaluation process is BROKEN! We really need to focus on structuring an equitable, fair and consistent evaluation process for RAs
- Rural issues and access gap issues (for students) will be a focus with the Courageous Strategic Transformation process
  - Recruitment and retention of historically minoritized populations
- Board of Governor’s representation for APC and CPC is not a simple fix and it requires changing

**APC Chair/Vice Chair with Robyn Fergus – May 12th**
- SALX has a lot of moving parts right now with potential merit raises
- Posting job descriptions and salaries for promotions to be transparent about compensation
- RA Ad Hoc
  - Since fringe pool is not an option, what education do we need to push out around this
    - Specifically annual leave being paid on 53 accounts
    - Working with OVPR
    - Catherine will continue to work on this
• Robyn, Ashley, Krista and HR from CVMBS, CIMML and who replaces the OVPR HR liaison
  ▪ DH education so they can put pressure on the folks (PIs) who are resistant to accepting this
• AP classification process
  o Red circling – finding folks at the top of pay bands and freezing salary increase, but will get “bonuses” during raise time so they still get something but it’s not increasing their salary
• Employee town hall tomorrow answering questions that we have the answers to
• Supervisor only town hall to be scheduled soon
• VRIP round 2 will be happening and that email will come out later this week

APC/CPC/FC Chair/Vice Chair– May 21st
• Role of councils in advocation during termination issues
  o Provide resources
  o APs are at-will
  o Cannot insert ourselves into these situations
  o Can we examine the grievance or other processes around this if the general sense from folks is that the process doesn’t work
    ▪ Folks go through it and nothing happens
    ▪ Cultural piece here that HR and OEO needs to examine
  o Highlights the need for a formalized evaluation process that could provide accountability
  o Why is there not some system in place where if there is an incident, the firing power of the person involved in the incident gets paused to ensure some level of safety around retaliation issues?? Can we inquire about this?
• FC organized a formalized review of President McConnell’s performance
  o APC has never provided Presidential feedback (neither has CPC)
  o FC was not asked…they just did and over 500 faculty responded
• Remote/in-person/hybrid council meetings
  o OWL?
  o Echo 360 classroom?
  o We need a moderator to facilitate the remote folks so the chairs don’t have to run the meeting and moderate the online component
    ▪ More online participation?
  o As folks are being asked to be back on campus, some may not have an office or space to do a remote meeting so a hybrid may have to remain an option
  o CPC sent a survey to their members to assess their need/desire to have a hybrid option as well as concerns as CPC returns to campus
• Extension folks are trying to move to Faculty positions

Commission for Diversity and Inclusion – Pronouns subcommittee - May 21st
• Establish a timeline moving forward to report to RBEI and CDI
  o Current timeline – currently sometime in the Fall
• Our pronoun statement has been approved by administration
• Now we need resources for implementation
  o Marketing plan
  o Stories
  o Examples of implementation
  o Develop a website
Create a pronoun statement video
• Buttons/printed material
  • Start focusing on video production to have it done by July 1
    • So maybe about 5-10 folks in the video?
    • Students/faculty/staff
    • Have folks read the statement and then build in the why it matters to me
      ▪ Tips in the classroom and how it feels when people use pronouns correctly
    • Should start filming after next week – and have people in different locations and times of
      day

APC Executive Team meeting – May 27th
See Committee Report

APC Chair/Vice Chair meeting – May 28th
• June agenda
• Topics for Robyn and Lynn
• Technology/Meeting styles for 2021/2022
• Retreat ideas?
Committee Name: AP Experience

Chair/Co-Chairs: Aaron Buckley, Danielle Keller

Meeting Date & Time: 5/12 8:30 am

Members Present (list only if you are reporting on behalf of a standing committee): Danielle Keller, Aaron Buckley, Sarah Blessinger, Chris Dorich, Collette Hageman

Topics and Issues Discussed:
- Check Qualtrics survey through the summer and connect with team for responses
- To work on in the future:
  o Exit interviews
    ▪ Had conversation about our possible role in this process, every dept is different and some depts are doing a great job!
    ▪ Our role could be to suggest streamlining/standardize process of completing process and using the data
  o Survey about returning to work?
  o Telework – our role could be advocating for employees and for providing telework option going forward

Action Item(s) for APC Meeting:

☒ None

☐ Verbal Report Requested at Council Meeting

☐ Need Council Input or Discussion on:

☐ Discussion Items for Other Standing Committees:

☐ Proposed Motion:

Next Meeting Date, Time & Place: summer break
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Committee Name: Awards Committee

Chair/Co-Chairs: _Trish T. & Christine H._

Meeting Date & Time ___5/3/2021 2:30 – 3:15___

Members Present (list only if you are reporting on behalf of a standing committee): Matt Klein, Ross Madden, Michael Lang, Kelsey Bustos, Ashley Meyer, Christine Hooks

Topics and Issues Discussed:

Star awards - Will be distributed by End of next week

Raffle prizes - Will be distributed by next week.

Gifts for presenters - Have been set aside the gear for the presenters. Just needs to know how to get these to them.

Bowling passes - Being mailed via campus mail to Award Committee members to distribute in areas

Outgoing gifts -
List for people outgoing needs to be collected from Nominations and Elections. Matt sent a note to Nominations.
Retirees gifts - We have not done anything in the past. Rules for retirees, not our responsibility.

Restocking?
Order more of the stars - Craft Trophy - Stars. Committee agreed we should reorder.
Going away gifts - restock - We should restock on the same coffee mugs we have provided in the past as they have been well received.
Action Item(s) for APC Meeting:

☒ None  ☐ Verbal Report Requested at Council Meeting
☐ Need Council Input or Discussion on:
☐ Discussion Items for Other Standing Committees:
☐ Proposed Motion:

Next Meeting Date, Time & Place: _______________________________
Communications

- **Chair/Co-Chairs:** Amy Quinn-Sparks & JJ Nelson
- **Meeting Date & Time:** May 19th
- **Members Present:** Amy Quinn-Sparks, Dennis Anderson, Katie Ditter, JJ Nelson

Topics and Issues Discussed:

- Reviewed final draft of Spring Newsletter; highlighted award winners and new APC feedback form.
- Discussed with nominations and elections to make announcement of new and members rolling off communication. Pending chair response of members due to some areas not yet being filled.
- Reviewed goals and actions items that were completed over the year.
- Discussed goals and action items we would like next year’s committee to complete.

Action Item(s) for APC Meeting:

-None

☐ Verbal Report Requested at Council Meeting

☐ Need Council Input or Discussion on:

☐ Discussion Items for Other Standing Committees:

☐ Proposed Motion:

Next Meeting Date, Time & Place: N/A
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Committee Name: Equity and Social Justice

Chair/Co-Chairs: Tanara Smith and Shannon Boepple

Meeting Date & Time: May 6th, 2021 3:00pm Microsoft Teams

Members Present (list only if you are reporting on behalf of a standing committee):
Shannon Boepple, Shana Ryken, Rickey Frierson, Brett Beal

Topics and Issues Discussed:
- Provided updates on meetings with CPC Executive team and APC Executive team
  - Tanara and Shannon met with both teams and discussed the concept of collaboration for working towards Employee Council Equity compared to Faculty Council
  - Possibility for working with both CPC and FC discussed, concern that FC would not be fully invested
- Social justice and equity of employment at CSU
  - It is a class and race issue
  - It places value on select skill sets at CSU
  - There is a culture of fear of losing a piece of the pie if other folks are asking for some
- Areas of Inequity:
  - Spousal Accommodations
  - Executive Leadership
  - Paid support position
  - Board of Gov positon
  - Paid work for Exec team
  - Value in annual reviews (Service component)

Action Item(s) for APC Meeting:

☒ None

☐ Verbal Report Requested at Council Meeting

☐ Need Council Input or Discussion on:
Discussion Items for Other Standing Committees:

Proposed Motion:

Next Meeting Date, Time & Place: June 3rd, 2021 3:00pm Microsoft Teams
• Jeff Dodge, guest – interim director for CSU’s News and Media Relations
  o Formerly the PR office on campus, wanting to touch base and get some thoughts on how things are working.
    ▪ What are we currently doing? And how can we work together moving forward?
      • We can definitely use some help in better promoting who we are and what we are doing.
      • Looking at the ways in which research type roles fit into the bigger picture at CSU.
        o Would it be helpful to release a story in advance or after the fact?
      • A Source story to talk about each candidate and elections and such?
        o Yes!
      • A note for Jeff, you do not need to be on APC to serve on the different standing committees
        ▪ If we do need anything, let Jeff know!
• June Agenda & possible presentations
  o We typically leave time for each of the standing committees to do report outs.
  o Time to broadly reflect upon the year
  o Asking folks what they are hoping to see from the retreat.
  o How do we navigate virtual spaces as folks transition back to in-person work?
    ▪ What do office spaces look like for folks and how does that relate to engagement in different virtual types of meetings?
  o Vision Zero Taskforce
    ▪ They have asked for 20 minutes just to talk about what they are currently working on.
  o Retirement Planning Committee
    ▪ The chair of this committee is looking to join our meeting space, thinking we may need to wait until the fall just given the timing of the year
    ▪ Can he give a 10ish minute blurb, and then offer a space for questions
• Swag with budget left over for FY21
  o Can the employee appreciation board utilize about 100 of the straws?
  o 72 mugs, this would be around $300 and also looking at the AP Star Awards
  o Echo360 Pods
    ▪ Tori will look into what these cost, etc.
• June exec elections
  o Thinking about who may be running for chair and what would that mean if an incoming exec member would want to run.
  o We will want to reach out to folks to shoulder tap for running for chair and vice chair
• Discussion about AP evaluations and unfair termination (more details to be shared at meeting)
  o There is not a formalized process for the AP evaluation process and this could be an in for how we engage in the conversation.
FOR STANDING APC COMMITTEES: Please have all committee reports submitted through Teams on the first business day of the month. Since these reports are submitted as our formal council record, even if your committee has not met, we ask that you kindly submit a form, explaining what work was done via email, including the rationale for not meeting. If you need to make a verbal report at the upcoming council meeting, please check the “Verbal Report Requested at Council Meeting” box below.

For AP SERVICE ON UNIVERSITY COMMITTEES: If you would like to submit information for the official APC record or have discussion items for the greater APC on behalf of your University committee, please use the form below and submit it through Teams by the first business meeting of the month. If you need to make a verbal report at the upcoming council meeting, please check the “Verbal Report Requested at Council Meeting” box below.

Committee Name: Nominations and Elections

Chair/Co-Chairs: Bruce Shields and Sally Jones-Diamond

Meeting Date & Time: May 14th, 10:00 am

Members Present (list only if you are reporting on behalf of a standing committee):
Bruce Shields, Sally Jones-Diamond, Susan Becker, Brandon Bailey, Ashlee Clark

Topics and Issues Discussed:

- Areas with elections are currently active on Qualtrics until May 15th
- Discussed options for ballot/elections results, Sally shared Qualtrics ballots with Bruce and he will review Qualtrics ballot tallies.
  - Bruce will email newly elected reps in May congratulating them and send regret emails
- Brandon offered to help Bruce if needed with ballot reports.
- Susan has volunteered to run the Qualtrics ballots for the Exec. elections to be held sometime in June/July. Sally will share copy of prior exec. ballot on Qualtrics so questions and email list will only have to be updated.
- Need to update membership matrix with newly elected members
- Discussion about lack of nominees for Areas 11 and 12
  - Area 12 short two members. Ashlee offered to stay on as area 12 rep if virtual participation is possible, also got a late nomination in May for an alternate to serve as rep. Need to find out how that would work (serve for 1 year and go up for election in 2022?).
  - Area 11 short one member, had a nominee who could also serve virtual-only but was not on ballot due to that, have not asked alternates yet.
- Election cycle dates
  - Dates for area rep elections
    - March 10 (latest) – Call for Nominations
    - March 31 – Nominations due
    - April 15 – Ballots open on Qualtrics
    - May 15 – Ballots closed

Action Item(s) for APC Meeting:

☐ None
☐ Verbal Report Requested at Council Meeting

☒ Need Council Input or Discussion on: Area 12 did not have enough reps running for 2021-2022, did get a late nomination of one of the area alternates, but too late to add to ballot. Does council need to vote or can she fill-in for a year until next election cycle?

☐ Discussion Items for Other Standing Committees:

☐ Proposed Motion:

Next Meeting Date, Time & Place: June 11th, 2021, 10:00 am
FOR STANDING APC COMMITTEES: Please have all committee reports submitted through Teams on the first business day of the month. Since these reports are submitted as our formal council record, even if your committee has not met, we ask that you kindly submit a form, explaining what work was done via email, including the rationale for not meeting. If you need to make a verbal report at the upcoming council meeting, please check the “Verbal Report Requested at Council Meeting” box below.

For AP SERVICE ON UNIVERSITY COMMITTEES: If you would like to submit information for the official APC record or have discussion items for the greater APC on behalf of your University committee, please use the form below and submit it through Teams by the first business meeting of the month. If you need to make a verbal report at the upcoming council meeting, please check the “Verbal Report Requested at Council Meeting” box below.

Committee Name: Policies and Procedures

Chair/Co-Chairs: Kacy Paul & Megan Boone

Meeting Date & Time: May 17, 3:00pm on Teams

Members Present (list only if you are reporting on behalf of a standing committee):
Tammy Hunt, Kacy Paul, Megan Boone

Topics and Issues Discussed:
Discussed the latest draft of the Teleworking Policy. Many of our concerns from the last discussion have been addressed with lots of input from different groups at CSU. More communication and trainings regarding teleworking and this policy will be forthcoming.

Action Item(s) for APC Meeting:
☒ None
☐ Verbal Report Requested at Council Meeting
☐ Need Council Input or Discussion on:
☐ Discussion Items for Other Standing Committees:
☐ Proposed Motion:

Next Meeting Date, Time & Place: Monday, June 21 at 3:00pm on Teams
FOR STANDING APC COMMITTEES: Please have all committee reports submitted through Teams on the first business day of the month. Since these reports are submitted as our formal council record, even if your committee has not met, we ask that you kindly submit a form, explaining what work was done via email, including the rationale for not meeting. If you need to make a verbal report at the upcoming council meeting, please check the “Verbal Report Requested at Council Meeting” box below.

For AP SERVICE ON UNIVERSITY COMMITTEES: If you would like to submit information for the official APC record or have discussion items for the greater APC on behalf of your University committee, please use the form below and submit it through Teams by the first business meeting of the month. If you need to make a verbal report at the upcoming council meeting, please check the “Verbal Report Requested at Council Meeting” box below.

Committee Name: Service & Engagement

Chair/Co-Chairs: Dawson Metcalf & Kirsten Slaughter-Rice

Meeting Date & Time: Wednesday, May 19th, 2021 – 11am-12pm

Members Present (list only if you are reporting on behalf of a standing committee):
- Kirsten Slaughter-Rice
- Dawson Metcalf
- Yvonne Bridgeman
- Shawn Utecht

Topics and Issues Discussed:
- June Volunteer Opportunity Discussion (Grow & Give Project with CSU Extension)
- Review of Fall 2020-Spring 2021 action items.
- Worked on Annual Report.
- Initial strategic planning for Fall 2021-Spring 2022 year.

Action Item(s) for APC Meeting:
- None
- ☒ Verbal Report Requested at Council Meeting: June Volunteer Activity

Need Council Input or Discussion on:

Discussion Items for Other Standing Committees:

Proposed Motion:

Next Meeting Date, Time & Place: Tuesday, June 15th at 2pm via Microsoft Teams
Committee Name: Classified Personnel Council – September Meeting

Chair/Co-Chairs: Meg Skeehan and Jim Abraham

Meeting Date & Time: May 20th, 2020 – 1:00pm, Microsoft Teams

Topics and Issues Discussed:

- PERA Update
  - 3 primary sources of funding, primary is investments and returns
  - In 2019 PERA funded status increased to 61.9%
  - Recent board updates
    - Mortality tables (members living longer)
    - Headcount Growth (lower than expected)
  - General info on retirement
- Vision Zero
  - Worked on telework policy
  - Work is to achieve greater access and safety to on campus mobility (bikes, pedestrians, cars)
- Long bill signed
- Planning in person retreat planned for August 12th
- Working on planning for in person and hybrid meetings

Action Item(s) for APC Meeting:

☐ None
☐ Verbal Report Requested at Council Meeting
☐ Need Council Input or Discussion on:
☐ Discussion Items for Other Standing Committees:
☐ Proposed Motion:
Next Meeting Date, Time & Place: June 17th at 1:00pm, Teams