

Administrative Professional Council  
Business Meeting Agenda  
August 18, 2021 – 1:00pm.-4:00pm  
Zoom

- I. Call to Order 3:33PM**
- II. Announcements**
  - Next APC meeting – September 13, 2021: 8:30 a.m.-10:30 a.m. (Zoom); Speaker – HR Priorities for 2021/2022 Academic Year (Robyn Fergus) & Commitment to Campus (Tammy Hunt)
  - Telework Policy: <http://policylibrary.colostate.edu/policy.aspx?id=776>
  - Possibly having Vision Zero group joining us
  - Housing Survey will be sent on 8/23 – Very Important to Complete!
    - i. Encourage folks from your area to complete this survey as well.
- III. Guest Speakers**
  - This will act as an area where we are hearing from speakers and asking questions of them
- IV. Guest Speaker Discussion**
  - This is where we will have a conversation on the speaker and ask clarifications of one another without the speaker in the space
- V. Action Items & Discussion**
  - Typically this will be an opportunity to vote on meeting minutes
  - Motion to reinstate the AD-Hoc Committee for Research Associates
    - i. Motion by Kacy Paul, Area 13
    - ii. Second by Bret Beal, Area 11
    - iii. Motion has been approved by 100% vote
- VI. Officer Reports**
  - Chair
    - i. Meetings that are occurring monthly for Chair and Vice Chair and act as an opportunity for APC to share thoughts, push forward initiatives, etc.
      1. Lynn Johnson and Nik Olson
      2. Robyn Fergus
      3. University President
      4. Vice President for Strategy
  - Vice Chair
    - i. Act as an assistant to the chair and work as a support system there. Acting as a conduit or a channel to upper level administration
    - ii. Also in charge of standing committees and assignments
    - iii. University Committees are different from Standing Committees
      1. On the second page of the agenda, there are 23 currently that have requested APC representation in some capacity
        - a. If you would like to volunteer to serve on these committees, let Matt know!  
Some of these only meet once a month, once a semester, etc.
        - b. Please know that alternates ca
        - c. There are several committee meetings who need new representation:
          - i. CPC Representative
          - ii. Commission on Diversity and Inclusion
          - iii. Grievance Panel

*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.

- iv. Physical Development Committee
- v. Professional Development Award
- vi. Social Normal Taskforce
- vii. University Benefits Committee

- Treasurer
  - i. A little different than it has been in the past because of the shift to virtual means. This is an opportunity to look at ways we can utilize funds and request these funds from Trish
    - 1. If you have requests, touch base with Trish!
- Secretary
  - i. Works to take minutes during the meetings as well as capturing attendance
  - ii. If you are going to miss a meeting, Justin is the person to email, [justin.schwendeman@colostate.edu](mailto:justin.schwendeman@colostate.edu) and include your alternate if they are able to make it
    - 1. You are allowed 2 absences per year before we may have to talk about commitment and abilities to serve on APC

**VII. Standing Committee Reports**

- **If folks from these areas want to share out a report during the meeting, please indicate this on your committee monthly reports, ensure your reports are submitted on time so the agenda can be built appropriately.**
- AP Experience
- Awards and Events
- Communications
- Equity and Social Justice
- Executive Committee
- Nominations & Elections
- Policies and Procedures
- Service and Engagement

**VIII. University Committee Reports**

- Request to give updates

**IX. APC Initiatives**

**X. Close at 3:56PM**

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## University Committees

- Campus Bicycle Advisory Committee (Catherine Douras)
- Campus Climate Committee (Tanara Landor)
- Classified Personnel Council (CPC) (Need New Rep – note that meetings will be *in person* for Fall)
- CPC Leave Sharing Committee (confidential)
- Commission on Diversity and Inclusion (Need New Rep)
- 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 (Sarah Olson)
- Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Trish Torrez)
- Football Game Management Committee (Zach Campain)
- Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms) - Need 2
- Multicultural Staff & Faculty Network Committee (Rickey Frierson)
- Parking Appeals Committee (Megan Boone and Farrah Bustamante)
- Parking Services Committee (Trish Torrez and Jess Drydahl)
- Physical Development Committee (Need New Rep)
- President's Council on Culture (Catherine Douras)
- President's Sustainability Committee (Tammy Felton-Noyle)
- Professional Development Award Committee (Confidential - Need 2 Reps)
- Social Norming Task Force (Need Rep)
- University Benefits Committee (Chris Dorich, Trish Torrez, Need Rep)
- University Sexual Harassment Panel (a confidential pool of 10 APs)

## Ad Hoc Committees

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