

**Administrative Professional Council  
Business Meeting Agenda  
October 11, 2021- 8:30am – 10:30am  
[Zoom](#)**

**I. Call to Order**

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**II. Announcements**

- Next APC meeting: November 9, 2021 - 8:30 a.m.-10:30 a.m. (Zoom)
- Campus Climate Survey

**III. Guest Speakers**

- President Joyce McConnell

i. Updates from the Board of Governor's Meeting

1. We welcomed this group this campus the week before homecoming and allowed for an opportunity to engage with first generation students and extension students
2. Current budget was presented to the board
  - a. 3% budget for graduate assistant, faculty, and staff salary increases
3. Link to details about Secretary Vilsack's announcement!  
<https://source.colostate.edu/video-usda-secretary-tom-vilsack-makes-3-billion-announcement-at-csu/>
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ii. Rankings

1. Ranked number one in the country for sustainability
  - a. Ranked high in terms of a tree friendly campus  
<https://www.fm.colostate.edu/arboretum>
2. CSU QS World Rankings - <https://www.topuniversities.com/universities/colorado-state-university>
3. CSU Times Higher Education Rankings - <https://www.timeshighereducation.com/world-university-rankings/colorado-state-university-fort-collins->

iii. Watershed Assessment and Vulnerability Eval Program: <https://watercenter.colostate.edu/wave/>

iv. Courageous Strategic Transformation Initiative

1. This website will provide as much information as up to date as possible  
[courageous.colostate.edu](https://courageous.colostate.edu)
2. Leadership Fellows Program Details: <https://president.colostate.edu/leadership-fellows-program/>
3. <https://courageous.colostate.edu/inspiration-proposals/>
  - a. Please do not shy away from submitting any and all ideas you may have!
  - b. CST FAQs: <https://courageous.colostate.edu/faq/>
4. Thank you!

v. Q & A

1. Rob Collett: How do we work to steer our teams towards following/aligning to shared values (Principles of Community) versus the ideas/concepts outlined in CST?
  - a. Being able to all join in on this process, by allowing folks to have buy-in and participating in the process will allow folks more easily be able to carry out this plan that we have in place

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In regards to the Principles of Community, these are not everything, and we need to keep this in mind and include them within the CST planning process.

2. Matt Klein: How can APC be most involved in the process?
  - a. If there are particular drafting groups we this we should have a voice in, chat with the chair and the membership of the group to ensure our voice as APs is heard and included in the process.
    - i. All leadership drafting groups are listed here (chairs are bolded):  
<https://courageous.colostate.edu/leadership-groups>
3. APC Executive Team: Across the university, there seem to be many leadership changes and many divisions are restructuring. Do you have a vision for these areas in the short and long term that you could share with us?
  - a. When it comes to this, there have been people over time who have worked to cover different areas that they necessarily did not need to cover. With the realignment of these areas, it is allowing folks to address and support different constituent groups as needed
  - b. With communications and marketing, there is work being done to pull all materials under a singular “house” so to speak and ensure our marketing and branding materials.
4. Sarah Olson: I want to share with the group that President McConnell has invited the APC chair to be on the President's Executive Leadership team - I think this is a great opportunity for APC! And thank you President McConnell!
  - a. We will now have representation from each our of groups to allow representation and seats at the table
5. Heather Blair: Central database system, that we can work to easily pull information that we already have. Do you know where the university is at with this database?
  - a. These got suspend with budget cuts that have occurred over time. This is a focus of the CST. A system for HR, business operations, unified communications intranet system that will allow for ease of communicating with one another. We are working on moving this direction including an individual whose role will work with these types of projects
6. Christie Mathews: University Housing is currently down many roles, how is the university doing to help recruit employees and the processes to ensure positions are being filled. Retirement incentives,
  - a. There are certain departments that were hit hard by early retirements, dept. heads can request to fill the role based upon critical needs a dept. may have. When it comes to the vacancies within university housing, there are upwards of 100 of vacancies. HR is now aware of these issues and working with recruitment entities/staff agencies to ensure we are able to hire folks for these positions. We have lost as many folks in terms of faculty versus administrative professional and classified staff roles.
7. Katie Ditter: Last year when you visited APC we were in the midst of the pandemic, we were having conversations around shared office spaces. Any ideas on what the shift in office spaces may end up resulting in?
  - a. There is a holistic study being done to see the ways in which we are using all spaces on campus (including offices, general, and classroom spaces). Before we can go down that road of redoing spaces or building new buildings, we need to be mindful of what the true need of spaces are on campus.
8. Emily Lewis
  - a. If anyone has any further questions about the presentation today, please email me [emily.lewis@colostate.edu](mailto:emily.lewis@colostate.edu)

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#### IV. Guest Speaker Discussion

- Discussion on President McConnell's Presentation
  - i. Rob Collett: Although I am new to APC, I am curious to hear about the ways in which areas across campus that may need to downsize, are these individuals possibly given an opportunity to look at roles across the institution?
    1. Sarah O: Our HR team needs to be fully staffed and in order to put the work in to determine these needs of areas across campus.
    2. Sarah B: I think we should be inviting the HR working group to an APC meeting so that they can get a more holistic view of the work we are doing as APC.
    3. Susan Becker: There seems to be different areas that are experiencing higher turnovers than others. With Area 8, the telework policy is something that came up as something that could or should have be utilized, there are concerns about MOUs not being utilized by faculty members. How is this being considered when it comes to the spaces being utilized across campus?
    4. Kirsten Slaughter-Rice: Direct hires for promotional pathways, this gives no one else the opportunity to apply, which is hard. We are not currently working on this for other staff positions across the institution. We do not have systems that talk to one another is so frustrating.
    5. Amber Riley: We hope to see some solutions soon for small snippets of issues that have been identified within the supplemental pay process at CSU.

#### V. Action Items & Discussion

- Approval of September Meeting Minutes
  - i. Motion to Approved – Dawson Metcalf
  - ii. Second – Christie Mathews
  - iii. Minutes were approved

#### VI. Officer Reports

- Chair
  - i. We did have a really good meeting with Faculty Council and Classified Professional Council to talk about the ways in which APC is not represented to the Board of Governors. We will be working with Faculty Council to share out updates from APC. We are looking at longer term goals as well to have APC member voices on the Board.
  - ii. APC and SC chair will not be sitting on the President's Executive Leadership Team
  - iii. MCSFN – we share a lot of similar issues that we want to advocate for on behalf of faculty and staff. We want to work to understand the potential for partnership here.
    1. Patricia Vigil is here as well
- Vice Chair
  - i. Reminder about our first Co-chair meeting on Monday the 25<sup>th</sup>, do not forget to be there if you are serving in that role.
- Secretary
  - i. Please continue to send in when you will miss/who will be filling in, it helps me greatly!
- Treasurer
  - i. If you are as a team meeting and planning for your year, please ensure you are touching base with Trish with what you may need in regards to funding.
- **AP Experience**
  - i. After our last meeting, our team began looking at what our committees role is within APC and a way to channel/collect responses to comments that are made throughout the year. We are working to streamline communication channels from general APs to the APC as a whole. If you have ideas for channels of communication/means for this communication to happen, please email Katie (

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- Awards and Events
- Communications
- Equity and Social Justice
- Executive Committee
- **Nominations & Elections**
  - i. Dennis Anderson
    1. Can no longer serve as an area representative due to moving within the university
    2. Motion to be made an at-large member for this year, Susan Becker
      - a. Second by Trish Torrez
      - b. Approved!
- **Policies and Procedures**
  - i. Take a look at the materials in the folders in regards to official policies/procedures for letters or reprimand.
- **Service and Engagement**
  1. Upcoming Service Opportunities:
  2. Winter Gear Drive for Homeward Alliance in November (more details to come).
    - a. <https://www.homewardalliance.org/wp-content/uploads/2021/09/FallWinter-2021-2022-Donation-List.pdf>
  3. CANS Around the Oval will take place on Wednesday, October 20<sup>th</sup>
    - a. <https://lsc.colostate.edu/slice/community-engagement/cans-around-the-oval/>
  4. Pumpkins on Parade at Gardens on Spring Creek, October 21st-24th
    - a. <https://engage.fcgov.com/d/gosc>

## VII. **University Committee Reports**

- Request to give Updates
  - i. If anyone is serving on these, please work to send these updates over to Matt/APC so that we can share this information out with the broader APC.

## VIII. **Committee Time - APC Initiatives**

- Standing committee specific charges for the year

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## University Committees

- Campus Bicycle Advisory Committee (Catherine Douras)
- Campus Climate Committee (Tanara Landor)
- Classified Personnel Council (CPC) (Christie Mathews)
- CPC Leave Sharing Committee (confidential)
- Commission on Diversity and Inclusion (Karin Bright)
- 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 1**
- 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 (Christie Mathews)
- President's Council on Culture (Catherine Douras)
- President's Sustainability Committee (Tammy Felton-Noyle)
- Professional Development Award Committee (Confidential)
- Social Norming Task Force (Shaun Case)
- University Benefits Committee (Chris Dorich, Trish Torrez, Julie Paolucci)
- University Sexual Harassment Panel (a confidential pool of 10 APs)

## Ad Hoc Committees

- Research Associate Ad Hoc (Kacy Paul, Claire Chance, Chris Dorich, Sally Jones-Diamond)

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