

Administrative Professional Council
Business Meeting Agenda
March 14, 2021- 8:30am – 10:30am

[Zoom](#)

- I. **Call to Order**
- II. **Announcements**
 - a. Next APC meeting: April 11th - 8:30 a.m.-10:30 a.m. (Zoom)
 - b. Speaker: Joe Parker (Athletics Director) & Brandon Bernier (VP of Information Technology/CIO)
- III. **Speaker for March**
 - a. President, Joyce McConnell
 - i. Thank you for the all of the notes and words in regards to the loss of my mother, I was appreciative and moved by these words
 - ii. I also wanted to share some words in regards to the passing of Mary Ontiveros, we have committed to matching up to \$25,000 that would go towards an endowed scholarship in her name.
 - iii. Legislative Season right now
 - 1. Congressional process, we have some earmarks that are looking at whether or not they will be approved for funding.
 - 2. Clark is in the top 5 of capital projects
 - iv. VP Unit Updates
 - 1. VP Tobin has resigned to take a job at Michigan State, two co-interims have been appointed in the meantime and hoping for as smooth of transition as possible
 - v. Courageous Strategic Transformation Update
 - 1. How does the university plan to address the great resignation and are the plans for employee retention in the future?
 - a. Yes, there are plans in place, VP Fergus and the CST team are working on this on a number of fronts
 - i. Working on employee retention and looking at what is happening in the private sector. This ranges from promotion and much intentional work on professional development.
 - ii. Also looking at flexibility of benefits and other ways we can continue to promote flexibility
 - b. Currently unsure as to what Colorado WINS and who they will be representing there.
 - 2. One year from today, what does success mean to you when it comes a flourishing employee community?
 - a. Competitive salaries across the board and finishing the project here to address this. Working to establish bands and bringing people up to minimum salaries. Ensuring we remain competitive with our peers as well.

- b. Working to establish and maintain promotional opportunities so that folks do not feel like they need to take a totally new job.
 - c. Have worked to include representation from each of the employee councils in the Executive Leadership Team
 - d. Ensuring that APC members are represented in the CST implementation groups and searches for executive leadership roles as well
3. Question from Crowd
- a. Curious in regard to the framework and listening into sustainability and cross functional collaboration, what does that promotion from you and your team look like?
 - i. Something I care deeply about as president, we are trying to tackle global critical issues and our best solutions come where there are a varieties of expertise on these teams.
 - ii. Inspiration proposals were one way we have worked on this, because it required cross area or college collaboration.
 - iii. There could also be opportunities within the Build Back Better grants to create new roles that open cross or trans-disciplinary labs/spaces for work.
 - iv. We are also open to hearing new ideas folks make have!
 - b. Glad to hear flexibility is being considered, when this is left to division leadership, it creates inequity gaps, how can this be addressed? Are we also encouraging remote work to ensure we are remaining sustainable in our efforts?
 - i. A number of clarifying things, there needs to be standards, but at the same time, these need to be mindful of the work that individuals are doing. Someone processing HR paperwork may be much more easily able to work remotely than someone with a student facing role.
 - c. The APs share a manual with faculty, however the rules are not applied equitably. How does CST work to no longer classify employees as faculty and staff to faculty, administrative professionals, and classified or CSU employees?
 - i. Clarification, we should all be referred to as CSU employees because currently it feels as though there is a hierarchy of the ways in which employee classifications are treated.

1. President McConnell - Interesting because when we are working at the highest level we distinguish between the differences in faculty type, administrative professionals, and classified staff because there are differences under state law. At the highest level we will say CSU Employees when we are talking about all individuals working at CSU.
 2. President McConnell - Ensure when I am communicating with my leadership that folks are focusing on the ways in which we use the word "staff".
 3. McConnell Looking at the ways in which we could address the collapse of Faculty and Admin Professionals to be within the same manual because there is a level of concern about these areas being within the same manual.
 4. Sarah Olson – our AP Advocacy Team is currently looking at and researching at what this division of manual could look like and working to understand the landscape. We want to ensure we fully understand before we move in this direction.
 5. President McConnell – If Colorado WINS is extended to APs, we would need to be mindful of the different employee classifications here as well.
- d. We are underdoing a space study now to understand classroom, office, and laboratory spaces so that we begin repurposing spaces here as well.
- i. In our remote work agreement, faculty are not asked to fill these out, how do we know if a faculty member is coming to campus and using their office spaces?
 1. I worked on campus last fall and often times I would allow my daughter to come to my office and work so she didn't have to wear a mask. I had a student in my department mention that I was the only person working that day. We have many faculty who have spaces on campus and yet

they are not using them, how can we begin working on this?

- a. This is part of the study that is being done
- e. With the budget outlook cloudy, what will the timeline be for adjustments and finalization? Right now are we looking at a deficit and what plans are in place to help address this?
 - i. We are always doing this based upon “no information”. May becomes a critical time for when we can work to finalize the budgets. Typically budgets do not account for inflation of any sort or raises. If the state stays at steady, we would be going into a deficit each year with raises increased. What we are hoping to be able to do this year is to be able to use whatever money we have to be able to bring people that are at the bottom of salary bands up to the top of the bands, so we are more competitive and equitable.
 - f. I noticed the CST operational framework as Faculty and Staff, we will ensure we go back and correct this.
 - g. Could you see a scenario where we have a cross division increase as opposed to merit based increases?
 - i. I would love that! And the state has not done that since the start of the pandemic.
 - ii. The state does not include this in our funding, if we wanted to commit to this from our existing budget, it would mean that we would have to cut from other areas.
 - h. Given how important people are, should we be spending less on new spending?
 - i. We are already pretty limited in new spending because we haven’t had any significant increases in some time.
 - i. Do you know when the AP salary bands will be completed and will roll out?
 - i. Hopeful it will happen very soon, hopefully no later than the end of this semester
- b. Blake Naughton, Vice President for Engagement and Extension
 - i. Unable to join us in person today, asked Sarah to share updates on his behalf
 - ii. His proposed changed to the manual would be working to shift all Extension Agents over to faculty type of roles and the second which is being set aside for now is changing Extension over to a “field school”.

1. The faculty role would be a special classification of faculty so that this would align with the best practices of extension agents across the county.
 - a. One impact is that these individuals within Extension would no longer be represented by APC. They would need to have special representation within faculty councils.
2. The reclassification has already gone through the President, Provost, and their level. Next level is Council of Deans, and then working its way through other levels at CSU. It would need to be approved at this level as well.
3. They would not be required to teach classes, but it would shift them over to faculty because they are already doing so much teaching outside of a classroom setting.
4. This is being done to shift to match best practices nationwide.
5. Karin Bright – this is affording them a faculty position, does not require them to have a PhD, but will be required to have a masters. While not all of them teach, many do also teach CSU online courses.
6. Is this something that extension agents actually want?
 - a. Yes, they have been involved in the conversation and do want this.
 - b. From folks within Extension, this is something that these Extension agents want.
7. Proposed changes have been included in the monthly meeting folder, please take a chance to review these and ensure if you have questions, please come ready to discuss during April.

IV. **Speaker Discussion**

a. Discussion of speakers

i. President McConnell

1. Really interesting that Colorado WINS may go towards APs, does anyone have any more information here?
 - a. Nope, not yet! Once we get more information here, we can share it out with this group.
2. APC, CPC, and Faculty council should come together and share our thoughts and feelings around salary equity and pay gaps at the Board of Governors meeting.
3. How does AP Council assist in defining CSU employees and faculty and staff?
 - a. Sarah Olson – While I hear what you are saying, I also think there is a benefit in having some distinction amongst the different classifications because of our different needs. I don't want to advocate for a uniform

experience for employees, but I do feel like we need to address the ways in which folks are addressed based upon their employee classifications.

- b. Susan – I think we need to stop calling folks just “faculty and then staff” and being mindful of the language that we use.
 - c. Julia – Within CPC we have started asking that we call people CSU employees instead of lumping all staff together in one area and then faculty as their own area.
4. Didn’t address directly the AP salary issues that were brought forward. Wish there was more directness here with questions that were being asked.
 5. Having been here on campus for a long time, I have never seen this work, so I am hoping that folks who are in those spaces can ask “so what is going to be done differently so that this actually works?”

V. **Action Items & Discussion**

- a. Approval of February Meeting Minutes
 - i. Approved by a vote of 33-0-1
- b. Courageous Strategic Transformation – everyone please look and be prepared to discuss
 - i. Implementation groups are being created, it would serve us well to understand that document and then advocate for where we would like to be involved in the implementation working groups.
 - ii. For more information, check out the [CST Website](#).

VI. **Officer Reports**

- a. **Chair**
 - i. Please check out the Chair report for more information
 - ii. At the ELT level the budget is being discussed and looking at salary equity and increases
- b. Vice Chair
 - i. No report
- c. **Secretary**
 - i. Please ensure you are completing the [Doodle Poll](#) that was sent out in regards to meeting times
 - ii. Also please ensure you are working to provide input on the Teams channel that is being established. Utilize this survey [here](#).
- d. Treasurer
 - i. No report

VII. **Standing Committee Reports**

- a. AP Advocacy
- b. Communications
- c. Equity and Social Justice
- d. Executive Committee

e. **Nominations & Elections**

- i. Looking at splitting area 12 into two separate areas, one would remain as area 12 and then area 16
 - 1. Vote will take place in April for this change.

f. Policies and Procedures

g. Recognition

h. **Service and Engagement**

- i. CSUnity 2022 is scheduled for Saturday, April 23rd from 10:30am-2:30pm. Registration closes on April 1st. To get a team registered, please go to
 - 1. <https://lsc.colostate.edu/slice/community-engagement/csunity/>
- ii. Wildlands Restoration Volunteers recently released their 2022 Volunteer Season calendar. If you're interested in helping on some outdoor initiatives throughout the NOCO region, check out their opportunities at
 - 1. <https://www.wlrv.org/>
- iii. If you're interested in the state of alternative transportation in Fort Collins, please take this survey to help inform the city council of recommendations:
 - 1. https://tooledesign.github.io/Fort_Collins_Public_Engagement/
- iv. Project Homelessness Connect on Friday April 15, 2022
 - 1. <https://lsc.colostate.edu/slice/community-engagement/project-homeless-connect/>

VIII. **University Committee Reports**

a. Request to give Updates

University Committees

- Assessment Group for Diversity Issues (Kirsten Slaughter-Rice)
- Campus Bicycle Advisory Committee (Catherine Douras)
- 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)**
 - Having meetings to try and get to know our Vice Presidents and representing what APs can help do to have CST succeed from a budget perspective
- Football Game Management Committee (Zach Campaign)
- Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)
- Housing Task Force (Christie Mathews)
- 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, Heather Blair, Catherine Douras)