

**ADMINISTRATIVE PROFESSIONAL COUNCIL**  
***Manual of Rules and Procedures***

I. Membership

The qualifications for Administrative Professional Council (APC) membership are specified in the APC Constitution.

Area 1: Offices of the Chancellor, President, Board of Governors of the Colorado State University System; Intercollegiate Athletics; All Units reporting to the Vice President for Equity, Equal Opportunity and Title IX; Vice President for Diversity; and Vice President for University Communications

Area 2: Office of the Provost/Executive Vice President; Vice Provost for Faculty Affairs; Center for Pedagogical Advancement and Learning Investigation; Libraries; Vice President for Enrollment and Access; and Vice President for Information Technology

Area 3: Office of the Vice President for University Operations and all units reporting to VPUO

Area 4: Office of the Vice President for Advancement and all units reporting to VPA

Area 5: Office of the Vice President for Research and all units reporting to VPR

Area 6: Office of the Vice President for Student Affairs and all units reporting to VPSA; Office of the Vice Provost for Undergraduate Affairs and all units reporting to VPUA

Area 7: College of Agricultural Sciences and Agricultural Experiment Station

Area 8: College of Health and Human Sciences

Area 9: College of Liberal Arts

Area 10: College of Business

Area 11: College of Engineering

Area 12: College of Natural Resources and Colorado State Forest Service

Area 13: College of Natural Sciences

Area 14: College of Veterinary Medicine and Biomedical Sciences

Area 15: Office of the Vice President for Engagement and all units reporting to VPE

A. Council Members Nomination and Election Procedures

The nomination ballot shall be prepared for presentation at the April APC meeting. The ballot shall include a listing of those eligible and willing to stand for re-election, those who have expressed to the APC an interest in serving, and space for write-in nominees. Individuals who wish to write in a nomination must affirm the nominee's willingness to stand for election.

B. Term of Membership

1. The term of membership for newly elected members to APC will begin on July 1 following their election. Members appointed by APC to complete the fiscal year of an unexpired term of a resigning member will begin the unexpired term immediately upon appointment.

2. APC Members are expected to:

- a. Attend APC functions.
- b. Serve as a member of at least one standing or *ad hoc* committee.
- c. Represent and maintain regular communication with constituents.
- d. Become and remain informed about campus issues and operations.

### C. Vacancies

A vacancy in a representative area (as defined in the Constitution) shall be filled by the alternate from the representative area, subject to approval of APC, until the beginning of the next membership term, July 1. If the alternate is unable or unwilling to complete the fiscal year, the Executive Committee, in consultation with area members, shall appoint a replacement to serve until the beginning of the next membership term, July 1, subject to approval of APC. Election for the remainder of unexpired terms shall be included on the ballot during the next regular election. This practice will maintain consistency in the process of staggered terms.

### D. Selection and Role of the Alternate

At least one alternate from each representative area will be designated by a recommendation of the members within the representative area, subject to approval of APC. Alternates are encouraged to attend all APC meetings and may vote only when filling in for their area member.

### E. Dismissal from APC

Members must notify APC Chair if they are unable to attend a meeting. Any member who misses three regular APC meetings during a fiscal year without sending an alternate in their place may be dismissed from APC at the discretion of the Executive Committee. The Executive Committee will replace the dismissed member with the standing alternate and a new alternate shall be appointed through the normal selection process for alternates. To continue serving, the alternate replacing the dismissed member must stand for election at the next regular election.

## II. Officers

### A. Elections

A slate of candidate for the offices of Chair, Vice Chair, Secretary and Treasurer shall be prepared and submitted to the Council by the Nominations and Elections Committee. Council members shall be notified of the slate at least two weeks prior to the February meeting, at which meeting nominees shall also be accepted from the floor. All those nominated must be current members of APC. Election shall occur by written ballot at the meeting and require a majority vote of the members present. If a first ballot fails to produce a majority of votes for any candidate, the names of the two candidates receiving the most votes on that ballot shall be placed on a second ballot for a second vote.

### B. Executive Committee

The Chair, Vice Chair, Secretary, Treasurer, and immediate Past Chair (as *ex officio*, non-voting for one year) comprise the Executive Committee. Members of the Executive Committee may not serve as Chair or Vice Chair on any other standing or *ad hoc* committee.

### C. Powers and Duties of Officers

#### 1. The Duties of the Chair of APC

The Chair shall call the members to regular and special meetings and preside in an impartial manner over each meeting of APC, appoint members to University councils and committees where official representation is requested, nominate members to University councils and committees when such nominations are called for, chair the APC Executive Committee, and be the official spokesperson for APC. The Chair shall have expenditure authority for APC. The chair may receive a stipend, to be determined by the Vice President for University Operations.

## 2. The Duties of the Vice Chair

The Vice Chair shall, in the absence or incapacity of the Chair, assume as necessary the Chair's duties. The Vice Chair is also responsible for arranging and scheduling regular or special meetings of the APC and shall assume any other duties assigned by the Chair. The Vice Chair shall oversee the standing and *ad hoc* committees to assure each is adequately comprised and meeting its responsibilities. The Vice Chair shall have expenditure authority for APC. The Vice Chair may receive a stipend, to be determined by the Vice President for University Operations.

## 3. The Duties of the Secretary

The Secretary shall maintain a record of all proceedings of APC. Requirements regarding format for those records and distribution of meeting agendas and minutes appear in Section IV of the *APC Manual of Rules and Procedures*. The Secretary shall serve as the permanent custodian of all attendance records, proceedings, committee reports, records, membership, budgets, and pertinent information and shall make such records available upon request. These records shall reside at a site determined by APC. The Secretary shall maintain copies of the APC Constitution and the *APC Manual of Rules and Procedures* and shall have these and other current records saved in a digital repository available to all members.

## 4. The Duties of the Treasurer

The Treasurer shall be responsible for maintaining the annual budget and accounting for all disbursements of funds. The Treasurer shall provide a report of all expenditures at each APC meeting.

# III. Committees

## A. Standing Committees

All members of APC are expected to serve on at least one standing or *ad hoc* committee. Committee membership shall be solicited at the July/August meeting and approved by the APC by the September meeting. Vacancies on committees may be filled at any time with approval of the APC. Each standing committee shall elect a chair. The chairs of all committees must be members of APC. Committee members need not be APC members. Committee chairs are accountable for assuring their committees are meeting as required and fulfilling their defined responsibilities. The committee chair or

the chair's designee shall provide a report of the committee's work since the last Council meeting to the APC Vice Chair prior to each regularly scheduled Executive Committee meeting for distribution to Council members with the minutes. The June report shall be a report of activities for the entire year. Standing Committees of APC shall include the AP Experience Committee, Awards and Events Committee, Communications Committee, Equity and Social Justice Committee, Executive Committee, Nominations and Elections Committee, Policies and Procedures Committee, and Service and Engagement Committee. The duties of each committee are as follows:

#### 1. AP Experience Committee

The AP Experience Committee works within the APC and with other units on campus (such as Human Resources and the President's Commission on Culture) to advocate for equity and consistent employee evaluations, onboarding best practices, and exit interviews. This committee will also work with the climate survey data to recommend areas where APC can advocate for an equitable AP experience.

#### 2. Awards and Events Committee

The Awards and Events Committee is responsible for suggesting and reviewing awards for Administrative Professionals and for overseeing the management of awards approved by the Council. The Awards Committee is responsible for the solicitation of nominations for the Distinguished Administrative Professional Award with distribution of solicitation announcements to occur no later than twelve weeks prior to the Distinguished Awards Ceremony each year. Nomination packets shall be addressed to the Awards Committee, in care of the Office of the Vice President for University Operations (VPUO), no later than eight weeks prior to the award presentation. The committee is responsible for assuring delivery of the packets to the Chair of the Awards Selection Committee. The Chair of the Awards Committee maintains current/past solicitation memoranda, and a description of the Distinguished Administrative Professional Award. This committee is also responsible for planning, organizing, and implementing the annual AP appreciation event. This includes working with the Communications Committee to publicize this event.

#### 3. Communications Committee

The Communications Committee shall consist of a minimum of three members. The Communications Committee is responsible for recommending platforms to APC for use in compiling and disseminating information about APC to various audiences. The committee membership shall possess writing and editing skills applicable to both traditional and new media. The Communications Committee shall study and make recommendations on methods of dissemination appropriate for different types of information. These methods shall include but not be limited to the following: AP newsletters; campus mail (including off-campus sites); e-mail; orientations and workshops; CSU's electronic newsletter and web pages. The Communications Committee shall oversee the maintenance of the APC web pages. It is the responsibility of the Communications Committee to recommend

for approval by the Council a web page manager. The web page manager need not be an APC member. It is not the responsibility of the Communications Committee to provide investigative reporting for APC but rather to publicize information that is provided to the committee through committee reports, survey results, APC minutes, and similar materials.

#### 4. Equity and Social Justice Committee

The Equity and Social Justice Committee examines structures and processes within the APC and the APC standing committees to identify shifts that can be made to be more inclusive, providing more diverse voices to be heard and therefore allowing APC to more fully represent the AP employees across campus. This committee also works with the other employee councils (Faculty and Classified Personnel) to help advance larger impact equity goals on campus.

#### 5. Executive Committee

The Executive Committee shall consist of the APC Chair, Vice Chair, Secretary, Treasurer, and immediate Past Chair (*as ex officio*, non-voting). This committee shall accept items of business to bring before APC, determine the appropriateness of items of business to be brought before APC, and act for APC between regular meetings. It shall inform APC at the next scheduled meeting of actions taken on APC's behalf between meetings. The Executive Committee shall present a detailed work plan for the year's activities by the October APC meeting each year. Other information regarding conduct of meetings and responsibilities of the Executive members appears in Section IV of the *APC Manual of Rules and Procedures*.

#### 6. Nominations and Elections Committee

The Nominations and Elections Committee shall consist of a minimum of three persons. Members of this committee shall not be up for re-election or Executive Committee members. The Nominations and Elections Committee is responsible for conducting the nomination and election of membership to APC as well as the nomination of officers. The election procedure is outlined in Article VI of the Constitution. This committee will be responsible for maintaining a complete APC membership list, including each member's term status, that will be updated as needed and available to all members.

#### 7. Policies and Procedures Committee

The Policies and Procedures Committee shall consist of a minimum of three persons. It shall consider policies and procedures that affect administrative professionals and make recommendations to APC. It shall review current APC policies and procedures at least once each academic year to assure APC is adhering to its *APC Manual of Rules and Procedures*. This committee shall offer and consider recommendations for modifications to the APC Constitution and the *APC Manual of Rules and Procedures*.

## 8. Service and Engagement Committee

The Service and Engagement Committee will work to help connect the APC and APs across campus with service opportunities throughout the year. This committee is also responsible for coordinating efforts for the APC to engage with our constituents at various University-wide events and providing recommendations for new service and engagement opportunities for review and implementation.

### B. *Ad Hoc* Committees

1. *Ad hoc* committees may be seated to study or address particular issues not specifically assigned to standing committees. An *ad hoc* committee may be seated by the APC Chair or upon vote by a majority of APC members present.

2. An *ad hoc* committee will be automatically dissolved at the end of the academic year unless renewed by a majority vote of APC members at the last meeting of the fiscal year.

3. *Ad hoc* committees may also be dissolved by the APC Chair or the Chair may act upon recommendation by the *ad hoc* committee to dissolve it.

### C. APC Relations with Other University Organizations and Entities

The APC is frequently asked to provide liaisons from APC to various University organizations and entities. It is the responsibility of those chosen to represent APC to report back to APC on the activities of such organizations and entities. The following is a list of current such relationships but is not all-inclusive. Assignments to other campus groups may be made as necessary, including but not limited to:

#### 1. CSU Employee Appreciation Board

Article III of the Constitution and Bylaws of the Colorado State University Employee Appreciation Board states that one member from the Administrative Professional Council shall be a member of the CSU Employee Appreciation Board. The purpose of the CSU Employee Appreciation Board shall be to provide a vehicle for the recognition and social interaction of the academic faculty, administrative professionals, and state-classified personnel and to promote *esprit de corps* among current members and retirees of the University community. The Board meets once per month, generally the first Tuesday of the month, during the academic year with the exception of January.

#### 2. Administrative Professional Grievance Panel

Descriptive information regarding the Administrative Professional Grievance Panel, the election process for panel members, and the timeline for elections appears in Sections K.1.1 and K.11 of the *Academic Faculty and Administrative*

*Professional Manual.* The Grievance Panel consists of 21 tenured faculty members and 21 administrative professionals representing at least four administrative areas. A hearing committee comprised of grievance panel members is empaneled to hear grievances of administrative professionals. Since the term of some administrative professional members of the Grievance Panel will expire each year, the Nominating Committee of APC shall submit the name(s) of suggested nominees before the APC at the April APC meeting for election. The terms of the elected Grievance Panel members begins July 1.

### 3. University Benefits Committee

A full description of the purpose and composition of the University Benefits Committee appears in Section D.2.1 of the *Academic Faculty and Administrative Professional Manual*. The University Benefits Committee advises the University administration regarding benefit programs for academic faculty and administrative professionals and is comprised of four academic faculty, four administrative professionals, a retired academic faculty member or administrative professional, and four ex officio non-voting members. Since the term of at least one administrative professional will expire each year, the Nominating Committee of APC shall submit the name(s) of suggested nominees before the APC at the April APC meeting for election. The term of the elected University Benefits Committee member begins July 1.

### 4. Classified Personnel Council (CPC)

The APC provides one liaison who attends the Classified Personnel Council meetings. CPC is the representative body of State Classified employees at Colorado State University.

### 5. Faculty Council

APC provides at least one liaison who attends Faculty Council meetings.

### 6. Sexual Harassment Panel

A Sexual Harassment Panel is empaneled in accordance with procedures of the Office of Equal Opportunity in order to provide hearings on sexual harassment complaints. The members of the Sexual Harassment Panel are elected to three (3) year terms by their respective councils, the Administrative Professional Council and the Faculty Council. Nominations shall be solicited in February with elections conducted in April. Terms of office will begin July 1 following election. Terms shall be staggered so that approximately one-third (1/3) will be elected each year. The panel will consist of ten (10) administrative professionals from at least four (4) administrative units and (10) ten faculty members from at least four (4) colleges, including the libraries. Each member will receive annual training on sexual harassment by the Coordinator of OEO. The Sexual Harassment Panel shall constitute a pool of individuals from which the Hearing Committee will be drawn. The Hearing Committee for a complaint in which the Respondent is an administrative professional is composed of administrative professional members from the panel.

## 7. University Mediators for Administrative Professionals (UMs)

According to Section K.13.3 of the *Academic Faculty and Administrative Professional Manual*, the Chair of the APC and the Vice President for University Operations shall solicit nominations for UMs for administrative professionals prior to the end of the academic year. Such nominations shall be solicited by campus-wide communication to all APs in sufficient time to allow nominations to be presented and approved by the APC at the April meeting.

## IV. Meetings

A. The schedule of APC meetings for the upcoming fiscal year shall be included in the minutes of the last meeting of the previous academic year.

B. The agenda for each meeting shall be set by the Executive Committee in consultation with chairs of the standing and *ad hoc* committees. The agenda and related materials shall be distributed to APC members at least one week in advance of each meeting. The recommended order of the agenda is as follows:

1. Call to Order by the Chair
2. Approval of Minutes
3. Officer Reports
4. Committee Reports
5. Unfinished Business
6. New Business
7. Plans for Next Meeting
8. Announcements
9. Adjournment

C. Minutes of each APC meeting shall be distributed to APC members one week prior to the next meeting. The roll call in the minutes shall include names of members both present and absent. Absent members shall receive full meeting materials as well as minutes. Alternates shall receive agenda and minutes.

D. All standing and *ad hoc* committees shall submit a report of activities since the last APC meeting, one week after the committee meets, to the Vice Chair.

E. When possible, issues shall be referred to committees for review before being brought to the table at APC meetings.

F. Any unresolved issues shall be referred to a committee for review prior to the next APC meeting.

G. Groups or individuals who solicit APC to make presentations at an APC meeting shall be limited to 10 minutes unless APC waives this limit prior to the presentation.

## V. Budget and Finance

### A. Budget



1. The Executive Committee, standing and *ad hoc* committee chairs, and other APC members shall submit specific budget requests to the Treasurer no later than December 1, along with justification for the budget request.
2. A detailed working budget shall be submitted to the Vice President for University Operations by February 15.
3. The Treasurer will prepare a detailed final budget for the next fiscal year for presentation and approval at the June meeting. The annual budget shall include a miscellaneous category for unforeseen expenditures.

#### B. Finance

1. The APC will abide by all university finance and expenditure policies and procedures.
2. All expenditures and related documents must be authorized in advance by the APC chair or vice-chair before ordering any supplies or services.
3. Miscellaneous expenditure requests shall be submitted directly to the Chair, or Vice-Chair if the Chair is absent, who shall have final approval authority for such expenditures.
4. The Treasurer shall receive a copy of all expenditure documentation and monitor compliance with APC and university policies. A summary of all prior period expenditures by budget category shall be provided at each APC meeting.
5. Budget reallocations (not funding requests from the "Miscellaneous" budget category) may be requested in writing by any committee or APC member to the Treasurer. The Treasurer will consider such requests, and if deemed necessary, shall forward such requests to the APC where any budget changes must be approved by a 2/3 majority vote.

#### VI. Amendments to the *Academic Faculty and Administrative Professional Manual*

Proposed amendments or revisions to the *Academic Faculty and Administrative Professional Manual* shall be executed in accordance with Section H of the *Academic Faculty and Administrative Professional Manual*.

#### VII. Amendments to the *Manual of Rules and Procedures*

Changes may be made to the *APC Manual of Rules and Procedures* by a majority vote of the APC membership in accordance with the provisions of the APC Constitution. Any change to the *APC Manual of Rules and Procedures* must be presented at one meeting as a first reading to be approved or defeated at the following meeting. Rules and procedures approved by the APC and any revisions approved by the APC shall be subject to review by the University's legal counsel when requested by the APC Executive Committee. All changes must be approved by the Vice President for University Operations.

#### VIII. Communication with and Orientation of Constituents

A. The Chair of APC shall welcome each newly elected APC member by providing the member with access to the APC Constitution, the *APC Manual of Rules and Procedures*, and a list of current officers and members. The Chair will convene an orientation meeting of the new members at least one week prior to the first APC meeting of the fiscal year.

B. The APC shall invite the Vice President for University Operations to a minimum of one meeting each fall and spring semester.

C. The APC shall invite the Chair of Faculty Council to a minimum of one meeting per academic year.

D. The APC shall invite the Chair of Classified Personnel Council to a minimum of one meeting per academic year.

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**APPROVAL:**

Signed by Colorado State University,

Joyce E. McConnell, President

By: \_\_\_\_\_

Name: Lynn Johnson

Title: Vice President for University Operations

Date: \_\_\_\_\_