Administrative Professional Council

Business Meeting Minutes

November 14th, 2022- 9:00am – 11:00am

In-Person: ADM Ammons 226

Virtual: [Zoom](https://zoom.us/j/94073521262?pwd=K2dscldBNTZvTmh1M3lCTVB6Z29BUT09)

1. **Call to Order 9:02AM**
   * Thank you folks for bearing with us as we worked to figured out technology this morning!
2. **Announcements**
   * Next APC meeting: December 12th - 9:00 a.m.-11:00 a.m. (Zoom and in the Ammons 226)
     1. Please join us for future meetings, we would love to see you all!
   * Speaker in December: Brandon Bernier, VPIT/CIO
   * Speaker in January: Brett Anderson, Interim VP for HR
   * Thank you to service and Engagement and everyone else who was able to volunteer for the benefits fair! We appreciate everyone being able to do this!
   * Reminder about the three professional development days that are in place for next week, lots of great opportunities, however you chose to utilize it, please do so!
3. **Speakers for November**
   * CSU Accreditation: Laura Jensen, Mary Pederson, Susan Matthews – Postponed until a future meeting
   * Brendan Hanlon, VPUO/CFO @ 9:45pm
     1. Third month and third week in the role here at CSU, it has been a good transition into the role
     2. Making a transition in from the city and county of Denver, able to work with CSU through this role
     3. Really excited to be here in this, doing as much listening as I can in the first 6 months of the role. Taking a moment to pause and learn more about this campus, continue doing the things we are doing really well, but then also taking an eye at what needs to be done in order to improve moving forward.
     4. Looking at incremental budget that was presented to the board in early October. This will be updated for the December board meeting – this is a draft so please just be mindful when we are sharing out with key constituent groups
        1. Looking at a 0 or 3% incremental residential undergraduate increase. This will also depend on the governors budget as well
        2. State revenue will hold consistent at 3%
        3. We will also look at salary increases at 3 or 5%, we will have to wait to see what the governors budget says to be more granular level
        4. Since this drafted budget, we are looking better with the % for potential tuition increases
        5. COWINS has reopened its contract, the general assembly still has to provide for the agreement
     5. Open Comments from APC
        1. One quick question, will the decreased the state income tax rate that passed during this last election impact higher education?
           1. Unfortunately, we will look at this and see the long-term impacts on higher education.
        2. Do you know what the timeline is for the general Assembly to determine funding for COWINS?
           1. Cautioned that the legislative term goes through April/May. This could take the full-time before we have answers
        3. Clarification, there are three different pots of money, tuition, governors, and what is approved through the legislature?
           1. We treat the governors’ budget and legislature as one in the same
     6. What areas do you oversee for the University? How has that transition been going and do you see any changes potentially within this area?
        1. Two sides of the house, financial side of the house and the operating side. These quickly cascade out into many different functional areas as well. Team of about 700 people. In the last fiscal year, we were looking at about $60mil in operations
           1. BFS and Budgets
           2. Facilities Management and Risk Services on the Operations Side
        2. These teams have been super helpful in keeping things going while Lynn was gone and then helping me transition into the role as well
     7. When might be a good opportunity to bring back another version of the budget?
        1. January may be a good time to come back in given that we have already met with the board in December and then allude to things that may be coming down the pike
     8. Does Commitment to Campus fall within your scope of responsibilities, and if salaries cannot be raised, what might be coming through this area to increase employee retention?
        1. Kicking it over to Tammy Hunt who oversees this initiative. There is not really anything new being added. Being asked if C2C can subsidize the cost of sport camps through the institution. Everything comes down to the budget.
     9. If APC can be helpful in anything that you see, please do not hesitate to reach out to us. You are always invited to these meetings in the future as well
4. **Action Items & Discussion**
   * October Meeting Minutes
     1. Approved by vote of 27/0/2
5. **Speaker Discussion**
   * Discussion of speaker remarks
6. **Officer Reports**
   * Chair
     1. There wasn’t really a chair report for this month due to rescheduling meetings. Most of the standing meetings we have had in place have new folks attending so they are being rescheduled.
     2. Did host a meeting with state classified and faculty council
     3. Co-Chairs, we are hoping to schedule a meeting with folks in early December. We are hoping to position you all to be as successful as possible for the remainder of the year
     4. The Emergency Hardship Loan committee needs one more member, please let Matt know!
        1. Malinda Sloan would be interested in this role!
     5. Brett Anderson, he sent off an email to some of the HR contacts for the university, some of the initiatives or concerns that have been raised for the last year or two:
        1. Wants to focus on the search process and gain clarity on the compensation side of things
        2. They have hired a new background check specialist, this will hopefully expedite the process
        3. HR is going to do a small pilot study to see how the process is going and ensure we can work to shorten the hiring process
        4. Many folks that would be eligible for the expedited search process do not use it. If the salary is under $80k this would potentially be an option for you (<https://oeo.colostate.edu/types-of-searches-at-csu/>)
           1. The change to $80k is a new change
        5. Compensation is another hot topic, looking at the long-term and on-going study, he is hoping to find out why it is going on so long, and have answers in the coming weeks
           1. Looking at AEON study and understanding why this process is taking so long, how we can work to finalize this
        6. He has brought on Julie Weber, from Southwest Airlines to see what is going well, where there are opportunities for change and how we can continue to do what we are doing well
        7. Question - Will there be a APC/campus presentation on the SALX exercise before they roll it out? And can we have a brief update from Brett (in writing is fine) on what the timeline is?
     6. New changes within OEO Link
        1. <https://oeo.colostate.edu/new-updates-in-oeo/>
           1. Unclear at this point in time, will depend on the budget and where we fall within there. It put a lot of pressure on getting it correct for the roll out
     7. Presidential Search Updates they had candidates at the airport with the search committee last week. They are trying to keep the process moving as quickly as possible.
        1. Candidates were asked about shared governance as well employee morale, pay, etc.
        2. The candidates that the search committee recommended for review by the BOG communicated strong support for shared governance and a recognition of the employees concerns that surfaced during recent listening sessions.
   * Secretary
     1. Nothing here but information included below for the Performance Management Advisory Board
   * Treasurer
     1. We have had a request from Recognition committee this allows and gives us a little bit of money for the remainder of the year. The Exec Team has decided doing coffee for $30-40 let APC know and we can work to figure this out on our end as well
7. **Standing Committee Reports**
   * **AP Advocacy**
     1. We have been looking into splitting the Faculty/AP Manual, we need input from all of the different areas and their constituents
     2. Please add in additional areas of concern through the form in the teams folder
   * **Communications** 
     1. There is now a commonly used items folder on the teams, if you have ideas for items you wish to have to included, let the comms team know!
     2. [Link to headshots](https://csu.widencollective.com/dam/externalorderpickup/572da192-2ab4-4c38-baac-c5fb56933226) for folks who had them taken back in October.
   * **Equity and Social Justice**
     1. Looking at a free coffee that is provided to folks and if there are possibilities of looking at providing more accessible gift options. We got a couple of ideas, we will send this along to the recognition team so that we can ensure we are being accessible to folks who are not located here in Fort Collins.
        1. Some ideas, Amazon, Grocery, and Gas cards were possibilities that were toyed with as well
        2. OIE has been contacted, also contacted the diversity officers across the campus, alumni center, etc.
     2. Comment: That is great as someone who's located off campus along with the constituents, I serve I've been asked this! Thanks!
     3. A piece to keep in mind, we cannot do cash or cash equivalents, how can we work to do this
     4. Question - Is gifts card are taxable? there was some talks about this before!! What are tax implications for “gift’ donations?
        1. We would have to look into this more moving forward
     5. Comment - Thank you for bringing this up. I supervise CEMML AP employees that work overseas, I appreciate the consideration of even using different currencies. CEMML has many off campus APs that couldn't get a free coffee at the Human Bean.
     6. Looking at a potential of using a discount code through the CSU bookstore
   * **Membership**
     1. Move to approve Ben Wasserstein (Area 16) and Meg Skeehan (Area 10)
        1. Ben Wasserstein – 25/0/3
        2. Meg Skeehan – 28/0/2
     2. This brings our vacancies down to 7 open area representatives! If you have ideas on folks who you think would be good for this, please let us know!
     3. If you are not seeing yourself on the website or are not receiving emails, please let the team know so they can work to update this.
     4. How have Town Halls been going?
        1. If you have better ideas for how we can interact with folks within our areas, please let us know!
        2. Area 10 they are the Wednesday after APC meetings, done virtually, this allows folks to attend more easily and makes it more accessible
           1. What is offered at Town Halls? Is it AP council updates? Or are other things included? (I'm new to APC)

Just a chance to check in and see if folks have questions about different things that were covered during APC meetings

* + - 1. All college addresses, make a plug during this time for Town Halls and APC as well
  + **Policies and Procedures**
    1. University Policy committee is being rekindled and will have representatives from the various different councils. Haven’t heard more details at this point in time
    2. We had an AP reach out to the council regarding remote work, a department is requiring folks to be a more physical presence on-campus, wondering if this is coming from higher up or if this is a unit/department decision that is being made. Can Matt follow up during meetings with HR?
       1. Yes Matt can! And from an HR team, there is nothing being pushed from HR at this point in time.
          1. Kacy will work to deliver this information over from HR
  + **Recognition** 
    1. Awards are active, we are working with CPC folks on a campus wide message and then updating the website. Nominations close at the end of January
    2. Hosting a luncheon at the Lory Student Center hoping to do something on campus instead of hosting something at the Drive in
       1. April 27, 11:30 – 1PM, a save the date is forthcoming!
  + **Service and Engagement**
    1. Table for the benefits fair went really well, Housing asked if we could cover one in January
    2. The Coat Drive this year will take place immediately after fall break

1. **University Committee Reports**
   * Request to give Updates

**University Committees**

* Assessment Group for Diversity Issues (Meg Skeehan)
* **Administrative Professional Performance Management Advisory Committee (Justin Schwendeman-Curtis)**
  + <https://forms.office.com/r/zWrpHcVUvL> - please work to complete this as this allows APC to have a voice in this process and ensure we are advocating for changes we want to seen
* 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 (Lani Williams)
* Employee Hardship Loan Committee (confidential)
* Faculty Council – APC Representative (Sarah Olson)
* Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Matt Klein)
* Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)
* Housing Task Force (Christie Mathews)
* Inclusive Physical & Virtual Campus Committee (Hosam Ahmad)
* Multicultural Staff & Faculty Network Committee (Rickey Frierson)
* Parking Appeals Committee (Megan Boone and Theresa Todd)
* **Parking Services Committee (Trish Torrez and Jess Dyrdahl)** 
  + Looking at revamping their website if you have feedback that you’d like to give please send this to Trish and Jess
* 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 (Dennis Anderson, Trish Torrez, Julie Paolucci)** 
  + Did not meet this month, if you want to take advantage of open enrollment, please do so
* University Sexual Harassment Panel (a confidential pool of 10 APs)

**Ad Hoc Committees**

* Research Associate Ad Hoc (Kacy Paul, Heather Blair)