Administrative Professional Council

Business Meeting Minutes

January 9th, 2023- 9:00am – 11:00am

In-Person: ADM Ammons 226

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

1. **Call to Order**
2. **Announcements**
   * Next APC meeting: February 13th - 9:00 a.m.-11:00 a.m. (Zoom and in Ammons 226)
   * Speaker in February: HR: Salary Equity Research & Transportation Masterplan
3. **Speakers for January**
   * Brett Anderson, VPHR
     1. Thank you for all that you all do through APC, the work that you are doing is important and we are grateful for you! If you all have questions or feedback, please do not hesitate to reach out one on one to Brett and he is happy to chat.
     2. We are working on a performance management initiative with two presidential fellows. We are hoping to have a consistent and objective process in place at CSU. This will be a multi-year process so stay tuned for updates!
        1. Question: Is there consideration being given to the cost of living in terms of salary levels?
           1. Yes this is something we are working on, but it takes time since we have to find more funding sources.
           2. We also need to take into account the full benefits package instead of just salary be.

There is a calculator that is in the works for this so individuals can better understand their total compensation

* + 1. We understand that hiring is hard, but we are working to make it better.
       1. We have put the classification project to rest and are hoping to narrow down the time it takes HR to respond to folks on classification of positions once they are sent that way.
       2. Suggest that folks take advantage of the accelerated search process if the salary is under $80k. Only 24% of processes that are eligible for accelerated search, use it. Please take a look at this.
    2. We want to begin utilizing HR Professional Development for individuals hired into HR types of roles
    3. Question: The job classification process and looking at the ways in which systemic processes/issues can be worked on and improved. What areas are similar across job descriptions and the key elements of job descriptions and elements? It is so variable with the Principles of Communities, are there plans to address these gaps?
       1. Yes, these should be more streamlined and have this included in all areas including performance management.
  + Dr. John McGuire, Health and Well-Being Fellow: YOU@CSU @ 9:40pm
    1. Some of the pieces we are working on through the Year of Health
       1. [You@CSU](https://you.colostate.edu/) is a confidential way for students, faculty, and staff to be connected to resources that exist both here at CSU and in the community.
       2. User registration – please know these numbers are higher because they date back to November
          1. Faculty/Staff – 636
          2. Total Logins: 1,817
       3. Self-Checks
          1. Succeed: 239
          2. Thrive: 192
          3. Matter: 145
       4. Highest average scores by topic
          1. Succeed

Academics & graces

Finances

* + - * 1. Thrive

Suicidal ideation

Alcohol and substance abuse

Managing anger

Sexuality

* + - * 1. Matter

Purpose and meaning, family

Relationships and friend-making

Mindfulness and balance

* + - 1. Most frequented cards
         1. Employee assistance program
         2. Well-being course
         3. Financial courses
         4. Clubs and organizations
         5. Childcare support
         6. Manage your time
         7. Bust burnout
         8. Build a budget
         9. Curb anxiety and stress
      2. EAP Programs
         1. Available now (soft launch) but communicated broadly in 2023

Well-being coaching

Holistic one-on-one support via phone

Addresses mental health and well-being issues before the involve into long-term costly challenges

Individualized approach to motivate and modify behaviors

WellthSource

Interactive, online financial wellness tool

Helps create a sustainable lifestyle of healthy financial habits

Guides the user through an assessment to build a personalized curriculum

* + - 1. Question: How is this being advertised?
         1. Through a SOURCE story, getting into the individual councils, and being able to share with folks as needed
      2. We are in the beginning of a Health and Wellbeing Coordinator Search and this person/John will work closely to roll out many of these programs and initiatives

1. **Action Items & Discussion**
   * December Meeting Minutes
     1. Will be presented in February because the minutes vanished, apologies on Justin’s behalf!
   * Exec Team Elections in February
     1. Encourage everyone to run for these roles and be a member of the team, please send your name to Heather and Ross if you are interested in running for APC.
2. **Speaker Discussion**
   * Discussion of speaker remarks
     1. A bit of a level of frustration that the AEON study was just squashed and how
   * Question: Curious about HR, hearing this information in this space and in other spaces, some disconnect between what HR shares and the general AP pool, is there an initiative to streamline this communication?
     1. It is a struggle we have experienced over the last few years, it is something that we are hoping to further hone and discover ways to share this information back in a more concise and way.
   * Question: This was all recorded, correct?
     1. Yes
        1. Thank you!
   * Question: Will Safe Zone be required for new employees?
     1. We can definitely ask Brett this question.
3. **Officer Reports**
   * Chair
     1. We will bring in President Parsons in march to meet with APC as a whole.
   * Vice Chair – No Report
   * Secretary – Apologies about December minutes, I will have them to you all in February for approval
   * Treasurer – If you have requests for funds, please let Trish know and she can work to get you all funding accordingly.
4. **Standing Committee Reports**
   * **AP Advocacy:** 
     1. AP/Faculty manual decision in February
   * Communications
   * Equity and Social Justice
   * **Membership** 
     1. Brittany Runyon approved for Area 14
     2. Theresa Todd approved for Area 1
   * Policies and Procedures
   * **Recognition**
   * Service and Engagement
5. **University Committee Reports**
   * Request to give Updates

**University Committees**

* Assessment Group for Diversity Issues (Meg Skeehan)
* 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 (Exec Team)
* 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)
* 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)
* University Sexual Harassment Panel (a confidential pool of 10 APs)

**Ad Hoc Committees**

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