I. Call to Order

II. Announcements
   - Next APC meeting: May 8th - 9:00 a.m.-11:00 a.m. (Zoom and in Ammons 226)
   - Speaker in May: President Amy Parsons

III. Speakers for April
   - Kelly McKenna & Emily Ambrose: Performance Management Program
     i. Questions from APC
        1. As APs and Faculty have the same employment manual. Can you tell me how this compares to the Faculty evaluation that they receive?
           a. The hope is that this process would ultimately move towards similar for both groups. As of now, they are different, but there would have to be nuances between the two different areas.
           b. Follow up – there is a concern that faculty would have an easier time to earn superior ratings on their evaluation and in turn get merit based raises more easily.
              i. The first meeting should be really looking towards your job description, and ensuring that your goals are in line with the work that you are doing.
              ii. To our understanding this would hopefully put individuals on a consistent playing field and having some form of starting point.
        2. Why are using four levels instead of five different areas?
           a. Best practice is leading us towards not having levels, but towards having a narrative. The hope is that we can parse this out a bit further from merit based increases. We wanted to eliminate a middle “average” area as it truly did not reflect what work folks may be doing. Hoping that we can have some level of consistency within the various levels/
        3. How do you weigh equity considerations during annual review for level placement?
           a. This will truly depend on the beginning of the process, feedback in the middle, and in turn nothing should be a surprise at the end of the year.
        4. For additional questions/answers please see the email that was sent out with the Q&A Document.
        5. What consideration has been put into the added work-load on the supervisors to complete such required steps? Right now, at least in WCNR, we have an annual evaluation for each employee which consists of self evals and supervisor evals that are written then reviewed with each employee in a meeting. It sounds like this new performance management process will require additional steps throughout the year. I think the intention here is great, but I can also see that this may plainly put more requirements on the supervisor’s end of things. Right now in WCNR we conduct annual evals, but adding additional required steps each calendar year will really put more work on supervisors (especially for those with lots of staff members).
6. So my main question is goals for faculty would be, have 75% students pass test or fail with in expected bell curve, getting a positive review from students. What goals could an APC expect to set that is doing routine work? If they can and preform all tasks in their department and efficiently. Without changing jobs there are no new tasks to learn or excel in. They also do not have a quota to meet. How would you set a goal for that individual?

- Andrew Norton: Board of Governor’s Representative from Faculty Council
  i. Introduction of Andrew and sharing what his role within Faculty Council and the Board of Governors is.

IV. Action Items & Discussion
- March Meeting Minutes
  i. Approved by a vote of 33/0/2
- Preface Vote (P&P)
  i. Questions: Will this go through a vote?
     1. Yes
  ii. With the Preface, this would allow Faculty Council to ensure that any and all changes to the Faculty/AP Manual would have to be voted upon by Faculty Council beforehand.
  iii. Some historical context that the Board of Governors has historically not wanted multiple communication channels, just with Faculty Council to ensure streamlined communication.
  iv. Approved by a vote of 27/3/6

V. Speaker Discussion
- Discussion of speaker remarks
  i. Performance Management
     1. No further comments
  ii. Andrew Norton
     1. Awesome having him here! Will Matt forward on the potential agenda items for the board?
        a. Yes Matt will forward out!
     2. Has there been discussion of whether or not this could be an AP member serving in this role?
        a. Currently there are requirements in place for the role that even limit the ability of what type of faculty member can serve in the role.
        b. https://facultycouncil.colostate.edu/faculty-manual-section-c/#C.2.1.3.1

VI. Officer Reports
- Chair
  i. HR is moving forward with the VP of HR interviews
     1. It will be interesting to see who they select and it was great to meet with these candidates one on one. Really beneficial to meet with these folks and come to a mutual understanding of what is needed
  ii. We are moving forward with planning the summer retreat for APC. If you have goals or items you want covered during this time, let Exec know APC@colostate.edu
- Vice Chair
  i. Trying to schedule a co-chairs meeting later this month as well. If each standing committee can start thinking about highlights from the year or top 2 – 3 items so that we can work to compile this. Forward this along to Dennis (dennis.anderson@colostate.edu) or APC Exec Team so that we can compile this by the end of May.
- Secretary
There are two finalist interviews for the CSU Compensation Specialist Interview this week. Once Justin gets more information, he will work to put this out to the larger AP community.

- Treasurer
  i. After an explanation from VPUO they put money into our account in two different ways, we have more money than expected. Please let Trish know ASAP if there are items you want to do.

VII. Standing Committee Reports
- AP Advocacy - AP/Faculty manual discussion
  i. Hope to have an executive summary out to everyone based upon all of the feedback that was received. Much appreciated. Read through it and see all of the details that do exist here.
  ii. Hoping to bring this to a month during May’s meeting.
- Communications
- Equity and Social Justice
- Membership
  i. Welcoming new reps from Area 7, 11, and 12!
- Policies and Procedures
- Recognition
- Service and Engagement

VIII. University Committee Reports
- Request to give Updates
  i. AP Service Hours Updates
    1. https://colostate.sharepoint.com/:b:/s/APC_Administrative_Professional_Council/ESRFX6jC5J1lpMb77dR0eSoBmQTnWSO_HI8MFgd4ao2BSQ?e=HoIqH3
  ii. Nominate a Unit for Recognition
    1. https://csueab.colostate.edu/nominate-a-unit/
  iii. DCP Plans are changing
    1. Please please please share information out with your areas as much as possible
       a. https://hr.colostate.edu/retirement-plans-review
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)