

Administrative Professional Council
Business Meeting Agenda
November 14, 2016 – 8:30-10:30 a.m.
LSC 372-74

Members Present:

Matt Klein (1), Keely Mendicino (1), Dan Banuelos (2), Lynn Borngrebe (2), Nottingham, Dawn (2), Steven Dove (3), Barb Gustison (3), Ann Bohm-Small (5), Catherine Bens (5), Karl Bendix (6), Melissa Emerson (6), Caitlin Kotnik (6), Rick Novak (7), Kimberly Cox-York (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Jessica Cox (11), Lisa Metz (11), Andrew Paul (11 alternate), Mary Atella (12), Mary Dolce (12), Dave Jones (12), Brian Newell (13), Anita Pattison (13), Tenley French (14), Collette Hageman (14), Lesley Jones (14), Jennifer Parker (14 alternate), Trevor Eyden (15), Ruth Willson (15), Joanna Holliday (At-Large), Edit Szalai (At-Large), Shannon Wagner (At-Large), Toni-Lee Viney (Chair), Deborah Yeung (Vice Chair), Jim Abraham (CPC Liaison), Diana Prieto (HR), Bob Schur (Compliance)

I. Call to Order - 8:34pm

- Introductions for new members

II. Announcements

- APC Idea Box - members always welcome to share suggestions, it's brought to every meeting, just drop in your ideas and thoughts
- Dec. 5 – Multicultural Staff & Faculty Network Fall 2016 Reception – 5-7 pm Longs Peak
- Dec. 12 – Lynn Johnson, Vice President of University Operations: Incremental Budget
- Jan. 11 – Marsha Benedetti, Associate Director, Training and Organizational Development: Supervisory Training Program
- Feb. 13 – Tony Frank, Chancellor and President of CSU: Conversation about Employee Issues

III. Guest Speaker

- Gwen Fisher: Work-Life Balance
 - Intro by Toni-Lee - refresher of APC goals and how Gwen will address on those
 - Gwen is in the CSU department of Psychology
- Diana Prieto and Teri Suhr, HR: Changes to Healthcare Plan Costs

IV. Guest Speaker Topic Discussion: Gwen Fisher on Work-life Balance

- Work-Life balance/integration worksheet exercise for all members distributed.
 - Addressing a few specific questions of "How do you know if you have balance?" and "How do you know if you haven't?"
 - Themes of flexibility and ability to meet needs both in and out of work. How do we know when we don't have it? Answers: stress, anxiety, work can interfere with life and vice versa.
- This balance and how it manifests itself varies from person to person. For some, it means time, others, getting the work done and still others. It involves including ones' hobbies and outside interests.
- Solutions include increasing resources or managing time in a different way.
 - One key solution is to prioritize. Look at goals in your life, both across work and personal expectations and commitments. Ask: what matters to you? What's your vision? This lens usually drills down to TIME vs. ACCOMPLISHMENT.

General Note:

Bolded committees have requested to provide a verbal report. All others will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

- Types of goal setting: personal goals and University goals on behalf of APC constituents. This can change over time.
- The stress process - these sources are called stressors (i.e. too much work in time available or time pressure). The outcomes of stress are termed "strains" and include dissatisfaction, relationship problems, turnover, health issues, sleep problems, anxiety, and depression.
- Buffers in this process. How can we prevent the strains from taking place? To improve this balance: increase resources and reduce demands, but this is easier said than done. To help find success, try enhancing flexibility (time/location of work), eliminate penalties for using work/life benefits, time management and to focus on results (not time).
- Increasing resources: find out what employees really need, identify the issues specific to employees, establish a culture to support balance, encourage self-care, and health/wellness promotion programs.
 - Supervisor support is also an important resource for improving balance. Be a positive role model; provide support for co-workers, and family/non-work support.
 - The notion of autonomy is noteworthy. Control over one's work is linked to positive outcomes. Having choice and autonomy leads to better products and contentment.
- Improving balance also includes reducing demands. This can take the shape of reducing workload, reducing *telepressure* (pressure to respond immediately/promptly to email), reducing work hours, and setting boundaries between work and home.
- Additional steps in the process involve identifying sources of work/non-work conflict.
 - Identify barriers to success.
 - Find one small thing to achieve in one's life to take a step forward or remove a barrier to work-life balance difficulties. Introduce accountability by setting goals and inviting others' into the process for following up.
- **Q&A and Discussion** - supervisory training integration/awareness; STAR and DAPA awards incorporating work-life balance, FLSA consideration.

Guest Speakers Diana Prieto and Teri Suhr, HR: Changes to Healthcare Plan Costs

- Medical plan benefit plan update for changes in the Spring. This was prompted by future projections (on a calendar year) via U benefits committee. HR goes to this committee with the proposal and from there Diana presents to the cabinet. Our medical claims experience (% experiencing significant medical events) is very high. We are a self-assured medical provider so we have to cover our costs. HR proposed increasing our premiums to 11% because of this high cost. They were asked to consider other option to reduce the premiums to 9%. They changed the allocation of costs btw employee and employer.
- Overview of Plan Funding Rates
 - Looking at a higher cost-sharing amount. CSU's contribution stays the same but funding structure has changed which allows the U to absorb additional dollars previously slated to be passed on to employees.
- Other plans and changes: Dental and Disability
 - 0% premium increases for both of these plans
 - no-cost to employees
- ALEX - Benefits cost comparative tool / counselor which makes customized recommendations. This has been a positive development.
- Comparative Peer Benchmark Data - CSU still doing slightly better relative to our peers on Indemnity and POS (Point of Service) Plans comparisons.
- **Q&A and Discussion**

General Note:

Bolded committees have requested to provide a verbal report. All others will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

V. Proposed Motions

- PASSED: Approval of October APC meeting minutes - contingent on 2 changes: 1) Under "University Committees" changing Diversity Initiatives Committee to "President's Commission for Diversity and Inclusion" and 2) under the 10/10 "University Committee Reports" updating Josh's last name to Casto (instead of Castro).
 - Motion: Jessica Cox
 - Second: Lisa Metz
- PASSED: Approval of Karl Bendix as Area 6 representative
 - Motion: Trevor Eyden
 - Second: Dawn Nottingham
- PASSED: Approval of Rick Novak as Area 7 representative
 - Motion: Joanna Holliday
 - Second: Dan Banuelos
- PASSED: Approval of Proposed Manual Change (see memo from Mary Stromberger). See APC agenda packet (pgs 8-10) for details. There is a proposal to change language from CORSAF heading to Faculty Council up for our approval first.
 - Suggestion to note "we recognize the language as coming federal government regarding parental status vs. pregnancy. Toni-Lee will craft a memo to CORSAF.
 - Discharge vs. terminate language - comments by Diana P and Bob S. Our nondiscrimination statement is crafted in a such a way that adheres to the law. Adding addition of parental status is complicated because it is protected at the state level, not federal. Leave the language alone for this item. Note about considering "parental status" enhancement for the language instead of replacing "pregnancy."
 - Motion: Mary Atella
 - Second: Shannon Wagner
 - Discussion: suggestion to add parental status instead of replacing current language.

VI. APC Initiatives Discussion

- Solicitation of Employee Feedback on Impacts of Modest Salary Increases - modeling for salaries has not been promising (2.5-4%). However exec council and standing committee chairs (along with CPC) would like to move forward with an initiative to solicit feedback. This will take form as an online survey to acquire basic information along with a forum to share experiences. The committees will then look for trends to assemble and pass along in a constructive format to central administration. Note agenda packet for the Memo to Tony Frank regarding how we are proceeding with this exercise. We have spoken to Lynn Johnson on this matter already. Our goal is to launch this campaign on the 28th.
- This campaign will be launched through the council listservs. The link would go through Campus Labs. Also, if members can encourage participation among constituents. The hope is to also connect folks to resources in this process.
- This memo is distinct from our annual memo to Tony Frank prior to his APC visit in February.
 - Concern about disseminating this information electronically will exclude some populations?
 - Issue of anonymity? Will folks self-identify?
 - Distinction of funding sources (soft funding impacting salary). What about non-centrally funding sources and how to mitigate those differences in funding structures.

General Note:

Bolded committees have requested to provide a verbal report. All others will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

- Including survey in Spanish and whether Institutional research can host it? This is proving problematic with
- Confidentiality issue and vulnerability. One concern involves reaching all audiences inclusively (main campus verbiage and "Ft Collins"). Use other task force agendas and Mary O's survey language as a guide for inclusivity and confidentiality.
- Survey fatigue? Can this be built into the next Campus Climate Survey instead? Think more on how to better reach audiences in an unbiased manner.

VII. **Officer Reports**

- Chair - highlight supervisory training session, living wage taskforce (agenda included in agenda packet), letter from Tony Frank recognizing your role on APC with supervisor(s) (name and VP/dean), bill drafted for CORA still under conversation.
- Vice Chair - report enclosed in packet; chair retreat; observations worksheet due along with committee report; APC ad-hoc committee to enhance experience of members/alternates and alumni update; next Chairs retreat at 2/1/17 at 10:30am.
- Secretary - welcome new members (David, Ruth, Karl and Rick), confirm meeting (on behalf of N&E committee) and printing of name placards/sign-in sheet.
- Treasurer - no verbal report.

VIII. **Standing Committee Reports**

Executive Committee (Toni-Lee)
 Awards (Kimberly Cox-York & Gretchen Peterson)
 Communications (Shannon Dale)
 Employment (Ann Bohm-Small/Melanie Calderwood)
 Nominations & Elections (Shannon Wagner & Lesley Jones)
 Policies & Procedures (Catherine Douras)
 Service & Outreach (Dawn Nottingham & Dan Banuelos)
 Ad Hoc Budget Committee (Lynn Borngrebe)

IV. **University Committee Reports** (see next page)

Adjourned - 10:41am

General Note:

Bolded committees have requested to provide a verbal report. All others will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

University Committees

- Budget Area Review Committees (BARCs)
 - College – CoSFP – Toni-Lee Viney
 - Provost/Undergraduate Affairs/International – Chad Hoseth
 - President’s Office/Public Safety/Diversity – Ria Vigil
 - Enrollment & Access/Student Affairs/ASCSU – Matt Klein
 - Research/Graduate Affairs – Ann Bohn-Small
 - Advancement/External Relations/Engagement – Melanie Calderwood
 - IT/Facilities/University Operations – Farrah Bustamante
 - Athletics – Toni-Lee Viney
- Campus Bicycle Advisory Committee (Steven Dove and Dave Mornes)
- Campus Safety Advisory Committee (Jessie Stewart)
- Childcare Taskforce (Alex Carter)
- Classified Personnel Council (CPC) (Skyler Thimens)
- CPC Leave Sharing Committee (Confidential)
- Commission on Women and Gender Equity (Joanna Holliday)
- Commitment to Campus Advisory Committee (Shannon Wagner)
- Eddy/Kuder Scholarship Selection Committee (Courtney Butler)
- Employee Appreciation Board (Barb Gustison)
- Employee Hardship Loan Committee (Confidential)
- Faculty Council – APC Representative (Toni-Lee Viney)
- Faculty Council Committee on Strategic & Financial Planning (Toni-Lee Viney)
- Grievance Panel (a pool of 21 AP’s who serve for 3-year terms)
- Housing Solutions Task Force (Toni-Lee Viney)
- Inclusive Physical and Virtual Campus Committee (Bailey Dunn)
- Multicultural Staff & Faculty Network Committee (Deborah Yeung)
- New Stadium Game Day Experience Committee (Zach Campain)
- Parking Appeals Committee (Kay Gallatin and Anita Pattison)
- **Parking Services Committee** (Roseanna Bateman and Dan Banuelos)
 - stayed with current system for 2 years, there are now 4 plans and APC is charged with giving feedback (not endorsing one plan in particular). This is not a for-profit entity (100% self funded). These plans do not include the foothills.
 - Plans 1-4 (see agenda packet report pgs 46-48).
 - Prioritize plans by picking favorite plan.
 - Voted on additional questions:
 1. Should they sell reserved spots for an elevated spot (~\$2000)?
 2. They are selling MWF or TR permits?
 3. Continue giving free permits for retirees?
 4. New threshed for 30-year employees (under 50K annual salary)?
 5. Should state/service vehicles be required to purchase a permit?
 6. Should they create an elevated fine system? First offense warning, then increases with more offenses then it caps off at 5.
- Physical Development Committee (Edit Szalai)
- President's Commission for Diversity and Inclusion (Josh Casto)
- President’s Sustainability Committee (Ann Bohm-Small)
- Ripple Effect Core Team (Janella Mildrexler)
- Strategic Plan Area Review Committees
 - Diversity (Dan Banuelos)
 - Faculty & Staff Development (Anita Pattison)
 - Infrastructure & IT (Toni-Lee Viney)
 - Outreach & Engagement (Chris Mullen)
 - Research & Discovery (Mary Atella)

General Note:

Bolded committees have requested to provide a verbal report. All others will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

- Teaching & Learning (Kelley Brundage)
- Access (Erin Mercurio)
- Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
- University Benefits Committee (Lynn Borngrebe, Jennifer Bissell, Scott Woods, and Alison Dineen)
- University Mediators (Tracy Webb, Melissa Emerson, and Katya Stewart-Sweeney)
- University Sexual Harassment Panel (10 AP's who serve for 3-year terms)

Additional Temporary/One-Time Committees

- Catastrophic Leave Policy Committee (Melissa Emerson)

APC Goals for 2016-2017

1. Advocate for staff salary increases and complete funding of the Defined Contribution Plan (.5% to meet University commitment).
2. Encourage stronger support for policies that enhance employee work-life integration, including flexible work arrangements and specific resources to support the unique needs of caregivers.
3. Enhance APC's involvement with the University budget and Strategic Planning Area Review Committee (SPARC) processes to ensure representation of AP interests and resource allocation related to budgetary and strategic planning.
4. Lead a collaborative group to develop a mandatory supervisory training program.
5. Build a consistent evaluation system and process for AP's.
6. Actively participate in the conversation to select a parking plan.
7. Address the creation of a professional development fund.
8. Enhance the APC member/alternate experience and create a network of APC alumni.
9. Enrich diversity of APC membership.
10. Increase awareness of APC and conduct more outreach and engagement with AP's and other employee councils.

General Note:

Bolded committees have requested to provide a verbal report. All others will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.