

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

**Members Present:**

Matt Klein (1), Keely Mendicino (1), Dan Banuelos (2), Lynn Borngrebe (2), Steven Dove (3), Shay Webb (4), Ann Bohm-Small (5), Melissa Emerson (6), Caitlin Kotnik (6), Catherine Douras (7), Shannon Dale (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Jessica Cox (11), Lisa Metz (11), Shaila Parshar (11), Mary Atella (12), Brian Newell (13), Anita Pattison (13), Tenley French (14), Collette Hageman (14), Lesley Jones (14), Jennifer Parker (14 alternate), Trevor Eyden (15), Joanna Holliday (At-Large), Shannon Wagner (At-Large), Toni-Lee Viney (Chair), Deborah Yeung (Vice Chair), Diana Prieto (HR), Bob Schur (Compliance)

**I. Call to Order - 8:33am**

**II. Announcements**

- APC Idea Box - reminder
- The Campus Climate Survey will be sent out this fall - this actually will go out tomorrow. The first survey went out around 5 years ago. The survey can help aid the development of our APC goals.
- Parking Forums: <http://source.colostate.edu/forums-offer-chance-to-influence-future-of-campus-parking/> - we had 2 years to determine what the best fit, so this feedback is important in parking planning.
  - 10/10 - 11 am-12 pm, LSC Ballroom 350A (lunch provided)
  - 10/10 - 12:15-1:15 pm, LSC Ballroom 350A (lunch provided)
  - 10/10 - 3-4 pm, Durrell Center seminar rooms B&C (refreshments provided)
  - 10/11 – 4-5 pm, Clark A101
- November - Gwen Fischer visiting to speak on work life balance.
- Dec. 5 – Multicultural Staff & Faculty Network Fall 2016 Reception – 5-7 pm Longs Peak
- 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**

- Emma Chavez, Resource Coordinator: Updates on Resource Coordinator Position
  - Background - CPC and APC took the lead in advocating for this position years ago. This is an update on her role.
  - She is located in the Palmer Center on some days and 316 General Services Building on others. Contact her at [emma.chavez@colostate.edu](mailto:emma.chavez@colostate.edu).
  - Ms Chavez - She's been here since May. Branding and development of the CaRe Program overview - connect, and refer CSU employees to community resources. Her background is in counseling. She serves those who are primarily employees of CSU. Student "workers" who are primarily students are generally referred to case management.
    - 5 core program values: caring, communicating, collaborating, confidentiality.
    - She has created a newsletter informing employees of events (i.e. parent academy event with PSD including parenting skills and resources on 10/12)

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- from 8:30am-3pm). Other regional events are highlighted in the newsletter. She is connecting with Northern Colorado leaders to involve those entities and include their input.
- There will be a website, which is currently under development. Should any of our constituents be in need of her advise, support, connections or could benefit from her help, please contact Emma with the name of that individual. She is happy to contact them.
  - Examples of discount programs for CSU employees and students:
    - 10% discount to CSU employees and students at Albertsons/Safeway on FRIDAYS in Ft Collins; just show your ID
    - Sprouts discount program: double add program on Wednesdays you have additional savings.
    - Old Navy has 10% discount every day; just show ID.
    - Target has an app (cart wheel) for a 5% discount if that's downloaded on your phone.
    - Spoons has a discount on Saturdays with free grilled cheese sandwiches for kids.
    - Parking discount (1/2 price parking) for employees who earn 35K or less; this is under-utilized. There are likely ~500 employees who might qualify for this program that have not applied. The system will trigger the discount internally.
  - She is trying to spread the word by attending meetings but is hopeful the website will facilitate this process.
  - Newsletter: CPC, ad-hoc fashion, looking for suggestions
  - Prominent issues encountered so far: housing, employees with medical conditions, & childcare needs. She has seen around 50-60 employees so far in either an email or office building context.
  - Suggestions for Emma: veterans needs, newsletter distributions and other programs to have on radar or approach. She can use help from us spreading the word about her role and areas of oversight.
  - Josh Alvarez, Support & Safety Coordinator: Information about Tell Someone
    - Background by Toni-Lee: The area of mental health is something to stay attuned to at CSU. Josh works for the office of Support and Safety Assessment
    - Presentation: People of Concern and Threat Assessment and Management
      - Signs of concern = chronic absenteeism, behavior changes, argumentative behavior, report of mental health concerns, strange, disturbing or alarming behaviors, writing/disturbing writing on-line or via social media ("leakage"), bizarre communication, paranoid behavior, incoherent language
      - Working with persons of concern - use campus resources including Tell Someone; plan/establish safety/security measures; know office protocol; if interacting with person of concern express your concern, give them hope, avoid judging, keep it professional, hear them out, refer, consult and process.
      - CSU's philosophy: consider all three (individual, institution and community) and strategy: identify concern (create a file and collect history), prevent arising issue, response and then post-incident (following up, look into community impact)
      - Student Consultation Team and Employee Consultation Team roles: to review the information on people of concern and connect them to resources.

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They can mandate an assessment of level of risk to CSU. This may include a professional risk or liability assessment.

- "Tell someone" if you are concerned - via telephone (491-1350) or online ([www.tellsomeone.colostate.edu](http://www.tellsomeone.colostate.edu))
- Another area of oversight for this office is Title IX, VAWA (Violence Against Women Act), title VII and the University's response - sexual harassment, assault, gang violence, stalking. You have 24 hours to report to this office. Role as a responsible employee - you have to report to the University as part of title IX any history of sexual violence or any suspect incident. If unsure where this line lies, call the office and they can advise.
- University Resources - OEO, 911, non-emergency CSU police, CSU victim assistance team and others including the Support and Safety Assessment office.

#### IV. **Guest Speaker Topic Discussion**

- Get the word out for Emma as the Resource Communicator's role using the area communications.

#### V. **Proposed Motions**

- PASSED: Approval of September APC meeting minutes
  - Motion: Dan Baneulos
  - Second: Mary Atella
- PASSED: Approval of Budget Proposal for FY18 Budget Area Review Committee Process
  - Motion: Joanna Holiday
  - Second: Shannon Wagner
    - Background - this overview is included in the agenda. Lynn B gives a synopsis. Last year there were 2 requests - mandatory supervisory training (went through) and the evaluation process. Sticking with one request: a mandatory evaluation process for all APs as part of the AP framework establishment. (see auxiliary memo)
    - Looking for APC representatives for 5 different BARC committees (see BARC committee list under University Committee page of agenda). Timeline is to start looking in November and be done by Christmas. There are 6-8 members of each BARC. There are ~2 meetings total. This is an important role. It's unclear whether experience in those roles is relevant. Nominations will go to Exec Committee and representation decided from there.

#### VI. **APC Initiatives Discussion**

- Initial Conversation on APC Observations Memo to Tony Frank (see FY17 memo enclosed in agenda packet)
  - Last year's memo is included in the agenda packet. Process was to solicit feedback via standing committees. This will be discussed at the APC chairs retreat. Exec committee will look at suggestions/feedback from APC members and consolidate for Tony Frank's official memo. Many issues from last year's memo have been addressed or implemented.
  - Issues to re-visit for this year's memo: compensation (both living wage and in terms of retention); professional development fund (including partnering with FC); work-life balance and equanimity regarding FLSA changes and awareness of existing mechanisms to address this issue; communication both continued reiteration and more focus more on inclusivity of remote employees.

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- Memo will be drafted at chairs retreat and brought to APC for approval and input via committee.

## VII. **Officer Reports**

- Chair - see meetings minutes in the agenda
- Vice Chair - chairs retreat this Thursday, continuing conversation of the memo; APC experience ad-hoc committee update, make sure each committee has representation; check with alternate to make sure they are receiving communications and continue to submit monthly committee reports for the business meeting agendas; thanks to communications committee for the parking information distributed.
- Secretary - none
- Treasurer - none

## 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)

**President's Commission on Diversity and Inclusion** by Josh Castro (Report form was physically distributed at the meeting). - chaired by Mary Ontiveros and has representation from every area on campus and in partnership with the OEO. They discuss sensitive matters and have submitted a series of recommendations to the administration following a student-organized demonstration on campus.

- Equal Opportunity Coordinators are currently volunteer positions. They do receive training. One recommendation is to make these paid positions.
- Create a strategic 5-year plan for increasing diverse populations.
- Continued research, work against implicit bias, watch out for biased advertising of open positions; best hiring practices.
- Role of EO coordinator can be stronger, this has become a reactive role in some cases and is an internal position within the unit which often presents issues. They are looking for improvements to this role across the campus.
  - Question of Holiday celebration - what can/should be done. There is a group working on best practices to help educate and continue to make this an inclusive environment on campus.
  - How policies/practices affect transgender students - this is under discussion currently. They are looking at ways to make this transition easier for students but to stay within federal guidelines and relevant legal framework.

**Adjourned - 10:35am**

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