Administrative Professional Council

Business Meeting Agenda

September 11, 2017 – 8:30 a.m.-10:30 a.m.

LSC 372-374

**Minutes**

**Members Present**:

Matt Klein (1), Lynn Borngrebe (2), Dawn Nottingham (2), Sarah Olson (2), Susanne Cordery (3), Barb Gustison (3), Janet Meine (4), Shirl Portillos (6), Summer Shaffer (6), Tori Anderson (7), Rick Novak (7), Susan Becker (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Lauren Wolff (10), Lisa Metz (11), Mary Dolce (12), David Jones (12), Betty Wilmoth (13), Collette Hageman (14), Kevin Miller (15), Tyler Rayburn (15), Ruth Willson (15), Shannon Dale (At-Large), Steven Dove (At-Large), Jr McGrath (At-Large), Keely Mendicino (At-Large), Shannon Wagner (Chair), Catherine Douras (Vice Chair), Toni-Lee Viney (Past Chair), Jim Abraham (CPC Chair), Diana Prieto (HR), Pam Jackson (External Relations).

I. **Call to Order – 8:33 a.m.**

II. Announcements

* + Next APC meeting – October 9; 8:30 a.m.-10:30 a.m.
  + President’s Fall Address & Picnic – September 20; 11:00 a.m.-1:00 p.m.
  + CSU Benefits Fair – November 2017
  + Thank you to all our wonderful retreat and event volunteers!

III. Guest Speaker

* Dr. Therese Lask, Training and Organizational Development
  + Introductions
  + We will narrow our focus and guide our progress through SMART goals: specific, measurable, achievable, relevant, time bound.
  + Staff Salary
    - S - Advocate for an increase in AP salaries
    - M - Asses salaries at CSU and peer institutions, generate report, review results of campus surveys
    - A – Form committee charged to drive this information including HR, OEO, IR, AP, etc.
    - R – Retention, recruitment, staff satisfaction, promote equity, access and diversity
    - T – committee to develop report by end of FY18; increase implemented by end of FY19
  + BARC Involvement
    - S – One APC member per BARC or contact between APs on BARC and APC
    - M – Sign up or detailed tracking
    - A – More education on BARC; introductions to AP reps on BARC, research into current BARC membership
    - R – Stronger APC voice and relationship building increases awareness of the APC
    - T – Prior to first BARC committee meetings, fall 2017
  + Supervisory Training
    - S – For all employees especially supervisors classes at CSU. Happier employees, less turnover, stronger teams, consistency across campus
    - M – Send out how many took classes this month; % of supervisors in departments/areas; friendly competition, stats!
    - A – President Frank emails consistently; goals for DDD; emails about particular classes monthly
    - R – Emails about why important; better org/employees/supervisors/less turnover
    - T – 1X month emails; 1X semester from Tony; more communication about requirements; all supervisors w/in 2 years
  + APC Evaluations
    - S – To create a consistent and efficient evaluation process for all APs
    - M – Completion of salary bands and AP framework; creation of an evaluation tool; submission of committee report; research associates need to be included
    - A – Partners – HR, VPO, CPC, FC; creation of task force; data collection – climate survey, internal and partner institutions; evaluation tools and trainings
    - R – To aid in managing risk for employees and CS; to grow our talent and support our talent; improve campus climate
    - T – Year 1 – establish committee, data collection, draft of tool. Year 2 - implement
  + Parking
    - S – To change focus from parking to transportation by increasing awareness of alternation options for the campus community
    - M – Increase # of individuals from our campus community who use alternate transportation options and advocate for additional options
    - A – Partner with parking and transportation, create ad hoc APC committee, partner with CPC and FC, co-sponsor PDI, bike to work campaign, articles in CSU life and source, City of Fort Collins
    - R – Transportation impacts everyone, we’re a green campus, cost of living has led to more folks commuting further, parking is expensive
    - T – PDI in January, 2 articles each semester, contact parking/transportation service in October, ad hoc committee developed in November
  + Professional Development Fund Creation
    - S - Identify a leader from APC to partner with C2C to implement an AP Professional Development Fund for all APs to access.
    - M - Determine a leader; Connect with C2C; Selection process defined; Develop a timeline; # of awards given out
    - A - Determine who will run project; Partner with C2C to determine program parameters; Understand all details and implications.
    - R – Helping APs advance in their fields; Employee retention; Further advance employee expertise.
    - T – Identify leader by October APC meeting; Finalize exploration by December 2017; Attempt to launch program by end of FY 18.
  + APC Alternate Experience
    - S – Engage and mentor alternate to enhance the APC experience
    - M – Invite alternates to annual retreat, sponsor an “alternates day” in the spring, 1 x/month hold and informal briefing w/area reps and alternates, add “alternate voice” at meeting
    - A – Partner with budgets committee, partner with alternates
    - R – Engage, inform and motivate alternates because they may be the voice of the future
    - T – This FY 1x month briefings, alternates day, alternate voice at meetings. Next FY have alternates at the retreat
  + Diversity of APC Membership
    - S – Increase underrepresented groups into APC, participation in APC, outreach before spring election, to increase representation of diverse opinions
    - M – Survey of current membership survey of under-represented as to why not participating on APC, recruit these groups as alternates and at-large members
    - A – HR, institutional research, each area rep reach out to one person in your area, make inclusivity a consistent agenda item
    - R – CSU wants to be inclusive
    - T – Increase by 1 rep in spring 2018 election, using re-election process
  + Increase Engagement
    - S – APC alums, current reps and all APs to increase engagement, over 17-18 academic year, on campus, community, CSU, AP events, APC meetings, to increase engagement and inform others about APC and what we do
    - M – Surveys, attendance at APC meetings and community events, measure at different points throughout the year (sept, feb, may)
    - A – Communication, more advertisement, email, soruce, APC table at events, APC members, word of mouth
    - R – APC, shared governance, C2C increase community engagement
    - T – 17-18 academic year, beginning, mid-point, end

IV. Guest Speaker Topic Discussion

V. Action Items & Discussion

* PASSED: Approval of August APC meeting minutes
  + MOTION: Janet Meine
  + SECOND: Lisa Metz
* Bullying Policy Revisions – no action taken as revisions were already approved and posted online.
* Bullying Policy Inclusion in Faculty-Staff Manual – no vote taken.
  + Discussion – President’s Office released a policy last fall and faculty council led a charge to make some revisions. The policy updates have been approved and posted online. Faculty council suggests that this policy be added to manual. If changes are to be made to a manual it has to be approved by Board of Governors. There is debate between administration and faculty on what policies are in the manual versus not. From administrative perspective it doesn’t have to be in the manual to be enforced. Title IX is a good example of a policy that is in the manual and it changes on a federal level, which is then a challenge to get changes in the manual made. There is interest in the APC policies and procedures committee having time to vet the motion and get input from faculty council and administration and then bring back a recommendation to the next APC meeting.

VI. APC Initiatives Discussion

VII. Officer Reports

* Chair – See report included in the business packet
  + CORA bill was passed and the online accountability report has been updated to include first initial and last name. Gender is a protected class that will never be identified.
  + Faculty council meeting notes will be in the October packet.
* Vice Chair
  + Still finalizing lead area communicators for a few areas.
  + Need to also hear back on alternates from a few areas.
  + Standing committee chairs – if you have identified a recurring meeting time, please let Catherine know so she can attend a meeting.
  + First chair retreat Doodle poll coming soon.
  + One last committee needs area representation on the Campus Climate Committee – Catherine will share info with those two interested and we can do a vote next meeting.
  + Please be sure that standing committees are meeting and that reports of activity are being submitted monthly to Catherine.
* Secretary
  + Don’t forget to sign in for the meeting and tell Keely if you have name placard issues.
* Treasurer
  + Updated budget will be in next packet and if you are thinking about buying things please let Dan know in advance!

VIII. Standing Committee Reports

IV. **University Committee Reports**

* **New Stadium Game Day Experience (Zach Campain)**
  + Zach is checking in on employee parking issues on game-day Saturdays. We have two games under our belt. There was one small hiccup after the first game where employees were parking in the lots behind the admin building which has been rectified. Parking was not as well as enforced at the first game as Landmark was learning. There are a few faculty in residence living in dorms and they needed good reminders that all are subject to the re-park. Some APs came out to parking lots and saw that a sign was up saying they needed to be re-parked by 4pm. Same sign was by the Scott building. Are these lots part of re-park and if so there needs to be communication? If not, the signs are in the wrong spots. One employee had some flexibility in coming on and off campus before the game to get something left behind. All positive reports on parking! People can give game day feedback by calling 1-6777 and there is an online form (Source link, game day feedback). The composting piece at the stadium is not going well. As part of the green sports alliance, that needs to be addressed. There was inconsistency with building locking – first game it was unlocked and second game it was locked. Students couldn’t access the computer lab. If a building needs to be open there is a process to apply to facilities.
* **President’s Commission on Diversity and Inclusion (Keely Mendicino)**
  + CDI launched a new website **-** [**https://cdi.colostate.edu/**](https://cdi.colostate.edu/)
  + Included in the business packet was a copy of the President’s Commission on Diversity and Inclusion’s Faith, Belief, and Cultural Inclusion Committee draft committee charge document. The CDI is hoping to vet the document across campus and then vote to approve the creation of the new committee. The committee was formerly called the Inclusive Holidays and Cultural Celebrations Committee.
  + The committee charge document shares the history and context of why the effort was started and some of the recommendations that the committee can put into action once formed.
  + Please share this with APs in your area as broadly as you would like and provide any feedback to Keely Mendicino by September 26th.

**Adjourn - 10:24 a.m.**