

Administrative Professional Council  
Business Meeting Agenda  
March 13, 2017 – 8:30-10:30 a.m.  
LSC 372-74  
**MINUTES**

**Members Present:**

Matt Klein (1), Lynn Borngrebe (2), Steven Dove (3), Jerick Flores (4), Melissa Emerson (6), Caitlin Kotnik (6), Karl Bendix (6), Mike Katz (6 alternate), Shannon Dale (8), Jr McGrath (8), Rosanna Bateman (9), Jessie Stewart (9), Jessica Cox (11), Shaila Parshar (11), Sara Colorosa (12 alternate), Brian Newell (13), Tenley French (14), Collette Hageman (14), Ruth Willson (15), Joanna Holliday (At-Large), Shannon Wagner (At-Large), Toni-Lee Viney (Chair)

**I. Call to Order: 8:34am**

**II. Announcements**

- APC Idea Box
- April 4 – APC Luncheon
- April 10 – Mary Ontiveros, Vice President for Diversity: Campus Climate Survey Results

**III. Guest Speaker**

- March 13 – Lynn Johnson, Martín Carcasson (Center for Public Deliberation) and Dave Bradford (Director of Parking Services) – Parking Updates
  - We have been involved in this conversation since the discussion began. All parties are present.
- Lynn Johnson: May 2015 these efforts started up again. This is the 5th presentation that has been done since this was redrafted. If there are any voices of the table missing, they welcome our thoughts.
  - Timeline: Feb/March presentation; May BOG considers the recommendation for rates and votes; July 1 plan will be implemented across campus.
  - Impacts to parking: campus population growth and master plan has called for moving parking to the perimeter of campus since the 1970s. Other impacts include congestion, the parking garage/lot construction, new buildings, cost of living and neighborhood parking permits.
  - Goals: aim for the greatest good; accommodate varied needs with price options (7200 employees, ~32,000 students, ~40K traveling in/out campus on a daily basis); adjust to growth while preserving open space (CSU oval); match growth with commuting options; provide safe and efficient access; stay financially viable; and encourage alternate transportation.
  - Numbers: 10K permit and short-term parking spaces; 9419 annual permits sold last fiscal year; state statute says parking must be self-funded.
    - The revenue goes toward parking operations, parking space and garage maintenance, parking construction etc.
  - Collaborative Process: Steps over last 18 months: sought feedback across campus; considered benefits and parking services committee came up with a plan/proposal for a campus parking model.
  - Engaged campus in the conversation with all entities across campus; hired a parking consultant and included the Center for Public Deliberation (Martin Carcasson).
  - Different Models - not supported

*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.

- Salary banded Model = group permit price by income
  - Not much support here since all groups would likely pay more than they do now; there were also difficulties in modeling for fiscal sustainability; couldn't apply to students
- Tiered Model = pay more to park closer to campus core
- Combined Commuter Model = everyone parks together
- Lot-Specific Permits = not supported, too complicated
- Final Proposal for voting in May by BOG
  - Maintain existing parking model
  - Minimal changes to overall philosophy
  - Proposed permit fee changes - see handout material for price breakdowns
  - There is a combination of declining, increasing and unchanged costs
    - Not changing = Research Blvd lot, 50% subsidy for employees earning less than \$35K
    - Declining = low-cost option of Moby and Ingersoll lots, Research lot
    - Expanded reserved space options - pilot for this program, ~5% in core of campus reserved for faculty and staff (49 new reserved spaces); this brings the overall A permit user price down by leveraging funds; this generates 4X the revenue in this rate category from these spaces to help cover cost; on **July 1 this is on a first-come, first-serve**, ~\$2400 annually.
  - Special Permit options:
    - Days-of-the-week permits limiting to MWF or TR
    - Time-of-day permits facing their shift ending at odd times and facing citation, so possibility of sharing/marrying up these parking times for space sharing
    - Retiree Permit Programs - there are 900 individuals that are issued permits and on average, 84 are used on campus daily.
      - In listening sessions, found these retirees are coming and giving back to the campus community. To keep engaging this group, may have stronger language about the use of these grandfathered permits. The plan may be discontinued by July 1, 2021, they are looking at these expectations and this program may undergo change. This may involve prorating for retirees still working, stronger language for the intent of this program, differences in registering for these permits etc. This process is still under scrutiny but they would like to enhance the communication surrounding this permit program.
  - 30-Year Employee Permit Program - 200 free permits (or reduced) were issued last year; data showed the average salary of the plan participant was \$104K so will create a new scaled plan as follows: 30+ years of service and earn less than \$50K = free A permit; earn between 50K and 75K, receive 50% discount on A permit; earn more than 75K = pay full price; discounts can be used to reduce the higher cost permit price. The role of Commitment to Campus is relevant to here (as this program is only 2 years old and stems from this initiative). Given there is no budget for C2C, those dollars are not guaranteed for the future.

*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.

- Other proposed changes: Government vehicles will start paying for permits (this affects hundreds of government vehicles), State vehicles will also lose the right to occupy these spaces year-round; motor-pool will be taking care of their own permits
- Q&A
  - Enforcement changes/improvements: Lynn encourages us to call Parking Services on possible chronic violations. Proposal for multiple violations; looking at a few models (increase for each violation; increase for type of multiple violation only). Right now, there is a 1-warning a year philosophy for warning.
  - Retiree permit issue is very sensitive and these voices are vocal.
  - Rental cars and violations are an issue - they are currently looking at these obstacles right now regarding the fines and the ability to reset the annual fine tally for multiple violations.
  - Stadium Parking/ Game Day Committee parking issues = no new parking from new stadium; existing permits do NOT work on game day but there will be designated parking spaces on these 6 days a year. Everything changes on game day, so options should be considered for those needing to come to campus on those days.
  - This is an on-going process and changes/adaptations are expected.
- FY18 Incremental E&G Budget Update by Lynn Johnson
  - Version 3.0 / After fall census, take that data and know historically that 92% students remain in the spring this number dropped this year (closer to 91%) so revenue projections dropped by 2M. This made us way out of balance for moving forward with the FY18 budget.
  - Increase in FTE is shared with the departments, back out any discounts and come up with net tuition dollar amount. That number is multiplied by number of students given by IR. This number has been adjusted even in the past few weeks.
  - Financial aid has been moved up as a function of tuition (not an expense). If Pell eligible, CSU covers full tuition and fees. There is a need to balance these scholarships with what it costs us.
  - New Expenses
    - Proposed merit increase for SC still at 2.5%, for AP the merit increase is now 2.25%
    - Multi-year central investments = 1.225M
    - Faculty/Staff compensation numbers at 11.95M: looking at fixing variances in Academic Incentive Funding line item
    - Mandatory costs
    - Quality enhancements
    - Internal reallocation has been dropped from 3M to 2M (think of a budget reduction)

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

- Deadlines/dates: central goes to the board in May with the budget BUT if State has not passed the long bill, it will be a waste of time. They will still have a conversation about the budget, contingent on facts moving forward, but would have to wait until June without definitive State numbers. To reach those deadlines, the materials must be reviewed and submitted a few weeks ahead of that (~end of April).

*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.

- Pamphlet by parking: enhancing communicating about this issue and using these materials to give feedback and help with informing.
- Budget and salary increase expectations: DCP commitment and the remaining 0.5%, the budget shift and decrease was just announced recently; question on the timing (shift of salary increase, pulling from reserves and internal reallocation)
  - Do we have the informed voices speaking to the APC who understand the big picture as laid out by the COSFP and helping us to understand the processes. To enable APC to be a stronger voice in the conversation, and to represent the nonexempt employees (and understand the changes inherent), we need to stay fully briefed to vote appropriately.
  - New buildings per public/private partnerships that will be staffed by non-CSU employees ("outsourcing" of custodial-type work). This is a trend to keep in mind and has fiscal implications for the future.
- Salary increase: merit based, but comment that this calculation is not standardized across the different units. Consistency in this determination and how it ties into the AP evaluation process is something we need to continue to have on our radar.

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

- **PASSED:** Approval February APC meeting minutes
  - Motion: Shannon Holiday
  - Second: Ruth Willson
- **PASSED:** Approval of elect Keely Mendicino as the APC Secretary for 2017-2018
  - Motion: Shannon Wagner
  - Second: Joanna Holliday
- **PASSED:** Approval of appointment for Sara Colorosa to replace Area 12 rep, Mary Atella, who is retiring (she will fill in until end this term and then need to run for reelection).
  - Motion: Shannon Wagner
  - Second: Joanna Holliday

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

#### VII. **Officer Reports**

- Chair: New FC chair/VC elections
  - Voices Survey: 33% response rate from voices survey; receiving help from statistics Dept for analyzing data later this week
  - Diana Prieto update: aim to have every AP classified in framework by the end of the summer along with a proposal for salary structure which will hopefully be drafted by August. We do have an APC rep (Lynn Borngrebe) serving on this committee to represent our
  - Speaker series announcement
- VC: see written report
- Secretary:
- Treasurer: reminder if you want to spend money, there is a budget but check with Shannon on those expenditures

#### VIII. **Standing Committee Reports**

Executive Committee (Toni-Lee)  
 Awards (Kimberly Cox-York & Gretchen Peterson)  
 Communications (Shannon Dale)  
 Employment (Ann Bohm-Small & Melanie Calderwood)

*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.

**\*\*\*Nominations & Elections** (Shannon Wagner & Lesley Jones) send an email to Lesley or Shannon if up for reelection. There are many areas that still need representation next term.  
Policies & Procedures (Catherine Douras)  
Service & Outreach (Dawn Nottingham & Dan Banuelos)  
Ad Hoc Budget Committee (Lynn Borngrebe)

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

**Adjourned - 10:24am**

*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.*