

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

**Members Present:**

Matt Klein (1), Keely Mendicino (1), Dawn Nottingham (2), Steven Dove (3), Barb Gustison (3), Jerick Flores (4), Catherine Bens (5), Melissa Emerson (6), Caitlin Kotnik (6), Rick Novak (7), Kimberly Cox-York (8), Shannon Dale (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Jessica Cox (11), Lisa Metz (11), Shaila Parshar (11), David Jones (12), Brian Newell (13), Anita Pattison (13), Tenley French (14), Collette Hageman (14), Jennifer Parker (14 alternate), Trevor Eyden (15), Ruth Willson (15), Joanna Holliday (At-Large), Shannon Wagner (At-Large), Toni-Lee Viney (Chair), Deborah Yeung (Vice Chair), Jim Abraham (CPC Liaison), Diana Prieto (HR), Bob Schur (Compliance), Becca McCarty (alternate)

**I. Call to Order: 8:32am**

**II. Announcements**

- APC Idea Box - it's here every meeting for member feedback
- April 10 (today) – It's on Us Summit (first statewide It's on Us Summit): CSU is involved in this with a couple of other partners <http://itsonusfortcollins.org/colorado-us-summit/>
- LiveHealth Online (update by Joanna Holliday) – see handout at end of agenda packet; for those who use Anthem as provider, overview of the highlights of this system on the flyer.
- May 8 – Diana Prieto and Nick Cummings: Salary Equity Results
  - May 8 – Diana Prieto and Teri Suhr: Medical Plan Campus Conversation
- June 12 – Meeting in the Senate Complex in LSC
  - June 12 – Rick Miranda – Review of Budget Area Review Committee (BARC), Upcoming Changes to BARCs, and Incremental Budget Update
  - June 12 – Diana Prieto – AP Compensation and Framework

**III. Guest Speaker**

- April 10 – Mary Ontiveros, Vice President for Diversity and Jennifer Schneider, Learning Research Analyst: 2016 Campus Climate Survey Results
  - Results of this survey can help inform us on initiatives and goals moving forward.
  - The committee is here to describe their process and the goals of the survey. They primarily asked the question: "What are the 3 items that affect your ability to do your job at CSU?" As a response, they actually received back PAGES of answers. Initially, a number of groups were asked for input in developing the survey.
  - Committee makeup: 2 reps from *Status of Women Faculty* group, faculty member, AP and CP member reps.
  - The cabinet presentation is on April 11 and after that, you can read the summary of results online on the CSU (IR) Institutional Research website. All the results will be posted there after tomorrow. The findings/information/conclusions will be presented to cabinet and from there, they will decide on the call to action. They would also like all of us to interpret these results to generate a more holistic overview of what is going on in campus. Results shouldn't be interpreted on their own, but looked at in the context of our various groups on campus (i.e. the APC in addition to our unit/job on campus).
  - Jennifer Schneider's presentation:

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- Survey was designed to assess the current campus climate of the University.
- Results are intended to provide the overall picture of employment, inform policies & initiatives, provide a small benchmark for longitudinal benchmark and further the commitment to institutional accountability (avoided stadium, parking); responses are anonymous.
- 2016 Survey was designed by the Assessment Group for Diversity Issues and administered via Campus Labs. It took 15 minutes to complete and results were reported in aggregate. President Frank sent out the call for the survey.
- Response Rate = 30.3% for all employees, 32% for AP, 18.7% Faculty and 39.4 for State Classified.
- Respondent Overview - AP employees made up ~1/2 the respondents; see the survey results online for detailed numbers on gender, minority status, employee category and years employed at CSU.
- Survey Framework: constructs that came up in the results
  - workload, work respect, leadership, search committee, physical campus, diversity, campus trainings
  - Ran a factor analysis for each of the constructs that came out
  - Each construct is reviewed and the specific details/items for each are highlighted:
    - Workload: broken down by employment type; faculty had more perceptions of overload and time expectation; there is an effect size btw groups; smaller effect size for APs
    - Work Respect: AP has significantly higher mean score than the other groups in this category (high as unfavorable by this metric)
    - Disrespectful Experiences
      - Observed: 37.3% observed feeling ignored or excluded and 23% put you/others down/condescending
      - Experienced: 44.8% feeling ignored but only 15.5% condescending
      - Employee Category Item Agreement - breakdown of accountability and inequities between employee categories
    - Leadership: broken down into Executive and Accountability Standards; AP has higher mean scores (favorable perceptions) of Executive Leadership and Accountability
    - Physical Environment - AP generally more favorable perceptions than other groups (faculty)
    - Search Committee - listed % who had served on a search committee and observations on this committee/experience of serving and perceptions on fairness.
    - Work Environment - scale of 1-5 profiling safety, diversity of staff, racism, disability and other metrics of the work environment and perceptions on campus.
    - Perceptions of Diversity - responses (agree/disagree) on certain perceptions regarding diversity, religious differences and tolerance

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- Negative Treatment or Behavior
  - Observed & Experienced broken down by categories of treatment/behavior
- Campus Training - 90.4% of APs said supervisory training should be required of all supervisors
- Campus Perceptions - asked for both CSU and Unit/Dept; AP showed higher mean scores than other employee groups in both these categories
- Average Responses by Gender - women had more favorable (positive) for many categories; higher work respect; positive impressions on exec team; these were different for SC employee group. Surprisingly, many categories were perceived unfavorably by women.
- Campus and Department Perceptions - higher for AP; CSU overall generally more favorable than Unit/Dept.
- Numbers of CSU campus perceptions & Dept/Unit/Office perceptions are compared 2016 vs. 2014.
- One benefit of looking at the constructs is the power to use in looking at regression models. This looks are the construct work respect and controlled for the different metrics to ask the question, "What impacts employees perceptions of work respect?" These were individually predictive but overall the biggest driving factor making the biggest impact was physical environment.
  - "What impacts campus perceptions?" question: the Executive Leadership, and Accountability Standards was the most significant predictor.
- Personal and Employee Characteristics: "employees with no dependents" and "employees who have worked at CSU for 5 years or less" had more favorable mean scores.
- Based on the survey, there is so much data and results for analysis, their goal is to disseminate. It wasn't broken down by college/division, as the protection of anonymity is more important. Also the response rate should be better before drawing too many conclusions based on college. They are interested in feedback and thoughts on impact and potential action items moving forward.
- Broad conclusions from this survey vs the 2016: the concern for anonymity higher this year; the gender-inequity questions; physical campus and environment and how that fed into the construction was an overarching theme on feeling respected.
- Mary Ontiveros gives a basic verbal overview on the (unofficial) Focus Group findings and how they compliment the survey results.
- Re: funding question - the survey findings might help prioritize or reallocate budget decisions. But some courses of action might not cost any money and can be accomplished regardless.
- An executive summary with more descriptive statistics will be available in a full report later in the spring once these initial presentations are given.

#### IV. Guest Speaker Topic Discussion

- Any salient points that we, as a council, would like to incorporate into goals/action items?

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- How to encourage a better response rate while maintaining anonymity? The supervisor-training piece was important validation but how do we address the gaps in the need and the budget to provide? What is the obstacle in wanting and providing training (budget? time? supportive supervisor?) How can we give the supervisors the support and resources they need? Regarding the "time" questions addressed in the survey, did this stimulate any thoughts or concerns? How did our results compare to peer institutions? Can there be better inclusivity across the employment groups on such efforts as awards and campus-wide initiatives?
- Are other surveys impacting the response rate? Can the salary issues addressed on the APC Voices salary survey be incorporated into the campus climate survey in the future? The next survey is slated for 2018.

## V. Proposed Motions

- PASSED: Approval of March APC meeting minutes
  - Motion: Lisa Metz
  - Second: Matt Klein
- PASSED: Approval of Lauren Wolff as the representative to Area 10 (to replace Erin Edelstein)
  - Motion: Gretchen Peterson
  - Second: Shannon Wagner

## VI. APC Initiatives Discussion

- Review of 2016-2017 Goals - these are set at the beginning of the academic year so we are taking time to review and gauge progress.
  - Advocate for salaries and DCP (defined contribution plan) is currently slated in the budget to be funded. It has taken ~4 years to get us up to the peer average although that average might have increased as well. Staff salary increases has been advocated for over the past year.
  - Policies for work/life integration goal: parallels with campus climate survey; caregivers survey recently went out; Dr Gwen Fisher came to speak to APC; we addressed this in the memo to Tony as well. This continues to come up.
  - Enhance involvement with budgetary committees on campus: APs were involved in the BARCS (phasing out the SPARCS); we were involved in that process but there could be improvement to the process in general. There are changes slated to the process itself and the provost may elaborate when he speaks to the council next month.
  - Supervisor training - lots of success in achieving this goal so we should continue to push for the mandatory nature? The comment is made that this might be missing a module addressing work/life balance and providing more of the nuts and bolts of navigating this supportive role for employees. The current training is a good overview and basic structure, but another module can provide more specifics. Could we partner with the President's Commission on this?
  - Evaluation system for APs - not much has happened yet specifically, but the motions and movements leading up to this are in motion. We did ask for HR dollars to support this and were told that we need to see how the recently implemented HR software system plays out.
  - Parking Plan - actively participated in the conversation and we were heavily involved. There are still items (foothills campus) on the radar.
  - Creation of professional development fund (Joanna Holliday) - there might be better mechanisms to help support that and this committee will make

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recommendations to this end. This is a common question from the AP community at large

- Enhance AP experience - we started a committee to address this, but couldn't garner the support/participation from the council due to workload and time constraints. The pieces within the goal are at play, but will keep this on the radar.
- Enrich diversity of APC membership - N&E committee has put effort/thought on recruiting efforts to help this goal.
- Increase awareness - service and outreach committee has worked on this, benefits committee had a PDI workshop to this end; the luncheon has helped as well.

## VII. Officer Reports

- Chair
  - Met with Tony Frank/Lynn Johnson and will meet again; spoke about salary and the budget. Senate Bill 27 (TABOR and removal of the Hospital Provider Fee toward this cap) should be watched. If this isn't approved, there will be consequences on salaries, as it will hinder the State allocation to Higher Education.
  - Voices survey - the open-ended questions are currently being coded; and can report on the results soon.
- Vice Chair - luncheon thanks; chair retreat summary; creating SOPs for all of the standing committees by refining Dropbox and reviewing/editing current SOPs. The final chairs' meeting is scheduled in May. Reminder that the annual committee reports are due soon.
- Secretary - new member placards coming soon!
- Treasurer, Chair-Elect - any budgets remaining should be submitted. The retreat needs to be scheduled in July or early August. August looks slightly favorable.

## 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)

- Welcome to new members. This committee is looking at a casual pilot/member induction meeting to connect before they attend a meeting. ***If anyone is interested in being a mentor/buddy toward this purpose, please email Shannon.*** We will be looking for one from every area.
- Elections: The election is going on now. Ballot bin has been challenging (access and functionality of the voting process). If APs are having considerable difficulty, they can contact Lesley. We still need nominees for the College of Natural Sciences (Area 13), so please nominate or contact Shannon for nominees. Encourage constituents to vote!

Policies & Procedures (Catherine Douras)

Service & Outreach (Dawn Nottingham & Dan Banuelos)

Ad Hoc Budget Committee (Lynn Borngrebe)

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

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- 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)
- Diversity Initiatives Committee (Josh Casto)
- 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 Campaign)
- Parking Appeals Committee (Kay Gallatin and Anita Pattison)
- Parking Services Committee (Roseanna Bateman and Dan Banuelos)
- Physical Development Committee (Edit Szalai)
- **President’s Commission on Diversity and Inclusion (Josh Casto)**
  - **See written report.**
- 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)
  - 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)

#### **Adjourned - 10:24am**

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