

Administrative Professional Council  
Business Meeting Agenda  
December 12, 2016 – 8:30-10:30 a.m.  
LSC 372-74  
**MINUTES**

**Members Present:**

Matt Klein (1), Emily Hiza (1 alternate), Dan Banuelos (2), Lynn Borngrebe (2), Steven Dove (3), Barb Gustison (3), Jerick Flores (4), Catherine Bens (5), Karl Bendix (6), Melissa Emerson (6), Caitlin Kotnik (6), Catherine Douras (7), Kimberly Cox-York (8), Shannon Dale (8), Rosanna Bateman (9), Jessie Stewart (9), Jessica Cox (11), Lisa Metz (11), Shaila Parshar (11), Mary Atella (12), Dave Jones (12), Anita Pattison (13), Tenley French (14), Maggie Bruner (14 alternate), Jennifer Parker (14 alternate), 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 - 8:33am**

**II. Announcements**

- APC Idea Box
- The next APC meeting is located in the Senate Complex in the LSC since the PDIs are going on next month
- 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
- APC leadership positions- officer elections will be taking place so think about serving in this capacity and feel free to approach current officers with questions.

**III. Guest Speaker**

- Lynn Johnson, Vice President of University Operations: Incremental Budget
  - Intro: she is our liaison to administration at CSU; chair/co-chair meet with her on shared governance issues
- BOG meeting just took place. The budget is not exactly where everyone wants it, especially regarding salary increases, but there is room for conversation.
- Incremental (change) overview passed out. Around 1/3 of the budget is the portfolio and based on research dollars; 25% is auxiliary whereby that entity has to raise own money.
- E&G (Ed and General) = tuition and fees, where the talk is focused
  - Base funding from CO State on performance. They developed a model based on HOW we are judged on performance:
    - Enrollment/undergraduate/Pell - Dollar amount for credit hours; Pell eligible will receive additional dollars and this helps to increase access to higher ED for prospective students.
    - Mission - certain amount allocated
    - Performance - # grad degrees, # matriculated btw years, other metrics play into this measurement
  - These metrics increased for FY'18 slightly, looking better than typical 20%
  - Performance funding model - revenue and expense sides

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- Budget data book provides a piece of this; this grows with inflation and includes all salaries. Para is increasing, so this will grow based on a number of factors. State funds 20.5M, so based on this they determine cap on tuition but we can request a waiver for this cap with the state legislature. We did not ask for that this year. In the current governors bill, tuition increase is limited at 6% so they have planned around a 5% tuition increase.
- Different models are presented on the budget sheet.
- Note base assumptions (back of sheet) - growth in tuition across resident/non-resident, differential tuition, PVM, internal reallocation (interpret as budget cut) of 1.2% which puts undue pressure on the administrative side of CSU
- REVENUE: 2.5% salary increase currently listed in budget but sheet lays out different models.
  - Tuition as it relates to FTE regarding residents verses undergraduates. They share the net tuition with departments and not just the difference in tuition between residents and non.
  - State Funding Impact is 2.9M
  - Facilities and Administrative Overhead - this deals with the monies that come back to CSU from grants, the rate changes and goes under review. This is not a revenue source. It's a recovery of cost that CSU provides for given researcher to do their work. It is deployed through the expenditure side.
- EXPENSES: broken into categories (representing subtotal of numbers below that section), reference budget sheet.
  - Student success has been a focus (counselors, minority populations, graduation and matriculation rates)
    - Commitment in health support and safety.
  - Faculty/staff compensation, SC raises, promotion raises
    - Living wage increases - take all salaries below the 30K annual mark, so this will help in progressing toward that goal but we need to work with the state on their range limits. This hasn't been fully addressed with this budget proposal, but it is a step. This is mostly SC (99%) but there are a few faculty and AP positions within this category. This goes into effect July 1, 2017.
    - The state has raised the floor on several custodial categories.
    - DCP contribution
  - Academic Incentive Funding has different models 236, the other components are reviewed
  - Financial Aid - 1.2M represents the Pell students; note commitment to CO enrollment growth (conversations will continue on this effort but no modifications are planned); nonresident enrollment is increasing; increase GTA tuition correspondingly
  - Mandatory costs - utilities (lighting retrofits, plumbing issues etc. to help with building maintenance on down the road), bond payments (CSU covers part of the debt on several buildings approved by BOG but not covering full debt), facilities O&M (chemistry, biology, part of medical center E&G covers utilities, custodial and any facility specialists will be covered in these new buildings); library subscriptions.
  - Quality Enhancements - limited resources in this section, what is listed is already committed.

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- Internal Reallocation at 3M next FY
  - State has come up with a model that helps to inform state funding. On the backside, tuition increases have to be balanced with the market.
  - Other institutions in CO have a similar tuition increase cap.
- **Q&A**
- FLSA implications - each unit at CSU is navigating this issue according to how they see fit. Different units are treating it differently.
- Minimum wage bill (~\$9.30 currently); this mainly manifests in the auxiliary; these are the units that will be affected by this increase (proposed to increase to around ~12%)
- Questions on the nature of the Quality Enhancements section. One example is the FLSA time clock program that falls under the Infrastructure and Compliance line item.
- Hospital Provider Fee could be a means/hope to help the budget in this FY
- Controlled Maintenance - depreciation of costs of old buildings so new spaces are cost more than the old spaces; utilities are going up due to increase in volume; research projects also contribute to a higher ratio given the
- Possible avenues for salary increase? DCP (Defined Contribution Plan - retirement match from employer over 5-year period to match average of peer institutions)
  - Possible deployment of 1.5M under student success has not been deployed so there is a little possibility there.
  - Advancement revenue is a one-time gift and a difficult resource to base budget line items on.
  - Promotion raises for APs (akin to faculty)? There is a look at market conditions by Diana Prieto to start addressing the equity issues.
- Buildings coming online for future budgetary (IBTT) project considerations.
- Investment in future research might manifest as faculty cluster hires but there is not as much room within the budget as hoped. Student success and enrollment growth has been the focus of the past few years.

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

- Semi-bleak view regarding the salary increases yet this is important piece of the APC in making recommendations and representing the current status to our constituents.
- Possibility of reducing the salary increase (even of 2.5%) as it is for those monies to go back into operating budgets of given departments.
- DCP as a way of ensuring our benefits in lieu of merit increases.
- University Benefits Committee has asked for another benchmarking on the peer institution review determination of DCP.
- One consideration: it is still up to the discretion of a given unit to divvy up the increase, whatever salary increase is decided. Divisions grant these increases differently and at their choosing, so approval at one level does not guarantee an increase across the board for everyone.
- Salary stories campaign - a way to address some of these difficulties. This effort is still in progress. Our audience is not just central admin, but BOG and possibly at the state level.

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

- **PASSED:** Approval of November APC meeting minutes
  - Motion: Shannon Wagner
  - Second: Mary Atella
- **PASSED:** Approval of modifications to DAPA award; discussion led by Awards Committee

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- Motion: Kimberly Cox-York
- Second: Matt Klein

## VI. APC Initiatives Discussion

- Feedback for Tony Frank
- Salary Campaign

## VII. Officer Reports

- Chair
  - Connected with shared governance APC & CPC counterparts in CSU Pueblo
  - COSFP budget update (in chair report)
  - Supervisory Training (by Training and Organizational Development out of HR): Dan B, Joanna H and Toni-Lee attended a 1/2 pilot on the presentation for the training program. They have a positive impression but say it's unlikely to ever be a mandatory training. There will be an incentive piece accompanying a possible supervisor certification that can be achieved. There is a LMS that is a part of the budgetary piece. It will indirectly incentivize by tracking participation. Rollout is in January.
  - Celebrate CSU - please provide feedback per the survey link. This is for council members only.
- Vice Chair: thank you for feedback on Tony Frank' memo; approving APC experience feedback still needed; alternate structure (they currently should receive all materials on listserv); supervisor letters will still go out commending service on APC; standing committees have undergone some mild adjustments so let Deborah know if you would like to see any changes to member number; call for 1-time commitment to sub for Josh on that committee; need for APC rep at CPC meeting (Karl B agrees); period project task force needs representation (Kat D agrees); next round of committee reports pushed back to Jan 2, 2017.
- Secretary
- Treasurer - make sure to take let Shannon know about budget requests.

## VIII. Standing Committee Reports

Executive Committee (Toni-Lee)

\*\*\***Awards** (Kimberly Cox-York & Gretchen Peterson)

- DAPA has been slightly modified by re-categorizing into selection criteria and nomination process (should be a nomination and 2 letters of reference); new process more in line with AP star award.
- Vote on changes to this process (see proposed motions above)
  - Discussion: selection criteria and concern that it might leave certain people out of the running. Change wording to re-label as "example" or "suggested" criteria.
    - Suggestion of commitment of supporting campus community
  - Please distribute reminders with constituents.

Communications (Shannon Dale)

Employment (Ann Bohm-Small/Melanie Calderwood)

**Nominations & Elections** (Shannon Wagner & Lesley Jones)

- Movement to a 1 alternate per area idea.
- Tie to area but committee will develop a hybrid model

**Policies & Procedures** (Catherine Douras)

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- Drug and Alcohol form distributed in last agenda packet is updated so go back to official policy website to reference.

Service & Outreach (Dawn Nottingham & Dan Banuelos)

Ad Hoc Budget Committee (Lynn Borngrebe)

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

**Adjourned - 10:24am**

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## 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)
- 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 (**Rosanna Bateman** and Dan Banuelos)
- Physical Development Committee (Edit Szalai)
- 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)

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