

Regular Monthly Minutes
November 10, 2016
9:00a.m. – 10:30p.m.

Advisory Council:

Ray Acuna-Luna, Chair
Brigitta Jozefowski, Vice-Chair
Larry Clark, Past Chair
Adam Williams, Treas/Sec
Lauralea Edwards
Karen Garrett, NCPS Liason
Cheryl Hansen
Maria de Jesus Dixon
Kate Kamerrer
Nella Letizia
Pam Loughlin, WSU Everett
Steve Rigby
Sue Shipman
John Sullivan

Alternates

Toni Broyles
Sur Gilchrist

Ex-Officio:

Anita Orton, HRS
Lisa Gehring, HRS

Excused

Cindy Armstrong, WSU Puyallup
Nikki Hinshaw, WSU Vancouver
Amanda Sperry, WSU Tri-Cities
Larry Hoffman, WSU Spokane
TJ Martin

Alternates

Stephanie Rink, WSU Vancouver

Meeting called to order at 9:00am

Welcome and Introductions

Chair Report

Two AP forums were held, Tri-Cities was on 11/4/16, Spokane was on 11/9/16. We were pleased with the attendance and some very good suggestions were provided and a top few are:

- An increase in professional development such as webinars
- Creating a professional development data base to be housed on the APAC website
- A formal mentoring program
- AP compensation analysis

The executive officers will be following up and the ones that do not need the president's attention will be given to the appropriate APAC committees to begin committee work in order to accomplish these suggestions. The next forum is in Pullman on 11/29/16 from 8:30-10am. Vancouver will be on 12/6/16 and Everett's date TBA.

The AP Council was invited to a meet and greet with the Board of Regents on November 3rd, and it was a great opportunity for personal interaction. The AP council is also invited to attend a reception in the president's home on the evening of November 28th.

From the meetings with the president and provost, the issues of tuition waivers, annual reviews and other ideas will be compiled in a report and posted on the APAC website.

Guest Presenter:

Best Office Practices by using the Lean Concept and also a Transportation/Parking Overview by John Shaheen, Director of Transportation Services

The meeting can be viewed on the Expedience website. Also of interest is a free website tool: <https://trello.com>

<https://experience.wsu.edu/Calendar/Calendar.aspx> and on APAC website. A question and answer session followed each presentation.

Approval of Minutes. Motion to approve minutes as circulated. Motion carried.

New Business

- a. Toys for Tots – K. Garrett will follow up and coordinate this event
- b. The next Northwest Professional Coalition of Professional Staff (NCPS) will be hosting a conference next July. The conference site is close to the Canadian border. K. Garrett will be doing a site visit and a survey will be sent out to inquire and assess if there is interest in attending.
- c. The provost's office is conducting its annual food drive. Please remember to donate.

Open Forum – A concern was raised on the Family Medical Leave and eligibility. HRS provided this information:

[Family Medical Leave Eligibility](#)

[Business Policies and Procures Manual 60.56](#) – Faculty and Administrative Professional Personnel Leave

[Business Policies and Procures Manual 60.57](#) – Civil Service Leave

Sub-Committees

- Budget: Adam Williams – No report.
- Events Committee: Brigitta Jozefowski /Amanda Sperry - No report
- Marketing: Stephanie Rink – The results of the AP survey will be provided soon. The newsletter will be coming out soon, please provide any updates to be included
- Training/Professional Development: P. Loughlin: No report.
- Strategic Plan Review/Adam Williams: No report

Regional Campus Updates

Everett: Pam Loughlin/ No report
Puyallup: Cindy Armstrong/ No report
Pullman: No report
Spokane: Brigitta Jozefowski/Larry Hoffman/No report.
Tri-Cities: No report
Vancouver: Nikki Hinshaw & Stephanie Rink/ No report.

Ex-Officio Updates

Commission on the Status of Women: Maria de Jesus Dixon / Lauralea Edwards: CSW along with other groups have formed a task force to pursue the issue of paid paternal leave and a collection of stories from parents will be presented to the legislature. If you wish to add your story, please contact Lauralea.
Faculty Senate: No report
Health & Safety Committee: No report
Police Advisory Board: Adam Williams: No report
Sustainability & Environment Committee: Steve Rigby / Larry Hoffman: No report
Transportation Committee: John Sullivan/ TJ Martin: A survey is needed for faculty and staff to gather input from permit holders. J. Sullivan will follow up on this.
Team WellCoug: Kate Kamerrer. No report.

Next meeting is December 8, 2016. Meeting adjourned. 10:30am