**Zoom Etiquette Reminders**

* Please keep yourself on ‘mute’. If you would like to chime in or have a question, please raise a hand or chat in the text box
* The Executive Committee will be keeping watch for questions/comments, and will ask you to hop in and turn on your microphone to share
1. Motion to commence meeting
	1. Review and approval of July Minutes **Emily McElwain approved, Kristi Maida seconded. Minutes were approved.**
2. Committee Updates
	1. University Committees Reports
		1. Professional Development/Social Events (APC Executive Committee)
		2. APC Clean Up July 18th and July 25th Recap (Kathryn Starkey) **APC Clean up on July 18 & 25. It was really successful, article was written on the CSU Pueblo website. It’s a long stretch of road with a lot of trash, but it’s newly ours. Next clean-up is October 24th.**
			* 1. Link to article! <https://www.csupueblo.edu/news/2020/07-21-administrative-professional-council-cleans-up-pueblo.html>
				2. Next Cleanup: October 24th
			1. Extended Studies Professional Development Opportunities (Kathryn Starkey) **Extended Studies is offering opportunities. Check out the website for updates.**
			2. Campus Reentry and Fall Semester Updates (Donna Souder-Hodge) **Donna will join us toward end of meeting. Abby encouraged participants to ask questions in the chat box and then Donna will answer questions when she arrives.**
		3. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson)
			1. Recap: Thursday July 16th Meeting **Planning for the fall was covered by President Mottet, dispelled misinformation. ThunderStruck award was awarded to Vicki Becker nominated by former winner Margie Massey. Lots of information sharing from Niki about job offers and updates. A lot of the messaging was about COVID-19 information and reporting protocol. Engagement activity with different Zoom breakout rooms for brainstorming for different scenarios- i.e. supervisor manual for pandemic, developing talking points about students or colleague not wearing a mask on campus, based on what you’ve learned what changes would you make to the continuity plan given your experience. HR training was Filebound.**
			2. Next Meeting: Thursday, August 20th
		4. President’s Budget Advisory Committee (Abby Davidson) **Haven’t had a meeting since earlier this summer. Abby will keep us posted about next update.**
		5. Next Meeting: TBD **Alejandro said there will be another meeting close to the end of the end of the 1st quarter in the fiscal year.**
		6. Equity Matters and Updates (Kat Abernathy; Jen Martin-White) **Will speak toward the end of**
			1. Jen Martin-White will provide updates on the Equity Study and Performance Reviews during the ‘New Business’ updates
		7. Search Committee Updates and New Staff Introductions (APC Group) **Daniel Minich was hired as new Admissions counselor on campus, started July 27. Jason Sellman started for University Track Center, he started in July. Jonni Valdez Silva is the new Operations Coordinator in Extended Studies. Tyson Gale is the new Director of Sports Performance for Pack Athletics, he started Monday, August 10.**
		8. APC Foundation Scholarship and Fundraising Activities
			1. Give Day Updates (Megan Mueller) **The committee hasn’t met yet, but will meet soon to go over what needs to be done and next steps.**
			2. Monthly Payroll Deduction (Haley Sue Robinson) **Haley has a stack of paper for registration or you can e-mail her for more information about donating to the APC scholarship.**
		9. Upcoming Events and Opportunities
			1. Convocation Week Updates (Tracy Samora, Donna Souder-Hodge) **Convocation begins at 9am on Monday, August 17. You will need to RSVP- there are in-person and virtual options. Updates to come with more info and schedule coming later in the week.**
			2. Tundra’s Memorial Wednesday August 26th Time TBA (Tracy Samora) **Live mascot memorial. Allowing up to 500 folks to participate in person.**
3. New Business
	1. APC Executive Committee Election Results (Tracy Samora) **Conducted elections and we have Lee and Ainsley who have joined us since the July elections. Haley was re-elected and so was Emily and Ryan. Thank you to Derek and Carol for serving. Thank you to Chris and Justin for serving as election commissioners.**
	2. Primer for Fall Semester Launch: Rec Center Updates (Emily McElwain) **Working on letter to re-open. August 19th is the reopening date with fall hours. With the reopening it will be CSU Pueblo students, faculty and staff only so no anyone no affiliated with campus will not be allowed back yet. We’re going to wait until we transition into phase 2. Hours will change with Thanksgiving break and moving to online. Building capacity will be 100 people/hr. Health screening will occur for each person as they enter, it will not be the same as Parking and Safety or Laurie’s group. There is no restriction for a time limit at this time. Only place that needs a reservation is the pool at this time, 24 hours in advance which can be made online or by calling in. Equipment has been moved to space for social distancing. There will be stickers help with spacing. No programs or services will be offered until after Labor Day. Equipment rental with Outdoor Pursuits will open shortly after Aug. 19 and curbside pick up will be offered. Locker rooms will be offered, limited to 10 people in each.**

Instructional Technology Update (Denise Henry)

Instructional Technology Physical Space Support (Adam Pocius) **Adam and Denise presented together. 155 participants are working with a mini grant with CTL and OER with 80+ completing from start to finish. This started as a side project and it really blew up with the feedback. Denise and Adam attended a session with Ft. Collins and they’re borrowing info from CSU Pueblo. This is allowing faculty to plan for their needs for the fall. Denise has received excellent feedback. Professional learning about growth mindset, grit and trauma informed teaching. This is helping faculty get at a more informed well-rounded way to teach. There was a 9 day webinar series for faculty to be supported to help get them ready for fall- 49 participants total with 9 days of 3-4 sessions each day. This is really about supporting students and providing solid instructional experiences. There will be additional webinars offered during Convocation week. CTL website is being rebuilt currently with faculty facing pages and student facing pages. We want students to feel supported going into fall. Adam spoke about Blackboard upgrades, which is on schedule for Aug. 14. Doc camera upgrades are coming for many classrooms. Zoom and Blackboard has been upgraded- this is huge because now faculty can log in through Blackboard and record everything without logging onto Zoom. Voice Amplifiers have been ordered with 59 being offered for campus use. This is something that helps because of mask wearing and students joining via Zoom. Big software and integrations. More information available in the email digest.**

Athletics Update (Dax Larson) **NCAA Division II cancelled fall championship for Football, M & W Soccer, Cross Country, and Volleyball. Football, Volleyball, M & W Soccer were all delayed until spring per RMAC guidelines. Cross Country is allowed to compete, however because of the high level of competition in the RMAC, CSU Pueblo’s team has opted out. Golf and Tennis are dual season sports and will compete in the fall. Athletics is honoring all scholarships to all full-time students, they cannot support part-time students. NCAA has offered waivers for eligibility. Decisions on starting dates for winter and spring sports have not been determined yet. That will be forthcoming. Communication for corporate sponsors, public, season ticket holders and Pack Club members will be going out later this week. Construction has been able to continue in line with Vision 2028.**

Trio Update (Gina Lopez Ferguson) **Lots going on and asking for assistance. Please refer any student who needs to work with TRiO about returning to college- low income, first generation, anyone who doesn’t have a college degree. Veterans upward bound has already met their numbers, but there are openings for the September cohort. Student support services was refunded for the next 5 years. Educational talent search needs help because they will not be allowed in the schools this fall. PAA, Hope Academy, South, Central, Risley. There’s information online or you can contact Gina directly. Everything will be online.**

Student Orientation and Engagement Update (Gena Alfonso) **Orientation looks different this year, all the in-person sessions that were scheduled throughout the year were cancelled and pushed until Aug. 21-23. There are currently 83 registered. Luckily SEAL already had online orientation in place prior to this pandemic which has helped. Students will be divided in cohorts to help with social distancing. There are Zoom and pre-recorded options for faculty to participate. SEAL is working hard to connect incoming students with orientation leaders.**

Student Academic Support Update (Abby Davidson)**Lots of collaboration has happened for tutoring this summer. WC online is a new platform being utilized.**

ADA/accessibility compliance (Justin Hiniker) **Justin has been helping with accommodations and communication. Testing, face masks, scheduling and meeting needs of students. DRC is working with note taking which is primarily in person. Resources are being shared continually with students and faculty. Testing will be more stringent for accommodations. Justin and his team want to be sure that they can clean in between services in the office space.**

Mask enforcement and behavioral management (Nicole Ferguson) **Nicole shared a 6 page document. She really wants us to get in the habit of reporting. She’s happy to help give a presentation. Nicole wants us to document- DO NOT wait until you’re at your wits end. Just get in the habit of reporting.**

Equity Study and Performance Review Updates (Jen Martin-White) **Thank you for those who gave feedback in the survey. Not a lot of negative feedback. Definitely want to move to an electronic format with a fillable form. There’s definitely a need for training in the future. Abby, Kat and JMW met with admin pro salary info and comparisons with updated job descriptions. Still moving forward and definitely a priority for HR.**

Donna Souder Hodge **Shared COVID-19 Request for Exception event form. The idea is that instead of each group working with PDPHE individually, the campus will work on their behalf. This is all dependent on the variance for the county. Screening is very limited based on what you’re willing to give and it’s also very costly. A hotline and e-mail are coming soon. Donna is fielding these questions currently. If you have questions, call Donna! In person screening goes away Aug. 24 it will just be voluntary screen screening and for visitors/guests to campus. Lots of mental health info will be included the in the upcoming COVID-19 RPT email later.**

1. Next Meeting: Wednesday, September 9th
	1. Guest Speakers: Chris Milliken and Jennifer Torres to share information on NetID and Banner Implementation
2. Motion to Adjourn Meeting **Laurie and Marcus both moved.**