**Administrative Professional Council (APC)**

*Wednesday, September 11th*

*Meeting Agenda*

*10:00–11:00am, OSC 006 (Great Plains)*

1. **Motion to commence meeting**
	1. **Review and approval of minutes**: approval of minutes, seconded and set from last week.
2. **Committee Updates**
	1. **University Committees Reports**
		1. **Professional Development/Social Events (APC Executive Committee)**
			1. **Thanks for attending our Coffee Break!** We’ll keep you posted as we have more social events
		2. **University Leadership Team Updates (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson):** Restructuring of student affairs – you got the email. Discussion of accounts receivable debt – there’s a new controller, Juanita Pena, and in the last two months, 500k in the last two months collected or identified to be written off as bad debt. Their team is working diligently to bring down that balance. It does span over many decades, but the point is that there is a lot sitting out there we should write off to then see what we can collect. Enrollment update – we’ll know more after census on Friday. Chrissy will come in October. Donna is here to do the Capital Campaign with us later in our meeting.
		3. **Equity Matters and Updates (APC Executive Committee):** We are moving forward with reconvening the compensation committee with APC – we have verbiage and are working with Kat in HR to move forward. We hope to have an October meeting.
		4. **Search Committee Updates (APC Group):** Rec just finished a search – filled Assistant Director of Business and Membership Operations decision. Provost finished search for Office Manager Position – V moved up from Cashier’s office. CAE just had new transfer advisors start, one more position that has been filled for an advisor and will be here the 16th, in process of hiring a new HSB/CAE advisor that will be housed in both areas to help with business freshman cohort. Kristi in teacher education. IT – new IT security person, a new client technician for desktop support and an instructional technologist will help with LMS – Denise will start in next two weeks. New HR Director – Kat Abernathy. Visual designer position is open and 32 applicants already – Adam P. is chairing that search – it’s a bit different than the Creative Director position and is more design-based.
		5. **New Staff Introductions (APC Group):** Kristi Maeda in Teacher Ed Praxis Coordinator, Violetta M. in Provost Office as Office Manager, Lee Saunders new transfer advisor, Cody new transfer advisor, Lani – new transfer advisor, Cassidy – new advisor in CAE, Elaina in Rec Department.
		6. **APC Foundation Scholarship and Fundraising Activities (APC Executive Committee):** Haley – at last meeting talked about Crowd funding and possible ways to increase our scholarship for the APC fund. Sami is asking for additional people to sign up for give day – November 15 – will be the date every year. It’s an opportunity for us to do for our campaign. We will need collaboration on that – there’s a few pieces to it like a description, youtube video, social media, and tell our friends and family etc. to get money and recruitment. We’ll send a follow up email to see if there is any interest. For our scholarship fund that we can give to – we can give through payroll deduction that benefits us as APC group and our family members that would apply for the scholarship. Megan G. did it last year and can help.
		7. **Upcoming Events and Opportunities**
			1. **Adopt a Highway Update (Kathryn Starkey):** we’re launching it on October 12 from 9-12pm four Saturdays a year. We will pass out a sign up sheet. The DOT will provide all of the materials – all volunteers will just need to watch the safety videos. Kathryn will send you out a reminder and map invitation.
			2. **Weight Watchers at Work Update (Emily McElwain):** Weigh in is at noon - $156 for the 12 week program. Discount for returners. You can payroll deduct it. Gets together on a weekly basis. Nice to be able to do on program with others at your institution.
			3. **September Free Trial of Thursday Lunchtime Workout Class (Emily McElwain):** This month Thursdays at noon – it’s no charge for any member of the campus community. You have to sign an activity waiver, but you can come at no cost. It’s a cardio and strength class. You can do a modification. After we look at participation numbers, we’ll look at an option for October and November.
			4. **Self Defense Workshop Update (Haley Robinson):** Need to work on picking a time and a space on campus. We need to pick a day and a time that would work best for those who are interested. Depending on how many people participate – it should reduce the cost and APC might help offset some of the cost. Let us know if you’d be interested so we can set a date. Lisa – the sheriff’s office does that for no charge.
			5. **Football Game Volunteering Update (Tracy Samora)**: Thunderzone runs concessions during the games under the direction of Amy. This might be a good way to generate funds for our APC scholarship fund. There is an opportunity for some different times. It’ll take quite a few folks to volunteer to gauge interest before Tracy pursues it any further. We don’t know the number of people but need six on each side – at least 12 people. Hour before the game and stay through the game.
			6. **Discounted Monarch Mountain Lift Tickets for Employees (Emily McElwain, Scott Robertshaw):** you can just buy tickets – only hitch, the person that pays for them has to pick them up at the Monarch window. You can buy as many as you want. Follow the flyer to get your tickets!
3. **New Business**
	1. **Guest Speakers for Today**
	2. **Dr. Donna Souder Hodge to share abut Comprehensive Campaign priority Brainstorming**
		1. APC is an important group for this since APC knows the reality of higher ed, what Pueblo needs, and the challenges we face. What’s about to happen with the comprehensive campaign that we’re about to launch and to introduce the CEO of the Foundation, Todd Kelly. 100 million dollar campaign. On the Move generated 28.5 million dollars. This will run through 2028, so this campaign will run for the next 9 years – not a quick fix and is a long-term goal. Our students have high needs and what does this comprehensive campaign look like as we involve our entire campus. 50 million will come through system investment – already gotten 7.8 that we received in August. They are committed to other investments in the next 5 years. They approved the first bit of money to launch. The rest will come from other places like through our OSRP and seeking big support that wouldn’t come through a foundation but through other places on our campus for underserved students.
		2. By May 2021, we want to have a public launch you’ve been working behind the scenes for a long time – people that are willing to be advocates/champions, and in the announcement, we want to be halfway to that goal. We will know about other grants soon. Issues like food insecurity, clothing, etc. came up as examples of students that need our help. Donna is asking – what would we do if we had the funding. How do we serve more students better with more money? What do you need in your units? What are your aspirational needs? What kind of innovative research could we do?
		3. We’ll hire 20 people this fiscal year with that 7.8 million – 4 more advisors – we have a lot of offices of one. What can we do beyond that – how do we long-term deal with some issues like food insecurity, etc. How do we build spaces to allow us and be innovative?
		4. APC did a group exercise to see what that list will look like. Each group reported their top two ideas to the group. Donna and TK will take the ideas to their committee as the campaign gets launched.
		5. TK spoke about the fund raising process a little bit. The job of the foundation is to help them make the change they want to make.
	3. Susan Benesch to share about employee benefits and offer Q&A
		1. Will return in October for our group to discuss employee benefits. Ran out of time.
	4. New HR Director (Kat Abernathy) quick introduction
		1. Will return in October for our group to discuss HR updates. Ran out of time.
	5. Upcoming APC Meetings/Guest Speakers:
		1. October 9th Meeting: Guest Speaker Chrissy Holliday to provide updates on enrollment (post census) and initiatives.
		2. November 13th Meeting (tentative): Marketing and Communications Team
		3. Tentative Future Speakers: Athletics, Financial Aid, Housing, Academic Departments
			1. Other suggestions for guest speakers?
		4. Other items to discuss (APC at large)
4. Motion to Adjourn Meeting – adjourned