**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 May Minutes

Sarah – motion to approve

Seconded by ??

1. Committee Updates
   1. University Committees Reports
      1. Professional Development/Social Events (APC Executive Committee)
         1. Online Professional Development Opportunities via Extended Studies (Kathryn Starkey)
            1. Link: <https://www.csupueblo.edu/extended-studies/short-courses-and-conferences/current-course-offerings.html>
            2. Pass these along to colleagues you might have that are not from CSUP – these are great opportunities that are pretty cheap.
         2. Online Professional Development Opportunities via HR (Jen Martin-White) – Academic Impressions is available to all campus folks. There are videos to navigate the system. We are in the process of creating website link to organize the offerings. You can go and see those categories and get started.
         3. Friday HR Zoom Happy Hour 4-5pm (Jen Martin-White) – every Friday through zoom! We use the link that’s in the email digest on Thursday. Last week everyone was on a tropical island. More relaxed atmosphere. The president and other VPs try and join as well.
         4. APC Clean Up July 18th (Kathryn Starkey) We’re going to make it happen! If you’re interested, please contact Kathryn. We’re limiting it to 10 people.
      2. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson)
         1. Recap on June 2nd ULT Meeting
         2. Team together to talk about space and creating of campus schedules for fall
         3. Advising is moving to a different model.
         4. Brief reports on enrollment, budget, Blackboard and migration to the cloud, HLC visit that’s happening this fall, assessment to get ready for that visit, Banner implementation update, and strategic planning update.
      3. President’s Budget Advisory Committee (Abby Davidson)
         1. Recap on May 14th PBAC Meeting – leaving for Alejandro to update.
         2. Next Meeting: TBD
      4. Equity Matters and Updates (Kat Abernathy)
         1. Admin Pro Compensation Committee
         2. Performance Reviews
         3. Things are moving! There’s a survey going out this week New document that we’re going to use going forward is still in creation. As you’re going through your review, you have a one-page sheet for the bridge cycle goals. By October the new form will be going.
      5. Search Committee Updates and New Staff Introductions (APC Group)
      6. APC Foundation Scholarship and Fundraising Activities (Megan Mueller)
      7. Upcoming Events and Opportunities
         1. Convocation Week Updates (Tracy Samora)
            1. Starting to plan – a hybrid – can come attend in person and also do it remotely. Address from the president is on Monday and some great guest speakers.
            2. Ribbon cutting for the former psychology building later in the week.
            3. Still finalizing Tundra’s memorial – August 26 at 5:30 at the Thunderbowl
            4. Donna – there’s a robust convocation plan. We will have a great working convocation with some of the same updates that you would have expected before. What will be different, in anticipation in our current reality, some of that will be online. There are folks that aren’t ready or looking forward to being on campus yet, so what we’re doing is exploring software to utilize as an entire campus.
         2. Ironwolf (Emily McElwain)
            1. 6th year of doing Iron Wolf – running right now – June 7 – July 4 – competing duathalon of running and biking.
2. New Business
   1. APC Executive Committee Elections – Nominations and Next Steps (Tracy Samora)
      1. The election is coming! We need two election commissioners. We can report back to the membership. There are four positions available. We have folks that are interested in continuing, but if anyone else is interested in running, please let us know. The voting process is usually virtual. The link will be sent out immediately following the July meeting.
   2. Guest Speakers: Chrissy Holliday, Donna Souder-Hodge, Alejandro Rojas-Sosa and Niki Toussaint to share about budget updates and the campus reopening plan
   3. Budget:
      1. Alejandro – sharing what was presented at the BOG. Wanted to make sure looked at university as a whole, to ensure continuity, that full-time folks remained employed, ensured business continuity, ensure financial sustainability. 58% cut in state funding, 10% enrollment decrease, no tuition or salary increase
      2. Prioritization strategies – positive management, incentivize retirements, part time employees, discretionary expenses, salaries – all from PBAC
      3. Expected a 21M view shortfall – the way they balanced this – CARES Act 4M (2M went to students), CARES Act with the Governor 10.8M, BOG reserve funds 3M, Bog initiated refinancing funds 5.2M
      4. Campus expense reductions 1M
         1. Position management = 13 unfilled FTE
      5. We are budgeting at a 10% decline, and if isn’t as bad, we can go back and look at things like position management and how we can expand budget authority next year.
      6. We have internal resources so we are in a good spot fiscally.
   4. Enrollment
      1. Chrissy Holliday – 10% reduction in enrollment is the worst case scenario. 3 enrollment targets: first is growth target. We are 7-8% off of that target – we were on target before COVID hit. Year to date target – we planned a budget target that was flat compared to last year. We have been fluctuating 3.5 and 4% below those targets. We don’t really know what will happen throughout the summer. We know enrollment is tied so closely with our budget planning.
   5. Reopening
      1. Key dates, the work that’s happening, and open up to questions
      2. Since Monday, you’ve had to be screened. There will be 50% of employees back starting July 1. We are still waiting on guidance from CDHE and the Governor. We are working on the assumption that we’ll be open on July 1 and 50% will be rotating through campus. What that means will vary based on your department. Just received the first draft of the academic plan.
      3. The most important thing is flexibility – if we’re planning carefully, we need to be ready to pivot if something goes awry again. CDHE is working with the CDPHE as well, and that’s where it goes. There will be more signs on buildings. The next two weeks, we’ll be reaching out to building supervisors, details about classrooms, about shared spaces, and smart, adjusted maximum capacity limits. Can we have meetings in this space? Can we socially distance there?
      4. There are more signs and banners to help you go through the checkpoint. You’ll be able to find your way through the admin building and keeping good records. This will shift tomorrow, we’re running two shifts. Open at 7am until 11am, and closing for two hours to clean the space, and second screening open from 1pm to 5pm. Trying to manage resources and people.
      5. All of this could change, so please be flexible. Please pay attention to the messages that come from the president’s office.
      6. For July 1, there will be training videos, 1 page sheets with expectations. We’re keeping everything electronically and protected. HR doesn’t want any more paper! Keep it electronic.
      7. Individual units will look different. We need to have designated hours, team members here to interact with the public and students, and slowly ramp up who is back on campus. You might have needs – being at home is safer for some to figure out how/what that can look like. Putting as many resources as possible to fall.
      8. Summer won’t be perfect, there will be missteps, we don’t have it all figured out, but our goal is to have it smooth running by August 17.
      9. Who are getting the retirement incentives? The reference to the VSIP is implementation that we just went through and those continued savings for this next fiscal year. Not a plan at this moment to offer another Voluntary Separation Incentive Program. This last time it was offered for faculty. Typically only been offered to faculty in the past because that is the largest savings when we rehire or replace in those units.
      10. Goal is to prioritize spaces that will need plexiglass, etc. and will need feedback from folks too so they know if it’ll work or not.
      11. IT will certainly be involved when software is considered for fall and convocation etc.
      12. Laurie is working with the team to see if we can have better check-ins, trying to see about drive through access, and more
      13. This won’t feel normal – coming to campus is going to require patience and hassle in our world right now. It’s pretty complicated and it doesn’t feel great all the time. We need to have patience as we work through this process.
      14. Visitors dependent on the state of Colorado giving us guidance. If there is a need for a visitor to come to campus, that needs to go through your vice president. Everyone on campus will likely go through screening, but we don’t know what that looks like yet.
      15. In the process, you’re required to provide an ID
      16. Goal is to try and mitigate as much risk as possible to make fall meaningful for students. We are being so innovative, and that’s amazing. Trying campus open by fall, but we don’t know what that’ll look like. We’re waiting to hear more information from CDHE. There will be a 6’ protocol. We can get ahead on decisions like that for now.
      17. If you think of things, send those ideas along to us. Send as much info to your VP as you can.
3. Next Meeting
   1. Wednesday, July 8th
      1. APC Elections – Nominee Introductions and Voting Procedures (Tracy Samora)
      2. Guest Speaker: Dr. Mohamed Abdelrahman to share updates on College reorganization and implementation, as well as the reopening of the renovated Psychology Building
4. Motion to Adjourn Meeting
   1. Motion: Justin
   2. Second: Kristi

**Attendees:**

Abby Davidson

Adam Avina

Adam Pocius

Ainsley Holloman

Alan B.

Alejandro Rojas-Sosa

Allie Hall-Vanhook

Ana Rios

Ashley Marshall

Bailey Hart

Brenda Trujillo

Bruce

Carol Toponce

Chad Pickering

Cheryl Mincic

Chris Fendrich

Chirssy Holliday

Cody Engelhaupt

Corey Shilling

Courtney Gust

Dariana Roybal

Denise Henry

Derek Lopez

Donna Souder Hodge

Ellie Cassio

Elena Michalski

Emily McElwain

Gina Lopez Ferguson

Greg Hoye

Haley Sue Robinson

Heather Cornell Jennifer

Jennifer Maida

Jennifer Martin-White

Jennifer Quintana

Jim C.

Joanna

John Sandoval

Joleen Ryan

Juliette Mogenson

Justin Hiniker

Kandy Ruiz

Karen Stever

Kassidy Norvill

Kat Abernathy

Kylie McGill

Laurie Kilpatrick

Lisa Martin

Lynnette LEachman

Marcus Hernandez

Maria Iverson

Marisa Nunn

Mary Sandoval

Megan Mueller

Michelle Gherde

Nicole Sauzo

Niki Whitaker

Patricia Garcia

Renee Wall

Ryan Kendall

Sandie

Dandy Brice

Sarah Lawson

Sharon Berry

Steve Hodge

Thomas Lucero

Tiffany Kingrey

Tim Mottet

Tracy Samora

Trisha Pocius

Veronica

Vicki

Violeta Hernandez