**Administrative Professional Council (APC)**

*Wednesday, December 11th*

*Meeting Agenda*

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

1. Motion to commence meeting – Abby called meeting to order.
   1. Review and approval of November Meeting Minutes – Strider first, Leigh seconded.
2. Committee Updates
   1. University Committees Reports
      1. Professional Development/Social Events (APC Executive Committee)
         1. APC Holiday Thursday, December 19th 5-7pm (Tracy Samora) – we have Thunderzone reserved for next week. Reservation is for 70 on the restaurant side. APC will cover appetizers and non-alcoholic drinks. This is the third or fourth year doing it at Thunderzone. We hope you can come!
         2. Suggested Professional Development for Spring: True Colors Training – this is in the works right now. There are talks in HR about who is the facilitator for this. It’s helpful to ensure we can all work better together as a team.
         3. Self Defense Workshop (Haley Robinson) – Lt. Kindred will not offer it because it is a liability issue for the Sheriff’s office and would only be a lecture. Haley has looked at February for a possible timeframe for a new workshop. Need a headcount of how many would be interested to determine cost. As an Executive Committee, we will try and chip in for the cost of the workshop. If you’re interested in participating, send her an email to let her know. She will set a date in February and hopefully folks can come and make it happen. It would be an hour and a half timeframe.
      2. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain Abby Davidson) – ULT met in November. At that meeting, there was a brainstorming about how the Foundation can spend their money – how to build a campaign. It was similar to the APC meeting for the Foundation that happened as well. ULT looked at the different ideas that came to the top, looking at guiding principles, leading indicators, etc. to help the Foundation make some decisions. Aaron Alexander, the Chair of Art, presented on the reorganization of art, music, and mass communication. It was great to see the redesign of those programs that have now been presented to the BOG. Todd Kelley gave a report on Give Day – 1400 donors, raised 70k in one day, and many were faculty and staff.
      3. President’s Budget Advisory Committee (Abby Davidson)
         1. Next Meeting Thursday December 12th - no update yet since the meeting is tomorrow. So we’ll have an update the next meeting.
      4. Equity Matters and Updates (Kat Abernathy)
         1. APC COLA Decision for 3% - the President accepted this! So that’ll start in January.
         2. Plans moving forward – Kat was talking with Abby about how to figure out how to move forward and where the plan will go. She is working on this every day. She is 90% done assigning CUPA codes to each position. Once that’s assigned, she can do a study with the market data. Then that’ll be easier moving forward. Talking to APC compensation committee next week. This is a top priority for Kat in HR.
         3. APC Subcommittee will work with HR on Performance Evaluation. There will be a sub committee that will work on performance evaluations that will tie into the compensation conversation.
      5. Search Committee Updates and New Staff Introductions (APC Group) – new VPFA Mr. Rojas Sosa. Emily is chairing a search for Employer Relations Specialist in HR – through initial screening now. ES is having a new Independent Study Coordinator – Emma Mitchell. ES – Marketing position search position had small pool and extended the deadline and goal is to have the person in place by Jan 6 and interviews is next week. ES – transfer advisor at the Tower posting just went up. Derek – grant is funding 3 new positions as well. ES also hired a new program coordinator at the Tower as well – Kent McDowell. Abby chaired Executive Director of TRIO – Gina Lopez Ferguson. John Sandoval just hired a new HSB/CAE advisor starting Jan 6 and also chairing another program coordinator search. The EOC Job final interviews are today as well to hopefully start Jan 6.
      6. APC Foundation Scholarship and Fundraising Activities (APC Executive Committee)
      7. Upcoming Events and Opportunities
         1. Retirement Party for Karl Spiecker – Friday December 13, 4:30-6:00 in OSC Ballroom foyer
         2. Retirement Party for Michael Manos, Tuesday December 17, 2:00-4:00 in TRIO SSS Lab LARC 357
         3. Adopt A Highway Clean Up Details (Kathryn Starkey) – still waiting on the bureaucracy of Colorado DOT.
         4. ROTORAC is having a Santa Run on Saturday at 9am
         5. When we come back, the week of January 6th is Convocation week.
3. New Business
   1. Guest Speaker: Adam Pocius and IT Team to discuss Video Conferencing on Campus
      1. This will be an abbreviated training from the in-person training that ITC is hosting. Last year Adam worked with the Deans to see how many accounts we would need. Had 150 rooms on campus we’re updating and to have some virtual classrooms as well to build. 35 accounts was the number.
      2. Denise, our campus Instructional Technologist, has created a workshop so all can see how it works.
      3. So what is Zoom – it’s a software-based conferencing system. You can do more collaborative activities with others in a virtual space. Across campus, it’s implemented in a couple of different ways. There are some classrooms where you can teach with virtual students as well.
      4. We also see it with interviews and working with vendors on another end. How do we integrate this a bit more online – like with online office hours, etc.
      5. It’s also like an audio conference line – you can call in and be added as an audio participant and hear what’s going on. There’s a lot of flexibility with the system.
      6. There are a lot of search committees coming up – knowing how to use it is important to help expedite the process, to know how to troubleshoot, etc.
      7. It can also be a great tool to show something on someone’s computer – like an orientation, a budget sheet, point something out on their computer – you can do it quickly.
      8. Virtual classroom is where it becomes a bit more interesting. There are 3 zoom rooms at the CO springs campus. Teaching at that campus and here at the same time. Students in the springs show up and are virtually added to the classroom. Right now it’s a room to room set-up. Cameras can be more interactive, with things like mics in the ceiling, it’s a pretty effective classroom. We need help in this arena to help faculty. There are ways to create break-out rooms virtually as well, so there are lots of opportunities to create more engagement and pedagogy in the classroom setting.
      9. This is more innovative than other platforms like Adobe or Skype. The reliability is also great. It’s in a cloud bridge, so good internet is important.
      10. Meeting rooms – there are 2 dedicated rooms – Admin 109 is really updated for Zoom. They’re looking to make sure that all updates make meeting rooms zoom capable.
      11. One of the easy parts is to do your own management of your own meetings. In the new chair’s training for HR, if you have the need to use zoom, it’s requested that at least 24 hours in advance you will send all of the details to Wayne Todd so then you can personally send the URLs to the candidates you are interviewing. The meetings will all be set-up and you can just click to log-in.
      12. Next, Adam walked through a demo of a zoom meeting. He demonstrated how to set up a meeting, how to start a meeting, using a waiting room, how to use audio, share screens, annotate, chat.
      13. There are more trainings that you can take to learn a bit more! Contact the ITC for those details.
4. Next Meeting
   1. **Note Change of Date and Location for Convocation Week**
      1. Friday, January 10th 9-10am in GCB 111
         1. Guest Speaker: President Mottet to facilitate a conversation and update on Vision 2028
      2. Future meetings will continue as scheduled
         1. Second Wednesday of every month, 10-11am, OSC 006 Great Plains
5. Motion to Adjourn Meeting – motion to adjourn – Lee, seconded by Sarah.

Attendees:

Abby Davidson

Ana Zyzda

Kathryn Starkey

Linda Hannafious

Juliette Mogenson

Ryan Kendall

Adam Pocius

Denise Henry

Lee Saunders

Michelle Fox

Britni Huebschman

Violeta Maldonado

Emily McElwain

Elena Wichalski

Derek Lopez

Kristi Maida

Strider Swope

Kat Abernathy

Scott Skinner

Mark Gonzales

Dax Charles

Sarah Lawson

Adam Avina

Haley Sue Robinson

Greg Hoye

Ainsley Hulaman

Thomas Lucero

Gina Ferguson

Alyssa Casias

Aolany Navas-Griggs

Alejandro Rojoas-Sosa

Chris Fendrich

Moira Layton

Laurie Kilpatrick

John Sandoval