**Administrative Professional Council (APC)**

*Wednesday, March 11th*

*Meeting Agenda*

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

1. Motion to commence meeting – Abby
   1. Review and approval of minutes – Lee – moved, Justin seconded
2. Committee Updates
   1. University Committees Reports
      1. Professional Development/Social Events (APC Executive Committee)
         1. Real Colors Training Update (If Available) – no updates yet! Jenn Martin-White should have an update soon!
         2. Self Defense Workshop Update (Haley Robinson) – Haley spoke with HR about self-defense workshop. We are free to move forward and don’t need to worry about insurance etc. Any participants will need to sign a liability waiver. Dates will be posted very soon and there will be a sign-up sheet. If you know of anyone that might be interested, let Haley know. It won’t be offered to students – work study students are included in that – no students at all. Denise Henry will be teaching the class.
         3. Adopt-A-Highway – Date Confirmed! Saturday April 18th (Kathryn Starkey) – we finally have been accepted! Clean up will start at 9am, meeting at either end of the location (map is on the website) – Kathryn will coordinate who shows up at which spot. Please go on to the APC website to watch the videos, to sign-up, and to get information about where the clean-up will happen. The goal will be to clean up then go to Thunderzone afterwards! The announcement will also be on the email digest. Anyone from campus is welcome to participate. We can have 20 folks per clean-up day – that’s now many vests we have. After the first clean-up, our sign will go up!
      2. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson)
         1. Recap February 20th ULT Meeting – Dr. Mottet’s video came out last week and the celebration event to focus on the three things that we are doing as we go through our work – expand appeal of the university, develop people, and enhance student success. Everyone at ULT discussed how they are doing these things each week. The president is really focused on keeping us accountable. Put a yard sign in your yard – make sure you are aligning yourself with those three things. Alejandro provided a BFS update post-BOG meeting – shared finances of our institution, of Fort Collins, and Global and overall, we are looking much stronger fiscally than we did last year at this time. There are some concerns issued about those areas that aren’t funded through non-ENG funds – the ones that are auxiliary funded are not looking as strong and is still a conversation that is happening.
         2. Next Meeting: Thursday, March 12th
      3. President’s Budget Advisory Committee (Abby Davidson)
         1. No updates since last APC mtg - Next Meeting scheduled for Thursday, April 9th
      4. Equity Matters and Updates (Kat Abernathy)
         1. Admin Pro Compensation Committee – Updates – Abby gave updates – Phase 1 is underway to get all 280 APC members job descriptions and organizing them to look at job description to see if they match up with CUPA codes. Each person has 50 job descriptions, and the group will update everything and make sure it’s all accurate. The goal is April 22 to have that step done, and then the group will look at market data and where areas need to be strengthened. Emily – This is just phase 1, this still doesn’t give us the salary and compensation ranges and what they should be. So this needs to all happen first, so this is going to be a long process, so be patient! The group is meeting every other week to make this happen.
         2. Admin Pro Updated Evaluation Tool – no updates quite yet. The group is Michelle, Marie, and Kat. They will be looking into feedback from APC as they come up with ideas. Suan Benesch - The old APC tool should still be used for this year’s performance evaluations. So this year, operate as-is.
      5. Search Committee Updates and New Staff Introductions (APC Group)
         1. Gina – Assistant Director for Upward Bound search concluded
         2. ES – new Marketing specialist – Renee Wall, Short Courses and Conferences coordinator search started, still searching Operations Director, still
         3. Internship coordinator – extending an offer soon
         4. Asst. director for orientation and parent-family programs – top two candidates being interviewed
         5. Disability services – interviews for accessibility coordinator to be filled in April
         6. Custodial III and Custodial II – two offers have been made. And other vacant custodial I positions – two are appointed and several will be searched soon.
         7. There are 56 openings on campus right now.
      6. APC Foundation Scholarship and Fundraising Activities (APC Executive Committee)
         1. APC Scholarship Committee (Megan Mueller, Chad Pickering, Heather Cornell) – we had more applicants this time – six students are eligible for the scholarship. There is $2000 available – each got $250 and there will be $500 left. Those will be disbursed next week.
         2. Chipotle APC Scholarship Fundraiser (Megan Mueller) – we want to do a fundraiser through Chipotle. Looking at April 20th – tentatively – it is available that day from 4-8. Once it’s submitted and approved, let’s get the word out. 33% of the proceeds go back to us.
      7. Upcoming Events and Opportunities
         1. Nominations open for Outstanding Admin Pro Employee of the Year (Tracy Samora) – 6 nominees – you have until Friday if you want to submit someone for the award. Some great nominees already! Outstanding Team award is due Next week – goes through Niki.
         2. Grad Fair March 17th and 18th – they have their grad fair this day, so more to come.
         3. ThunderGals Luncheon Wednesday April 1st – Tracy - $25 per person, committee last week and the shirts are cute! It’s a great opportunity to meet from the student athletes that will take questions from the audience. All funds go to the student athlete scholarship fund. RSVP to Brooke
         4. Wednesday April 15th Employee Recognition Lunch
         5. April Free Fitness Class @ SRC (Lisa Martin & Emily McElwain) – Circuit Circus on Tuesday and Thursday at noon. Remember, you don’t need to have a membership for that.
         6. Discovery Day Friday April 17th
         7. International Extravaganza – April 16 – Strider – open to campus and community from 5-8pm. In the ballroom. Foods from around the world and Pueblo. 80th international extravaganza.
         8. April 29th is the congratulatory – students that are part of a diverse group, they must RSVP to that – students will receive cords – all of the various student groups will receive their graduation cords.
         9. Next week, there will be an alumni table at the grad fair, they can get the legacy cord.
         10. Spring football starts tomorrow –
         11. April 17th and 18th is the alumni football weekend
         12. April 18th – events for softball alumni
         13. 5k for a walk in her shoes promotes awareness for the Pueblo Rape Crisis Center – April 18th 2pm – if you want to volunteer or support the event, you can ask Juliette Mogenson
         14. Etiquette dinner Thursday April 9th
         15. Colorado History Day – April 8th
         16. Website calendar – use the Wolfden calendar – add your events so we can promote your experiences!
         17. KOAA 5 Healthfair was cancelled by the event sponsors – might not be rescheduled this semester
3. New Business
   1. Guest Speaker: Dr. William Folkestad to provide updates on CHASS
      1. Began by sharing some of his background – My Alma Mater shut down this week, the University of Washington. He’s a medievalist – his specialty is the architecture of the Paris Basin in 1120. He graduated and became a generalist. He engages his field when he visits France and does fieldwork while there.
      2. He came to CSUP in 2009 and has seen lots of growth and change. The value of Vision 2028 gives CHASS a roadway.
      3. CHASS underwent a name change – now it is the College of Humanities, Arts, and Social Sciences – there are 8 departments – from visual and performing arts to social science to military science
      4. ROTC program is like the 9th department in CHASS.
      5. Social sciences – quite a few students doing internships, etc.
      6. English, history, world languages, political science – the students that do the internship program in Denver working with legislators – a very positive achievement, and our homeland security certificate has been viewed very positively. Our Spanish program has a lead with the nation’s approach to heritage speakers and language programs, moving to conversational situations and learning like one would do at home.
      7. The college is large in the sense of its variety.
      8. For news and updates – our web presence is getting updated, and Ana has been doing a phenomenal job. It’s critical for our programming because we have a need to present ourselves effectively.
      9. High and low performing programs – the university is looking at return on investment. There were three schools that had a decline based on national standards, some of the drop here on campus, and difficulty of getting the word out – took those programs – art, music, and mass comm, and built consensus to put a school together that promotes the best of all 3 programs. School of Creativity and Practice – it’s an in-house correction. It will launch in fall 2020. Lee Saunders has been an asset – there are events where we try to personalize the intake of students. It’s been a big job to get the campus on board with the change.
      10. We have a large veteran population and their families – we have developed a veteran’s studies minor to address this population. Many are partaking in the social work program. Accrediting body looked at the MSW program – has higher standards than other programs in the state, which is a good thing to know! It’s thriving right now, and we hope that it continues to thrive.
      11. He has asked the other CHASS chairs to look at what they have in common. Psychology and Art are now sitting down to talk to come up with new and creative ways to teach students. The Creative Wellness Minor – those in visual and performing arts to have support to those looking for work. Goal is to educate someone and keep them here in Pueblo – they want people to work in art therapy – so this minor helps work towards that for those that are graduating to help retain them in Pueblo.
      12. Another attempt to find common cause is happening between history and art, so there is a new museum studies minor. This will be launching this fall.
      13. We’re looking at resources we have and finding ways to add value to existing degrees.
      14. There are new partnerships between CHASS and other departments – like art and sculpture working with nursing – use those trained in the human form to work with those in the medical field.
      15. Cannabis studies minor – four years ago this conversation had started. We were the first college to offer the minor. It didn’t work at first, and it’s been through a renovation to take advantage of the new degree under CSM that is getting international attention – the university is doing wonderful things and as a college, Dr. Folkestad is trying to look for opportunities outside of what you typically do. Being creative is good.
      16. Online education is a good thing – hybrid courses can be better – not every student is able to have enough self-awareness or self-discipline to be in an online course, but to provide those opportunities to prospective students is important.
      17. Because of the size of our college, there are two accredited programs, music and SW. There are 5 program reviews happening at this time. There are a number of searches happening right now as well – 3 MSW faculty, 2 DSW faculty, 2 admin searches, and another.
      18. Questions:
          1. Comment – as a millennial – it’s great to see the new school – speaks to what students now need
          2. Why isn’t mass comm doing as well when it’s doing so many great things? – Mass comm went from very few students, to large numbers, then dropped again. He doesn’t have a full answer – but it’s still a vital program, students and faculty still contribute, and the curriculum had gotten a little stale – not being as agile and integrated as they may have been. An example outside of media and communication – a change of chairs in English – had a program with large numbers of students that dropped like a stone – needed to look at the curriculum and what should the department be doing in-house and for programs. Went through a redesign. Numbers have gone back up. Need to look hard at curriculum, look at constituency, look at who you want to serve, and things can fall in line.
4. Next Meeting
   1. Wednesday, April 8th
      1. Guest Speaker: Gena Alfonso and Commencement Planning Team
5. Motion to Adjourn Meeting – Move to adjourn – Justin, approved Kathryn

APC Members Present:

* Abby Davidson
* Kathryn Starkey
* Laurie Kilpatrick
* Justin Hiniker
* Brenda Trujillo-Aranda
* Marisa Nunn
* Maria Nunines
* Maria Iverson
* Tasi Tuatou
* Kristi Maida
* Nicole Shazo
* Derek Lopez
* Ana Rios
* Kylie McGill
* Dave Herman
* Juliette Mogenson
* Scott Skinner
* Megan Mueller
* Emily McElwain
* Elena Michalski
* Scott Robertshaw
* Gina Ferguson
* Violeta Hernandos
* Renee Wall
* Sandy Brice
* Heather Cornell
* Ainsley Holloman
* Daniel Hernandez
* Erica Wrenstehel
* Strider Swope
* Susan Benesch
* Aolany Navas-Griggs
* Cody Engelhayof
* Linda Hannafious
* Haley Sue Robinson
* Chad Pickering
* Adam Avina
* Jacob Buchholk
* William Folkestad