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| **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. |

**APC Fun Committee Opener (Lee Saunders) - Football Pool Review and “Good Soup”**

**Football:** [**https://bit.ly/3lBQP9Z**](https://bit.ly/3lBQP9Z)

**Soup:** [**https://bit.ly/3v9DE3l**](https://bit.ly/3v9DE3l)

1. Motion to commence meeting – Ainsley
   1. Review and approval of September Minutes
2. Committee Updates
   1. University Committees Reports
      1. Professional Development/Social Events (APC Executive Committee)
         1. Monthly Reminder: Ongoing Professional Development Opportunities Available via Extended Studies and Academic Impressions – the University gives a free academic impressions account to help meet your needs!
         2. The CTL posts professional development opportunities in the email digest as well!
      2. Campus Operations Updates (Haley Sue Robinson)
         1. COVID Vaccination/Exemption Submissions for all employee - 11/15/2021
            1. This is required! You must either have your vaccine or your exemption by the deadline.
            2. Questions – the employee non-medical exemptions are requiring a medical provider’s signature, why?
            3. Cards or forms can be emailed to [covid@csupueblo.edu](mailto:covid@csupueblo.edu) email or turned in at the Wolfpack wellness center.
         2. Remind students to get their records/exemptions updated - registration open 10/18.
            1. There are around 1000 students who still don’t have their vaccine or exemption. This is only required for face-to-face or hybrid courses. The instructions are on the rock painted outside of admin as well.
            2. *Registration Workshops - beginning 10/25 through the Pack Center*
      3. University Leadership Team (Tracy Samora, Derek Lopez, Lee Saundes)
         1. 9.16.21
         2. Lengthy review from Juanita Pena CFO – the university is facing a sizable budget shortfall. 1.6 million for this year deficit. Some one-time funding helped with it, but we need a plan moving forward. Renewed focus on the institutional goals to increase university appeal, enhance student success, and developing our people.
      4. President’s Budget Advisory Committee
         1. Next meeting November
      5. HR Projects and Updates (HR Team)
         1. Compensation Committee Updates
            1. No information today. Jen is not a member, but HR meets with Emily on a biweekly basis. Jen Q. is working from HR on these. More updates next time!
         2. Vaccines! November 15 is the date!
            1. More communication will be coming out soon. Numbers for employees look just as bad. Information is on the website.
         3. Leadership – Kat Abernathy has resigned. In the interim, there is a national search going for a replacement. Jen MW and Jen Q have split the director duties for now.
         4. Everfi training has been removed from HR and moved to the institutional equity side of the house. Bobby Smith is creating the new assignments and you’ll see that training soon.
         5. AWA Question
            1. Went live!
         6. Admin Pro Review Cycle and New Evaluation Tools
            1. The cycle is Nov 1 – Oct 31. We’re in the last month of the performance review cycle. You’ll be evaluated on goals and job duties. It’ll be online. Making videos to show how it works. It will be coming out in November. You’ll have the new 5 scale rating.
         7. Fun – we are sponsoring a Halloween door decorating contest. October 28, HR will come around and judge any door that has been decorated. Winning Department will receive free lunch at Thunderzone.
         8. Open Enrollment and health fair – November 8th – November 30th is open enrollment and changes will be effective January 1st. Rates are not yet determined.
      6. Search Committee Updates and New Staff Introductions (APC Group)
         1. Extended Studies – Kathryn Starkey promoted is the Associate Dean of Adult Learning, Trisha Macias is now overseeing concurrent enrollment, we have a few positions posted and refer folks to us – PLA specialist, an online advisor, and a rural outreach specialist to help grow ES enrollment in rural areas, and testing center coordinator. Strider Swope has been promoted to Testing Center Director.
         2. Registrar’s Office: two new degree analysts and continue to send requests to Courney Gust and Melissa Marquez while those folks are hired.
         3. SFS: External Director coming in starting Monday. Reposting the position next month for a permanent director. Still searching for two financial aid counselors and will onboard them in November. General inquires to Alice.
         4. Residence Life & Housing: search for new Area Coordinator.
         5. Wolfpack Wellness: just accepted position as Assistant Dean of wolfpack Wellness Center.
      7. Upcoming Events and Opportunities:
         1. Student Health Fair - October 14 OSC Ballroom 10-2 - Pfizer/Moderna vaccinations, Flu shots, activities (WWC?) – Jo Smiley – there are goodie baskets too!
         2. Give Day – October 28
         3. November 4th – Testing Center Open House with Strider Swope
         4. Homecoming Events (Tracy Samora)
         5. Winter TBD Social Event - POLL: <https://bit.ly/3DDM7yQ>
3. New Business:
   1. The APC council members, one of our charges is to advocate for administrative/professional staff and voice their concerns with the appropriate leadership. – We are here for you!!
   2. **GUEST SPEAKERS**: Graduate Studies (Shelia Young, Karen Stever & Dr. Wyandt-Williamson)
      1. Graduate office staff:
         1. Dr. Christy Wyandt Williams – Director of Graduate studies
         2. Sheila Young – Graduate enrollment coordinator
         3. Karen Stever – Graduate admissions processor
         4. Peter Bruce – Instructional technologist and designer for graduate studies
         5. Dr. Derek Lopez – Director of HIS initiatives
      2. Programs: Athletic training, biology, biochemistry, business, education with 11 emphasis areas, industrial and systems engineering, mechatronics engineering, nursing, and social work.
      3. 3+2 programs: athletic training, biology, biochemistry, chemistry, business, mechatronics engineering, and industrial and systems engineering.
         1. Talking points: students pay undergraduate tuition, they are eligible for scholarships and financial aid, take 12 fewer credits, GPA is important. When to apply? – Course sequencing is important. You can apply in junior year but need to start early on in degree plan.
         2. Students need to plan ahead.
      4. Trends in graduate studies – it has the largest growth in admissions on campus, adjusting methods to accommodate more prospective students, we are moving towards a graduate school status.
      5. Things to watch out for – Pending EdD. Program, several other new proposed programs, and accredidation for DNP, MSW, and Athletic training.
4. Next Meeting: Wednesday, November 10th - Hybrid
5. Motion to Adjourn Meeting

Members in attendance:

Lee Saunders

Abby Gade

Abby Davidson

Adam Pocius

Anissa Manzarares

Carol Larson

Connie

David Hernandez

David Wood

Denise henry

Emma Mitchell

Jen Martin-White

Jennifer Ghosh

Jenny Sells

Joanne Smiley

John Redmond-Palmer

John Sandoval

Justin Hiniker

Laura Barela

Lisa Chavez

Loretta McDaniel

Meera

Megan Mueller

Michelle Gjerde

Nancy Zimmer

Paul Valdez

Reginald Harge

Ryan Kendall

Sarah Lawson

Strider Swope

Trisha Macias

Wayne Todd