**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 (67 participants)
	1. Review and approval of October Minutes

First Motion: Adam Pocius

Second: Justin Hiniker

1. Committee Updates
	1. University Committees Reports
		1. Professional Development/Social Events (APC Executive Committee)
			1. APC Adopt-a-Highway Clean Ups on Hold
				1. Kathryn will provide updates when able
			2. Reminder: Ongoing Professional Development Opportunities Available via Extended Studies and Academic Impressions
				1. Great opportunities for remote time.
			3. Updates on Campus Operations (Niki Toussaint and Donna Souder-Hodge)
				1. Niki – as of today (but enacted last week) no open access for guests to campus beginning this week. Only Admin is open to non-campus members. Limit operations still open for students- library, tutoring center, etc.
				2. All campus offices closed week of Thanksgiving other than “emergency staff” housing, safety, etc. No request of people to work as they normally work…take opportunity to organize and regroup…no new assignments, etc. Emergency response only.
				3. Really limited access to all to campus until start of spring semester.
				4. DSH: County update 10/21 224 per 1000 by end of day yesterday 782/1000…we are on day 12 of Pueblo over case load…moving to Level 3 from the state level with stay at home orders in certain situations. COS and Denver hospitals are at capacity – our local hospitals are stretch thin due to staffing quarantines, etc…our hospital capacity is at 100% divert. 65 beds occupied at Parkview, many from assisted living and long term care. District 60 moving to remote, PCC moving remote, district courts shutdown to January, support services also moving to remote. Mayor to extend curfew which expires this Friday. D70 working on plan now.
				5. CSU Pueblo update: July-Sept. 20 cases on cases. In October, 51 cases. 64 cases so far in the month of November. This is point of care testing…symptomatic or exposure risk. This does not include those tested at fairgrounds. 4 active outbreaks (2 or more linked cases in a 14 day period – teams and one office, two potential pending. 280 ppl as of end of day yesterday are in quarantine, 7 in isolation. 86 are active positive – meaning in quarantine but not necessarily positive. 85% of household positives have turned to positives at CSU Pueblo.
				6. 24 hour contact tracing window, 6 contact tracers
				7. Emily Question: are quarantined staff expected to work as normal if able to work from home.

HR: Jen MW, HR and supervisor coordinate with the staff member regarding expectation surrounding work and leave.

* + - * 1. Kylie McGill: does campus have any variances?

DSH: Not necessarily but we are working with public health officials with operations. Level 3 will not allow any variance application.

* + - * 1. Niki: event next week – staff recognition lunch next Tuesday to award winners from 19/20 – food pickup piece could change with the level 3 changes. Live virtual event 12-1: food will be drive through pick up at back of OSC. RSVP only needed for those who want to pick up food.
				2. Justin Hiniker will plans for alternative practices (eg submitting bills to accts payable, picking up mail, etc) be made available.

DSH: start thinking about what you need to function post-thanksgiving – limited access to pick up mail, forward phones, etc. Send requests/needs to COVID team to help them think through those.

* + - * 1. Emily: could campus become an alternative care site

DSH: worked with FEMA in April and deemed us not a possible site. St. Mary Corwin was and they have been adjusting to be an alternative care – step down site. Army Corp of Eng. and FEMA coordinating that remodel now…currently 8 patients have been shifted from Parkview to them. 4 more weeks until they are up and running at full capacity to support.

* + 1. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson)
			1. Meeting Recap: Thursday, October 15th
				1. Updated given on CSU Pueblo Works and Pathways projects spearheaded by Dr. Holliday
				2. Thunderstruck: Awarded by Dr. Caprioglio to Dr. David Lempuhl
				3. HLC Update on preparations for visit
				4. Johnna Doyle provided information on policy updates on discrimination and supplemental pay
				5. HR team provided update on Bridge Review Cycle
				6. Niki led engagement exercise on remote work
			2. Next ULT Meeting: Thursday, November 19th
		2. President’s Budget Advisory Committee (Abby Davidson)
			1. No recent meetings to review
			2. Alejandro: no plans to be until Q3. State has sent budgeting tools, state support to go back FY20, keeping tuition at 3%.
		3. HR Projects and Updates (HR Team)
			1. Recap and Reminders for Bridge Cycle Review
				1. Jen: clear up questions.
				2. President’s email-reviews not due until Jan. 15, encouraged to get them done sooner rather than later. State classified mid-years still must be completed by this Friday. Contact Jen if extension is needed ASAP! Have heard good feedback overall, some kinks with back and forth approvals. Jen gets a copy after the final approval from employee, no need to send anything to HR.
			2. Equity Study Updates
				1. Jen: updating final spreadsheets, still gathering job descriptions (internet cut) analyze on a regular basis. Committee meets right after thanksgiving break. Impressive live database that will be updated annually so staff can better analyze market to align with assessment cycles.
		4. Search Committee Updates and New Staff Introductions (APC Group)
			1. John Sandoval: Joshua Robinson: COSI advisor, Lawrence Diggs: transfer advisor working with Lee Saunders. 2 open searches for academic success coaches.
			2. Ana Rios Salgado: Jennifer for Webdev redesign
			3. Kat Abernathy: Jennifer Cobb new director of compliance/Title IX coordinator
			4. Trisha Macias: Jessica Gamma and Christine Sarcino in extended studies
			5. Corey Shilling: IR hired Garret Wagers
			6. Carol Larson: Courtney Gust in admissions as an analyst
			7. Justin Hiniker: wrapping up search for accessibility coordinator.
		5. APC Foundation Scholarship and Fundraising Activities
			1. Thanks for contributing to Give Day!
			2. Report on funding activities (Megan Mueller) raised $1120 dollars, our current balance $2344. Last year awarded $1500.
		6. Upcoming Events and Opportunities
			1. APC Edition of Fun Friday! November 13th 4-5pm
				1. Zoom: <https://csupueblo.zoom.us/s/95918105040#success>
			2. Employee Recognition Luncheon November 17th 12-1pm
				1. RSVP Here: <https://docs.google.com/forms/d/e/1FAIpQLSd-sNTU92KgPSo9P1J-BZWYGGjMjV7C8Fc69gvUPjJgoM40Ag/viewform>
			3. Career Center partnership with Parker Dewey for student internships – companies across the nation. Hours between 5-20 hours for remote projects. This will be accessible to students and alumni.
1. New Business
	1. Guest Speakers: John Sandoval and PACK Center Team to share about the new advising model, PACK Center and Testing Center – this has been driven by so many staff and campus partners.
		1. PowerPoint slides provided for download accompanying these Minutes.
		2. Hub of the new advising and support model – one stop problem solving shop.
		3. Professional Academic and Career Knowledge (PACK) Center
		4. Advising and professional mentoring, career center, student services, testing/tutoring and academic improvement program (AIP) retention specialist.
		5. Students will have an academic success team from the day they arrive.
		6. Enhancing collaboration with admissions, move writing room to library, former writing room will be the testing center, disability resource office moving to the career center space, career center moving to be housed in PACK Center. “The DEN” – one stop shop – peer mentors immediately available to support student who walks in.
		7. Contact John with any questions or follow-up.
2. Next Meeting: Wednesday, December 9th
	1. Guest Speaker: Dr. Helen Caprioglio to share about the HLC Report and HLC Visit.
3. Motion to Adjourn Meeting
	1. First: Lee/Justin
	2. Second: Haley