

## **Administrative Professional Council (APC)**

*Wednesday, February 9, 9:00–10:00 am*

*Zoom Meeting: <https://csupueblo.zoom.us/j/92534998859>*

### **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)**

1. Motion to commence meeting
  1. Review and approval of December Minutes - approved
2. Committee Updates
  1. University Committees Reports
    1. Professional Development/Social Events (APC Executive Committee) - event in December was well attended. Nothing else planned at this time.
    2. Campus Operations Updates (Donna, Carol & Dave) – Donna said updates coming from President next week. Although COVID rates are going down, we still have over 20% positivity in Pueblo County. The campus response will be adapted. However, if there's more than 5% positivity (of any illness), things are critical. We are on a downward trend with 60-70 people in ICU locally, and deaths have dropped. The peak came later than planned. There were 137 infected in January for CSUP but a drop in cases for February. People can be reinfected with the Omicron variant. Waiting to lift mask mandates till after spring break, following what the county is doing, continuing evaluation of positivity/hospital rates. The notice on CSU Pueblo website is updated weekly. Various protocols/quarantines are also up on the website. Responses are different based on if you're vaccinated. There is COVID leave (Public Health Emergency Leave) that can be taken as well, up to 80 hours total, if a person didn't use it last year. Jennifer Martin-White said everyone has a "bank" that isn't refreshed but HR is keeping track and it cannot be entered in the portal. Instead, there is a form to complete. Deadline to use it has been extended to April. Donna said people reported infections in January, allowing them to make solid decisions. There are people still out sick and quarantined.
  3. University Leadership Team (Tracy Samora, Derek Lopez, Lee Saunders)
    1. ULT - no meeting since December. Next meeting 2/1/22 – Lee said they covered president's budget situation and

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university operations initiative (with breakout sessions) regarding facilities operations management, Pathways, PACK Center initiative, and HR professional development opportunities. Self-reflection and confidence in leadership.

### 4. President's Budget Advisory Committee

1. No Meeting – meeting recorded in December. Let Emily know if you want to see it.

### 5. HR Projects and Updates (HR Team)

1. Goal Document (JMW) – training. If you're a supervisor, you can sign up for the leadership Franklin Covey training (should have an email about that).

Jennifer Martin-White spoke about new Core Competencies. Feedback from Admin Pro review process indicated that people didn't feel it was beneficial, so HR is revamping the process, aligning reviews with 11/1-10/31 timeframe. If there is a merit increase, timeline is appropriate. Now, new reviews will happen in stages. It starts with the new core competencies. They hadn't been looked at since 2007. Met with cabinet to discuss what was important to move the university forward in regard to mission/vision. You will see this document when you meet with your supervisor to set goals. Competency categories are *inclusion, judgment, leadership, vision, initiative, and communication*, nothing really new but refreshed. Every employee should be able to find something that applies to their job under each category. New goal documents are being created and are almost done, and they are creating a fillable document. HR is asking supervisors to meet with employees when the form is available, focusing on the 2021/2022 review cycle. A couple of big changes to note: it's divided into two sections now instead of three. In addition, there was a "disconnect" in the old form, so now there are 3 major job duties based on your job description, and the goals need to be aligned with the job duties. Objectives will be listed under goal. Section 1 will account for 75% of score. (*Supervisors' major job duty #1 will be regarding supervision.*) Goals will be weighted and the sheet will calculate. Section 2 has core competencies, also weighted, and they will differ by position. There will also be a toolbox on the website to support supervisors. The idea is to give valid feedback for employees.

### 6. Search Committee Updates and New Staff Introductions (APC Group)

1. Tracy S: search for director of communications public information officer. 4 candidates interviewing.

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2. Close to posting to fill Scott Robertshaw's vacancy; aiming for before spring break. Hiring a new fitness coordinator.
3. Greg Hoyer: Keelan is sharing Creative Director, down to three candidates they'll be interviewing.
4. John Sandoval: final stages of creating search/screen to fill COSI CPP position and in process of replacing Academic Success Coach.
5. Lots of new employees, including two COSI advisors in the PACK Center; a new Site Director for a residence hall; Monica Hardwick is the new Director of SFS; new Program and Operations Manager; new Adult Learning Specialist in Extended Studies, and lots more
7. Upcoming Events and Opportunities:
  1. Create Your Story, Career Center on March 2, is a partnership of academic, PACK center, and more, focusing on the before-during-and-after life cycle of students. High school students, transfer students, and alumni are welcome. There will be drawings for scholarships and a special photographer to capture the event. 45 employers are already registered for career part of it; other units with tables to showcase all. Military and veterans also welcome for this big event. There will also be food! Wednesday, March 2, from 11 am – 3 pm. Tell your students to attend. If they're looking for work, they need to be prepared.
  2. JCPenney Suit-Up Event – Sunday, February 20, from 3-6 pm at the Pueblo Mall. Bring your family. 20% off all professional attire
  3. Career Week: JCPenney Suit-Up kicks it off. Different events each day through Friday. Workshops through Zoom and in the OSB.
  4. Discover Day-2/19/22 and 4/9/22
  5. Welcome to the PACK Night- 3/4/22
3. New Business: Lee Saunders: Pathways Update and Demo
  1. Fun committee: Winners of football pickup contest: 20 members participated. 3 winners: Sean Pooley won first place! 2<sup>nd</sup> place - Joshua Robinson; 3<sup>rd</sup> place - Chris Fendrich. Lee will deliver prizes. The pool seemed popular, so there is another pool for Super Bowl, and you don't have to like it or watch to win. Fill out the form. Research is allowable. No money involved. Link will be sent in an email. Place your bets before the Super Bowl on February 13.
  2. Pathways: close to launching Suitable delivery of Pathways, an app to enrich the experience of students, designed to improve their experience

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as well as aid with retention, recruiting, etc. There are unique pathways for different student types. A series of activities presented via gamification to help student get a profile and then have a pathway, and university will do some marketing around it. Lee gave a demo of what the Suitable app looks like. Each student will have their own profile and can complete activities such as taking a selfie with a wolf statue, logging into Blackboard, all with the intent of earning badges), etc. Various experience sets to earn badges. Some activities are required (like activating a Net ID) but others are optional (like attending a game) to earn points. The points give a competitive element (with a leader board) that will incentivize students. Not only will they have “bragging rights” but there will also be prizes for students who complete particular activities. If you have questions, email Lee. Students can show their outcomes when they leave the university to another school or a job. Suitable will NOT be mandatory, even though some of the activities are required. It’s a “living” app, so it can change as programs grow. Now that it’s on the cusp of launching, they’re trying to just get brand recognition with students. It’s been a year-long project.

4. Next Meeting: Wednesday, March 9 - Return to 10:00-11:15 am meeting time.
5. Motion to Adjourn Meeting - approved

### Online attendees:

Abby Gade  
Adrian Diggs  
Ainsley Holloman  
Alex Brady  
Alex M.  
Allie Hall-Vanhook  
Ana Rios Salgado  
Andres Montelongo  
Anissa Manzanares  
Aolany Navas-Griggs  
C833701996  
Chad Pickering  
Chris Fendrich  
Chrissy Holliday  
Cindy Jones-Shoeman  
Corey Shilling  
Courtney Gust  
Donna Souder Hodge  
Connie Miller  
Daniel M. Hancock  
Dariana Roybal

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David Wood  
Denise Henry  
Derek Lopez  
Gena Alfonso  
Greg Hoyer  
Jacky Green  
Jacob Buchholz  
Jacob Varela  
Jennifer Ghosh  
Jennifer Martin-White  
Jesus Rios  
John King  
John Redmond-Palmer  
John Sandoval  
Jonni Valdez-Silva  
Kim Wharton  
Kimberly Stanley  
Loretta McDaniel  
Marcus Hernandez  
Margaret Miller  
Marisa Nunn  
Megan Lorenz  
Melissa Marquez  
Nancy Zimmer  
Natasha Brandstatter  
Paul Valdez  
Peggy Foley  
Peter Bruce  
Reginald Harge  
Renee Wall  
Shauna Reinsch  
Shawn Sanchez  
Shelby Bitz  
Strider Swope  
Telisa Alvarez  
Tiffany Kingrey  
Tiffany Pettigrew  
Tracy Samora  
Wayne Todd