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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 - Fun Destination Sharing! Please type in the chat or unmute and share a favorite location in Colorado or the region that you have enjoyed visiting and are willing to share! This will be compiled into a master list and made available to APC members.**

**Link to APC VisitMe:** [**http://bit.ly/APCVisitMe**](http://bit.ly/APCVisitMe)

1. Motion to commence meeting – move to commence – Emily. Seconded by Lee.
   1. Review and approval of February Minutes
2. Committee Updates
   1. University Committees Reports
      1. Professional Development/Social Events (APC Executive Committee)
         1. Reminder: Ongoing Professional Development Opportunities Available via Extended Studies and Academic Impressions
         2. APC Adopt-A-Highway Cleanup Updates - THIS WEEKEND - weather pending! Saturday, March 13th (Kathryn Starkey)
            1. We’re still looking for people to join! Link to sign up: <https://docs.google.com/forms/d/e/1FAIpQLSe0DwzBarrc1XROlh3pdBeq9ReeRZuRINCwDxKrGTMmdQha-g/viewform>
         3. Campus Operations Updates (Donna Souder-Hodge; Niki Toussaint) – Polis had announced that higher education is now on the vaccine schedule. It’s not higher education broadly speaking. How we determine that will be decided in the next few days. What CSUP has asked to consider how to prioritize vaccine distribution. There are 3 categories of employees that are the most at-risk and haven’t left campus despite remote-work – residence life and housing, custodial, and facilities. Those groups will be prioritized. We don’t know we have to prioritize yet, but in case we do, we are planning for that. It is employees that will be the focus. Student employees are not counted. Many of our employees have already been vaccinated. We have 801 employees on our campus, including part-time. We will do like D60 and D70 – ask employees if they’re willing to be vaccinated and if they haven’t been vaccinated yet. Students are not slated to be vaccinated yet. We have agreed to be a vaccination site. We will partner county be a wide-spread vaccination site. There are more conversations to come. They are lobbying to have more vaccines for any staff on campus. After commencement, we have volunteered to be a community vaccination site, do education for our community about the vaccine, and to make it accessible on our campus. April 1 will be the start date most likely.
      2. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson)
         1. Meeting Recap: No new meeting since February APC report out
         2. Next ULT Meeting: Thursday, March 19th – More updates soon!
      3. President’s Budget Advisory Committee (Abby Davidson, Alejandro Rojas-Sosa)
         1. Meeting Recap: Thursday, February 18th – Information started with where we are with this year’s budget and how things will look in next fiscal year. CARES funding has been helpful and will continue, and BOG support has also been very helpful. We circled back on the fiscal principles, to protect payroll, minimize service interruptions, and enhance our sustainability. Some subcommittees have been formed to look at creative measures to reduce expenses and enhance revenue. There was a deadline of 3/5 to reaffirm the guiding principles and prioritize FY 22 – revenue enhancement and expense reduction. Committees will convene shortly and report back to APC.
      4. HR Projects and Updates (HR Team)
         1. Compensation Committee Updates (Emily McElwain) - With a lot of help of Kat and the HR team, the committee has looked at all APC positions and that they are aligned with updated job descriptions with CUPA codes and SOC codes. There was an analysis with help of IR to make sure employees are in the appropriate ranges. Although the codes don’t necessarily align directly to CUPA since our folks sometimes wear multiple hats. There was a small percentage of folks that were below or above the % range in consultation with supervisors to accurately take care of this. In the coming months, there will be communication to individual staff members to have a way to communicate the compensation strategies going forward.
      5. CSU Pueblo Pathways and Works Initiatives (Committee Members) – Chrissy – both groups are doing a lot of work! There has been a student survey sent out for students to understand their work needs. There is a works coordinator that has been posted and we hope to hire during the spring semester. Each committee has been working very hard to start to put the pieces together. Infrastructure group is now looking at platforms to see how it can interact with PACK center services.
      6. Presidential Task Force on CSU System Calendar Alignment (Lee Saunders) – on Friday afternoons, the group has been meeting to implement this mandate. We will now have labor day off as a campus. Students will have a one day fall break but campus will remain open. It will change our holiday calendar for APC staff. There will be more piecemeal convocation changes instead of a full week of convocation. Soon there will be a student survey sent out today, and once the student input is done, there will be more decisions made.
      7. Search Committee Updates and New Staff Introductions (APC Group)
         1. Abby Gady is the new office manager in the Provost’s Office.
         2. Search for Office Manager of Department of Organizational Development.
         3. Claire West is now Donor Relations and Prospect Development Coordinator
         4. Shawn Pooley is now the Academic Affairs Marketing Coordinator – new partnership between academic affairs and MCCR, and he comes from athletics!
         5. PACK Center has their last two success coaches hired! LeAnn Rodriguez and Andrew Garcia are both new success coaches!
         6. MVSC has two new staff members – John King is new Veteran Academic Success Coach and Dominic Pillaterri is Operations Manager
      8. APC Foundation Scholarship and Fundraising Activities
      9. Upcoming Events and Opportunities
         1. New Zoom backgrounds available at <https://www.csupueblo.edu/marketing-communications-and-community-relations/branding/index.html>
         2. No Man’s Land March 19th (Emily McElwain) <https://recreation.csupueblo.edu/Program/GetProgramDetails?courseId=24722746-c8bc-481c-abd7-0808ee9d6100&semesterId=0849d0be-3a5e-442b-bad4-88265892a8bf> ---$5 to participate! All proceeds go to women’s focused groups.
         3. Updates to Rec Center Hours (Emily McElwain) New hours: <https://recreation.csupueblo.edu/Program/GetProgramDetails?courseId=24722746-c8bc-481c-abd7-0808ee9d6100&semesterId=0849d0be-3a5e-442b-bad4-88265892a8bf>
         4. On Wednesdays, there is new office yoga with Tatiana.
         5. Special staff text “opt in” to stay up-to-date on Commencement. Text Gradstaff to 76626 --- info will be sent out soon! Sign up for text alerts so you stay up to date.
         6. APC Members - other events or opportunities you’d like to share?
            1. Gena – nominations for Student Leadership and Involvement Awards are open. Also looking for folks for the selection committee. <https://csupueblo.campuslabs.com/engage/submitter/form/start/467814>

<https://csupueblo.campuslabs.com/engage/submitter/form/step/1?Guid=e6f597d2-3539-4ff0-b312-5de09c0e6c36>

* + - * 1. Women’s History Month!
        2. Virtual Passover Seder March 15th <https://forms.gle/yHrJxnsuTWGo8v6r9>

1. New Business: Guest Speaker Banner Team to share updates about Banner Implementation
   1. [www.Csupueblo.edu/banner](http://www.Csupueblo.edu/banner)
   2. There is training that is happening for employees. A lot of the departments have made how-to’s available in Blackboard for employees. It’s a great resource for you to access.
   3. There are zoom sessions occurring and training happening by individual departments.
   4. There’s a student registration video for students as well. These resources have been sent to advisors and to students now that registration has opened.
   5. Jennifer – Banner access – SSB is Self-Service Banner is equivalent that you would access through PAWS. There’s also the banner application is equivalent to AIS, which is where those administrative activities occur. Faculty will have access to a link in SSSB to see their courses, their rosters, etc. Advisors will also see a link to access for SSB to lift registration holds. If you need access to the Banner pages, you’ll need to submit a CRA – for now this is just for advising and registration access. Brianna Mohrman is reaching out to individuals that we know need access and will set up training.
   6. Implementation timeline – where we’ve been and where we’re going –
      1. Admissions – Tiffany Kingrey – we’ve been working in banner since the fall. We also transitioned to Slate at the same time, so we’ve been working on a lot transition. We are working in the system and are available for admissions training on that side of things.
      2. Banner Document Management – Jennifer Torres – you’ll hear BDM often – it’s the new Filebound. BDM in admissions has started to house documents for incoming students that is accessible to a limited group of users in the RO and Admissions office. They’re working on a solution to get more access for advisors to be able to see these documents as well. That would likely be a link through employee PAWS as well. Other groups that use Filebound documents, we’ll work through each group to get them into BDM. Financial aid is next. Right now, it’s not the scope to move documents from Filebound to BDM, but one day those will move.
      3. Financial Aid – Angela Moore – awards for fall 21 have been made in banner for all new students. We’re doing this on a biweekly basis until school starts in the fall. They’ve done one round for transfer students. Continuing students awards will happen in early June when SAP reports are run. We do have some training available for navigation that the students will be doing on the student side of PAWS. If you find yourself working with students to do this, March 18th at 10am is a financial aid training. Also working on granting access to departments that use powerfades.
      4. Registration – Carol Larson – trainings have happened for students – the link for access to registration is in PAWS. This is what the student view looks like. There’s a new link for registration as well as a link of OER course materials. Right now, student major changes have been turned off – there is a paper registration form. It tells a student when they can register. It also tells you if there are other pseudo-holds on a student’s account.
      5. Accounts Receivable – Juanita Pena – July 1 is the go-live for AR. There are 3 significant changes. 1. There is a student payment agreement. No one can register without agreeing to the terms and conditions of the agreement. It’s to protect CSU Pueblo AR Assets. 2. COF will be processed at CSU instead of CSU Pueblo. Customer services will still happen in Pueblo. 3. Student refunds will be processed through CSU as well. Checks will be cut from CSU or direct deposit will wire funds, which is faster and costs less for the institution.
      6. Transcript go-live – there is a safe list – it’ll look like CSU transcripts and will be live in August. We’ll have unofficial transcripts starting in August. Training will also be available this fall.
      7. Grade entry go-live – grade entry will be available in October. Training will also be available.
      8. Integrations – a lot of us work with different systems that are connected to AIS right now but those will be connected to Banner. We are working through those as needed in the timeline. If you are the data manager of that system, we will review the specifications to continue with the integrations needed and work with our counterparts at CSU, go through a testing process, then launch. It’s a well established process. Working on the initial ones that need student information – Blackboard, Starfish, and UAchieve.
      9. Questions – when students register, you can see in SSB what they’ve registered for. DARS isn’t linked to banner yet, but soon you should be able to see everything.
         1. How is banner affecting new student PAWS access?
2. Next Meeting: Wednesday, April 14th 10-11:15am
   1. Guest Speaker: Gena Alfonso and Commencement Team to share details on Commencement and Staffing Logistics
3. Motion to Adjourn Meeting – Move to Adjourn – Justin, Claire seconded.

**Attendees**:

Abby Davidson

Kathryn Starkey

Jennifer Martin-White

Lee Saunders

Abby

Adrian Diggs

Ainsley Holloman

Alejandro Rojas-Sosa

Alex Brady

Allie Hall-Vanhook

Amy Robertshaw

Ana Rios Salgado

Angela Moore

Anissa Manzanares

Aolany Navas Griggs

Ashley Mohrenweiser

Bailey Hart

Jennifer Torres

Bonnie Fruland

Brent Schofield

Britni Huebschman

Carol Larson

Chrissy Holiday

Claire West

Corey Shilling

Courtney Gust

David Herman

Daniel

Daniel Hernandez

Deinse Henry

Daniella Trujillo

Derek Lopez

Dominic Pillitteri

Emily McElwain

Garret Wagers

Gena Alfonzo

Greg Hoye

Jacklynn Green

Jacob Buchholz

Jennifer

Jennifer Ghosh

Jessica Kramer

John King

John Redmond Palmer

John Sandoval

Jonni

Joshua Robinson

Justin Hiniker

Karen Stever

Kim Dillon

Korine New

Krissy Rodriguez

Kristen LaRoy

Kylie McGill

Laura Barela

Lee Saunders

LeeAnn Rodriguez

Lisa Chavez

Mallory Bustow

Marisa Nunn

Marcus Hernandez

Mark Guerrero

Megan Lorenz

Megan Mueller

Melissa Marquez

Michelle Gjerde

Nicole

Paul Valdez

Peggy Foley

Reginald Harge

Robin Arwood

Ryan Kendall

Sandy Brice

Sean Pooley

Shawn Devine

Shawn Sanchez

Sheila Young

Shelby Bitz

Steph

Strider Swope

Tiffany Kingrey

Tracy Samora

Trisha Macias

Vaiulatasi Tuatoo

Violeta Hernandez

Laurie Kilpatrick