**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
   1. Review and approval of minutes
   2. Motion to approve – Lee
   3. Second – Peggy
2. Committee Updates
   1. University Committees Reports
      1. Things are on hold until we can get into it with campus clean up. The next one is in July, so we might be able to do a socially distant versin
      2. When we can get back on campus, we will recommence planning of the self defense workshop.
      3. Professional Development/Social Events (APC Executive Committee)
         1. President’s Gala Virtual Cocktail Hour Saturday, May 16th via Zoom (Amber Shipley)
            1. Link to Register: <http://www.csupueblogala.com/>
            2. The committee has a lot of fun to try and figure out how to reimagine the Gala. The plan is to do a cocktail hour to celebrate the resilience of our campus. We’re going to celebrate the Embrace the Pack campaign. Take some time out of your evening – it’ll be a short 30 minute program, Dr. Mottet will give an address and answer some questions before a happy hour breakout.
            3. Any questions, contact Amber
         2. Online Professional Development Opportunities via Extended Studies (Kathryn Starkey) we’ve partnered with a couple of companies to offer a plethora of courses.
            1. Link: <https://www.csupueblo.edu/extended-studies/short-courses-and-conferences/current-course-offerings.html>
         3. Online Professional Development Opportunities via HR (Jen Martin-White) Professional development is one of the top priorities for HR, and since starting her new job, she is looking for new opportunities. With a new grant, we’re getting ready to roll out a program through academic impressions. It’s online professional development. There’s a slew of offerings. There are hundreds – there is no cost! There will be a professional development page on the HR website. Also partnering with other companies to provide training. What subject matters are important to are our focus. There are also opportunities with the state.
         4. Friday HR Zoom Happy Hour 4-5pm (Jen Martin-White) It’s been a blast! We log in with zoom and folks just hang out. Folks have brought their families too. We don’t talk about work, just chat. Had scavenger hunts, trivia, etc. This Friday we’re going to do show and tell. Upper management is also attending, which has been nice to spend some time with them.
      4. University Leadership Team (Tracy Samora, Derek Lopez, Emily McElwain, Abby Davidson)
         1. Recap on May 12th ULT Meeting
         2. There’s a new contract focus - with every paid employee, there has to be signed contracts on file as well as completed I9s. Need to make sure we stay on top of contracts in our departments.
         3. Talked about plans for returning to campus. There’s a phased plan as a possibility, health and wellness checks, staging return of different departments on campus, those struggling to work remotely and phasing those in first, etc. The Provost presented about fall and as of now, we will do face to face courses. Some courses will be hybrid and will intent we plan to open and have face to face courses in the fall, knowing they will look very different, PPE required, etc.
         4. Chrissy showed enrollment. Summer is looking very strong, and fall is behind. Students are waiting to see what fall will look like before they make decisions. There are efforts among advisors etc., that they’ll be connecting with students to see if we can further enrollment.
         5. Human health and humanities building – project is coming in early and under budget. There will be more info about the building and how staff/faculty will begin to bring in equipment, supplies, moving into the building, etc.
         6. Convocation – August 17th
         7. New advising model – success coaches and what that model will look like. Brian gave an overall of new student learning outcomes for general education.
         8. New marketing campaign as we begin rolling that out – logo implementation things like that is coming out.
      5. President’s Budget Advisory Committee (Abby Davidson)
         1. Recap on April 21st PBAC Meeting – Hard to know the budge impact and there will be a shortfall because of enrollment decline and state budget cuts. We might have less of an enrollment hit than others, but it will still impact us. For four top priorities guiding the leadership: continuity of teaching and learning, all full time are employed, business continuity of the university, and fiscal sustainable
         2. Minimized and frozen active searches which has made an immediate impact. He and the leadership team have identified four levers – options on the table to mitigate the crisis – solutions included reduce part time employees, reducing salaries, reduce operating expenses, mitigate processes in athletics and academics, and more.
         3. Cabinet reviewed the recommendations and created a balanced budget proposal for the May BOG meeting. They were able to receive additional insights from the BOG. Most information is still tentative, the state budget impact will likely be more difficult than we thought. Concerns from APC – will salaries be reduced – after tomorrow we will have a fuller picture and when implementation and rollout will happen. Are adminpro jobs more at risk? Did not perceive this to be the case. There was discussion at prioritizing full time employees and keeping them employed.
         4. Alejandro Rojas-Sosa – BOG gave more clarity with the financial guiding principles. Expecting a 10% decline in student enrollment. Estimating a significant shortfall in operating revenue. BOG suggested refinancing our long-term debt and put payments off towards maturity date. Debt is 7.5 million – reduce that expense for two years and will offset the revenue loss for the fall. Priorities – PBAC tomorrow will focus on net-operating losses coupled with extended management options. Everything that came from PBAC will guide us.
         5. Next Meeting: May 14th (tomorrow)
      6. Equity Matters and Updates (Kat Abernathy)
         1. Admin Pro Compensation Committee – the APC 7. The market compensation committee – Abby Davidson, Jennifer Quintana, Emily McElwain, Dax Charles, Derek Lopez, Gina Ferguson. They are finalizing the review of all Adminpro positions above .2FTE – looking at CUPA and SOC codes.
         2. Soon they’ll be at a point where they can match jobs and compensation data. Kat’s goal is by the end of June to have some good data that they can start to look at. The team has been amazing to make this happen!
         3. Kat will share additional info regarding performance reviews after committee updates are complete
      7. Search Committee Updates and New Staff Introductions (APC Group)
         1. Several new folks in Nursing, Career Center, Extended Studies, First Year Advisors, temporary equity office Bobby Smith is back, HR
         2. If you have questions about onboarding folks during this crazy time, Susan and Cathy can help! They’re doing a great job and can help!
      8. APC Foundation Scholarship and Fundraising Activities (Megan Mueller)
         1. APC Scholarship Fall 2020 Award Updates – awarded 7 scholarships from the fund for the fall semester. They were $250 each. We’re going to award them every fall semester. There is $530 left in the fund
         2. Chipotle APC Scholarship Fundraiser – this is on hold.
         3. Committee has also talked about doing give day like it did in 2018, which raised a decent amount of funds. Every month, they’ve had about $50 going into the fund from people’s paychecks. It’s now $45/month coming into the scholarship fund.
      9. Upcoming Events and Opportunities
         1. Outstanding Admin Pro Employee of the Year Award – Updates (Tracy Samora) – we have 10 nominees this year. There are a few things that HR will check to follow the guidelines, and the committee will convene to present the award at the luncheon, which is August 19.
         2. Tentative date for Employee Recognition Luncheon: August 19th (Tracy Samora)
         3. Packfit Live via Student Recreation Center (Emily McElwain) – have been extending live fitness classes and will do so through the end of the month. Some folks will continue doing a few classes per week. The rec will follow the governor’s guidelines for higher education that as of now it will remain closed. They are looking at how operations will function, best practices, etc. for a time when we can reopen.
            1. The past few years we’ve helped with the Iron Wolf. This year with things changing, we’ve been exploring from the Iron Wolf to a Duathalon and info will be out by the end of the month about what we’ll do for Ironwolf
            2. Looking for curbside equipment rentals, so they are exploring that right now.
         4. APC Executive Committee Nominations (Tracy Samora) – 2 people won’t be running again – Derek and Carol – we’ll miss you!
            1. 2 people have been submitted for those positions but they have to get vetted by HR too
            2. Some folks are eligible to run again, so they will be nominated from the floor in the June meeting
            3. Kathryn and Abby are here for another year as part of their terms. Woo hoo!
            4. Election process will be in July.
            5. Feel free to reach out to Tracy if you have any questions.
3. New Business
   1. Guest Speaker: Kat Abernathy on Performance Reviews and to answer APC questions - Admin Pro Review Update ---
      1. Jen is now in charge of the performance review process. Folks used to share those duties, but now this will be in Jen’s wheelhouse.
         1. Current review cycle and process – April 1 2019 – March 31 2020 – same as before. In review, refer to goals developed last year, if none, use what was agreed upon with supervisor. In person using social distancing or via zoom. And by June 30, have it done with email acknowledgement
            1. It has COLA
            2. It is a requirement that every adminpro has an eval on file by June 30.
         2. Realignment of review cycle – want to align things with our new January 1 date. We are going to finish the current cycle, move into a bridge cycle,
         3. Bridge review cycle – April 1 2020 – October 31, 2020 – Tim wants every employee to have a performance review. There will be training at the end of the bridge cycle and then move into a future state.
            1. Develop after current review completed
            2. Monthly goal check in
            3. Sub committee and APC 7 will develop a check-in goals form – it’ll be a little different for check-ins
            4. Use the simple goal form that was sent out with the memo
         4. Future review cycle – November 1 2020 – October 31, 2021
            1. Merit based system
            2. Will be an electronic system and be created by the subcommittee
            3. Won’t match classified review form.
            4. Will be an employee self-evaluation before the supervisor adds their input
            5. There will be training for the system and think about best practices for performance reviews.
            6. We’ll be sending out a survey in the next two weeks with thoughts and feedback on the review process.
4. Next Meeting
   1. Wednesday, June 10th
      1. APC Committee Nominations & Guest Speaker G6 Representative to share about budget updates and campus reopening plan
5. Motion to Adjourn Meeting
   1. Motion by: Strider
   2. Seconded by: Justin

**Members in Attendance:**

Abby Davidson

Kathryn Starkey

Ryan Kendall

Justin Hiniker

Heather Cornell

Michelle Gjerde

Lee Saunders

Emily McElwain

Peggy Folsom

Greg Hoye

Jenn Martin White

Kat Abernathy

Adam Pocius

Allie Hall-Vanhook

DAriana Roybal

Haley Sue Robinson

Strider Swope

Karen Stever

Chad Pickering

John Redmond-Palmer

Angela Moore

Chris Fendrich

Thomas Lucero

Derek Lopez

Scott Robertshaw

Dana Rocha

Ryan Kendall

Alejandro Rojas-Sosa

Kristi Maida

Jennifer Quintana

Denise Henry

Reginald Harge

Gina Lopez-Ferguson

Sandy Brice

Jim C.

Elena Michalski

Aolany

Marisa Nunn

Carol Larson

Howard

Kassidy Norvill

Nicole

Corey Shilling

Ana Rios Salgado

Violeta Hernandez

Brenda Trujillo

Cody Engelhaut

Nicole Quarterio

Tiffany Kingrey

Laurie Kilpatrick

Megan Mueller

Juliette Mogenson

Maria Iverson

John Brownlee

Renee Wall

Kylie McGill

Paul Valdez