



APC AY 19-20 Executive Summary

The purpose of the Administrative Professionals Council (APC) at CSU-Pueblo is to serve as the representative body for Administrative Professional (AP) employees and to act as an advisory council to the University on matters that are relevant to its constituents.

AY 19-20 APC Executive Committee:

- **Chair:** Abby Davidson (Director, Science Learning Center; Assistant Director CBASE)
- **Vice Chair:** Haley Sue Robinson (Director of Communications, Public Information Officer)
- **Treasurer:** Emily McElwain (Director of Student Recreation)
- **Secretary:** Kathryn Starkey (Adult Learning/PLA Lead Specialist)
- **Board Representative:** Derek Lopez (Grants Program Manager, Title V Grants)
- **Board Representative:** Ryan Kendall (Admissions Counselor)
- **Board Representative:** Carol Larson (Senior Associate Registrar)
- **Parliamentarian:** Tracy Samora (Director of Alumni & Community Relations)

APC Meeting Structure & Agenda: The APC aims to provide a medium of exchange of relevant information among AP employees. To achieve this goal, the APC Executive Committee facilitates monthly meetings for AP employees. Meetings were facilitated in person in Great Plains (OSC 006) from August through March, and then switched to Zoom meetings May through July. Meeting attendance on average is about **50** AP members. The meeting structure provides an opportunity for APC Executive Committee members and at-large AP employees to provide University Committee Reports from across campus, which includes the following key areas: Professional Development and Social Events, University Leadership Team, President's Budget Advisory Committee, HR Equity Matters and Updates, Search Committee Updates and New Staff Introductions, APC Foundation Scholarship and Fundraising Activities, and Upcoming Events and Opportunities.

APC Guest Speakers: In addition to providing updates to the above-mentioned University Committee Reports, the APC welcomed a guest speaker for each monthly meeting for AY 19-20. The following is a listing of AY 19-20 APC guest speakers:

- **8/14/19:** Tiffany Kingrey (Director of Admissions) shared updates on student enrollment and the University Track Centers
- **9/11/19:** Dr. Donna Souder-Hodge (Chief Strategy Officer) led a brainstorm activity about the Comprehensive Campaign
- **10/9/19:** Chrissy Holliday (VP Enrollment Management, Communication and Student Affairs) provided an update on Fall 2019 enrollment and initiatives
- **11/13/19:** Laurie Kilpatrick (Parking & Safety Manager) shared updates about parking, and Greg Hoye (ED Marketing, Communications and Community Relations) shared updates and initiatives from the Office of Marketing, Communications, and Community Relations
- **12/11/19:** Adam Pocius (Director of Academic Technology and Client Services) and IT Team shared about video conferencing updates on campus
- **1/16/20:** Dr. Timothy Mottet (President of CSU Pueblo) provided updates and facilitated discussion around Vision 2028



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- **2/12/20:** Dr. Paul Plinske (Director of Athletics) provided updates on Pack Athletics
- **3/11/20:** Dr. William Folkestad (Dean, CHASS) provided updates on programs in CHASS
- **4/8/20:** Meeting Cancelled due to COVID operations (all future meetings moved to Zoom)
- **5/13/20:** Kat Abernathy (Director of Human Resources) provided updates and answered questions about performance reviews
- **6/10/20:** Members of the G6 (Chrissy Holliday, Donna Souder-Hodge, Alejandro Rojas-Sosa and Niki Toussaint) shared budget updates and campus reopening planning
- **7/8/20:** Dr. Mohamed Abdelrahman (Provost of CSU Pueblo) shared updates on College reorganization and implementation, and reopening of the CIHHI Building

APC Fundraising Activities: The APC Executive Committee regularly encourages AP members to give back to the APC Scholarship fund, which provides textbook scholarships to children, spouses, and dependents of AP members attending CSU Pueblo. The APC scholarship committee raised scholarship funds through encouraging AP members to engage in monthly payroll deductions (example: \$5/month) to directly support the APC scholarship. In AY 19-20, the APC Scholarship raised an additional \$640 for the fund, and awarded the APC Textbook Scholarship to two students at \$500 each.

APC Events Facilitated: In addition to facilitating monthly meetings, the APC Executive Committee also planned and facilitated the following events:

- **9/5/19 APC Coffee Break:** Informal “meet and greet” for AP members to kick off the Fall 2019 semester
- **12/19/19 APC Holiday Party:** End of fall 2019 celebration held at Thunderzone for AP members
- **7/18/20 & 7/25/20 APC Adopt-A-Highway Clean Ups:** Clean ups spearheaded by Kathryn Starkey to clean up an adopted portion of Pueblo Highway 50

Moving Forward into AY 20-21: Inspired to “develop our people” and aid in new employee retention, the APC Executive Committee has initiated a new AP employee outreach/mentorship program for AY 20-21. Additionally, the APC Compensation Committee re-convened and initiated work towards completing a new equity study and retooling of performance reviews. The group met several times during the spring 2020 semester and provided support to the HR team. Collaboration is ongoing heading into AY 20-21, and remains a crucial project for APC. Moving forward, substantial time investment is needed to complete the Equity Study and retooled performance review process. In particular, work on the equity study will be ongoing, with vital support leveraged from Institutional Research in acquiring and managing data collection. HR and APC are committed to completing the equity study, though additional resources are warranted to systemically complete the study. It is recommended that the University invest in updated compensation data, which will allow the team to complete the work “in house” without hiring supplemental support.

Signed,

Abby Davidson
Chair, Administrative Professionals Council