**Administrative Professional Council (APC)**

***Meeting Minutes***

March 13, 2019

Attendees:

Nicole Ferguson, Abby Davidson, Tracy Samora, Emma Mitchell, Chris Fendrich, Jeremiah Blaha, John Redmond-Palmer, Ginger Medina, Kylie McGill, Strider Swope, Justin Hiniker, Chad Pickering, Heather Cornell

1. Motion to Commence (Derek/Justin)
2. Committee Updates
	1. Social Events, will consider a luau/volleyball game at next Exec meeting, stay tuned!
	2. ULT
		1. Capture HIED discussed recruitment and gave us good feedback, website looks good, enrollment still down, Anna is the new communications person working on web
		2. Deposits for returners are up from last year, promising
		3. A hub is being created for info sharing through marketing office
		4. More budget info was discussed
	3. Equity
		1. Waiting on Jennifer Q. to work on FOCO information
	4. Search Committees
		1. Offered to controller, will start 4/15
		2. Registrar search happening
		3. New Dir of Sponsored Programs will start 5/1
		4. Offer made to Creative Dir in Marketing (Jim’s former position)
		5. Transfer advisor positions are available
		6. Teacher Ed Praxis coordinator search
		7. Housing new Area Coordinator starts 4/1
		8. Two program positions in TriO/SSS close to completion
	5. Scholarship Committee
		1. Heather and Monica are working with Nick Potter
	6. Fundraising
		1. Payroll deduct was used for scholarship instead
3. Upcoming Events
	1. Brianna from Registrar will come to next meeting to discuss FERPA
	2. Commencement
		1. Mandatory attendance, look for sign-up sheet in email/digest
		2. There will be two sessions, am and pm
		3. Campus will be closed Monday to compensate
		4. Regalia should not be worn unless faculty, t-shirts will be given to be identifiable
		5. Should we look at a Fall and Spring grad to make more space for people?
		6. Parking info will be shared with attendees, staff should park by Art/Music
		7. Tracy will ask about accessibility
	3. Budget
		1. Pres Budget Advisory Committee (PBAC) met, an online portal will be provided for feedback
		2. Why did we not consider enrollment decreases in our budgeting?
		3. COLA should not be cut in this process.
		4. Other spending should be reviewed before our salaries are affected by budget cuts.
		5. Duties should be considered, if a person leaves and that money is reallocated, it dumps more duties on someone else who is already stretched thin
		6. Would a faculty/staff discover day recruit more students?