**Administrative Professional Council (APC)**

*Thursday, January 16th*

*Meeting Agenda*

*10:00–11:00am, OSC 006 (Great Plains)*

1. Motion to commence meeting
   1. Review and approval of minutes – Ryan move to approve, Emily seconded.
2. Committee Updates
   1. University Committees Reports
      1. Professional Development/Social Events (APC Executive Committee)
         1. True Colors Training TBD – still in the works. Kat – in the midst of hiring the employee relations specialist and this will be at the top of their priority list.
         2. Self Defense Workshop TBD – working on that in March. Send Haley an email to be on the list of possible people.
      2. University Leadership Team (Tracy Samora, Derek Lopez, Abby Davidson) –
         1. Emily – there were two restructuring/reorganizations. The first is with the Registrar’s office. Amy and her team took a look at the office and made recommendations. Amy will take back the dual title of Registrar and her job and what the team needs are two additional support positions, so they’ve restructured to fill those roles. Those are an IT person to make sure there is support for those needs.
         2. The other restructure announcement is for Cabinet and G6 – Dr. Mottet, Niki T. Donna Souder Hodge, and all VPs. That group will vet and review. The Cabinet will make the decisions. At the current, they will transition two people out to more of an advisory role – Johnna Doyle and Todd Kelly. The two that will join Cabinet are Chris Miliken and Kat Abernathy – HR and IT need to be at the table more so because they are higher priorities.
         3. Scott Robertshaw provided an overview of the new student travel policy which is now up and online.
         4. Kat also provided update on FLSA. There are some changes.
         5. Chris Miliken also provided updates on programs, updates, etc. in IT. Sooner rather than later – you’ll be getting a new PID. It will be a Net-ID which will be CSU system-wide. – that change will happen in the Fall.
      3. President’s Budget Advisory Committee (Abby Davidson)
         1. Received Karl’s final report – subcommittee report-outs happened on integration with ES and online programming.
      4. Equity Matters and Updates (Kat Abernathy)
         1. Please complete the employee satisfaction survey by January 24 – please take some time to fill this out.
         2. FLSA changes – the department of Labor sent off a new threshold for salary. The new cap is 35568 to be an exempt employee, and the duties test is also a new factor – independent discretion. Some employees are affected and will restructure either duties or salary.
         3. Inquiry launched into Performance Review Format – we started our subcommittee/team – we are looking at the format and also the timing and roll out for the new process and procedure. The team will likely be coming forth
      5. Search Committee Updates and New Staff Introductions (APC Group)
         1. EOC – Reginal Hart – new EOC Director
         2. Employee relations specialist – end stages
         3. Custodian III search – Emily is chairing the search
         4. Custodian II search is happening
         5. Paul Valdez – new HSB/CAE advisor
         6. Institutional Research Director position – in the interview stage
         7. Internship coordinator – reviewing minimums now
         8. Posted accessibility coordinator – in Disability Resource Center
         9. Keelen Bailey is leaving SEAL and is the new Creative Director for CSU-Pueblo
      6. APC Foundation Scholarship and Fundraising Activities (APC Executive Committee)
      7. Upcoming Events and Opportunities
         1. Free Fitness Class for January – Tuesday 5:45 Zumba Class
         2. Scott Robertshaw – January 24 – two stop the Bleed Classes in the Rec Center and CPR/First Aid class – reduced rate for faculty/staff
         3. Saturday February 1 – First Aid class – reduced rate for faculty/staff
         4. Nursing convocation is today, January 16 – expecting 400-500 people
3. New Business
   1. Guest Speaker: President Mottet to provide Vision 2028 Update and Conversation
   2. CSU-Pueblo is hosting the Board of Governors February 4-6 in the Ballroom. Those are open and public meetings if you’d like to attend. The CSU-Pueblo reports will be on Thursday morning – that day will be the CSU-Pueblo focus. We feature the university throughout the three days of hosting. We want to expose the BOG to our campus.
   3. He needs everyone to be on board with where we’re going by crystallizing who are we as an institution – we are a teaching institution, a regional comprehensive university. Who we serve is not going to change for the next several years – we are going to serve working class, non-affluent, less prepared, and less represented students. Serving that population is a privilege. Intelligence is not reduced to a zip code – intelligence is here. Sometimes we equate our students with not being bright or smart – we need to remind ourselves and each other – all of us can develop students to their fullest potential.
   4. What is the work you want to do? We don’t give too much thought to how we serve underrepresented students. Fort Collins will be coming here to learn from us. So, what are we doing? We don’t think much about it because it’s the everyday work. If we were to ask you, what are we doing specifically to let our students be successful – we need to think through that and understand what we do.
   5. At convocation, I shared with you our collective psychology is damaging and paralyzing – we think we are not good enough, don’t have the right programs, are not deserving of greatness. We’ve internalized that and we believe it. It’s embedded in our community as well. We need to repackage the story. We work hard, we do good work, we do noble work – we should be proud of who we are, who we serve, and the work we do. We need to treat each other differently. Do not lash out at others. Take check of what is in your control – the experiences you provide for students, how you treat each other, how you treat students.
   6. We have a good strategy – we need to change the culture as we work on our strategy.
   7. 3 takeaways: What is the one thing you can do today that will increase the appeal of the university for students and employees? What is one thing you can do to help a student be successful? How can you prop up a colleague of yours?
   8. We need to be able to challenge each other’s ideas. We need to be able to stand up and argue why it’s not a good idea. We should attack ideas, not the author of the ideas. We need to grow as a university.
   9. When was the last time you did something for the first time? Let’s grow as people.
   10. What we can control is CSU-Pueblo. We can control campus. The more we grow our influence, then the city will pay attention and we start to influence the city. Having a citizen talk poorly about our community, I no longer want to be a part of that conversation. He chooses to not interact with those folks anymore. Be bold – lean in, step up, and defend CSU-Pueblo in the community.
   11. We need to also spend time with the psychology and the stigma of our city.
   12. Audience input – we need to do a better job of spreading this message to the community.
   13. Audience input – there seems to be some conflation between COLA and merit pay. Why would COLA be tied to merit?
       1. Dr. Mottet – eventually it will all be called merit pay increases. The Board of Governors has decided that any pay increases after this year will be tied to merit. There will not be a “COLA.” There is a growth in our HR practices. We are calling it COLA as we are in transition. Everyone needs a performance review. We will not give increase to those below satisfactory.
   14. Audience input – are employees punished if the supervisor is not doing the performance evaluation? Do we punish the supervisor if they are not doing the evals for their employees?
       1. Dr. Mottet - We are not implementing this now. It will be next year. We want to train and develop so there is ample time. Everyone is deserving of a performance review.
       2. We need to do some punctuated evolution – we need to pick it up a bit.
   15. Every day when he leaves, he thinks about one thing that was amazing. Keep yourself in check.
4. Next Meeting
   1. Wednesday, February 12th
      1. Guest Speaker: Dr. Paul Plinske to provide updates on Athletics
5. Motion to Adjourn Meeting

Members in attendance:

Abby Davidswon

Ryan Kendall

Kat Abernathy

Kathryn Starkey

Jacob Buckholz

Marisa

Violeta Hernandez

Tasi Tuatgo

Maria Iverson

Jen Quintana

Britni Huebschman

Aolany Navas-Griggs

Kassidy Norhil

Cody Engelhoupf

Gina

Ferguson

Reginald Harge

Michelle Fox

Kylie Mcgill

Meera Layton

John Sandoval

Lee Saunders

Paul Valdez

Adam Avina

Megan Mueller

Kristi Maida

Mark Gonzales

Emma Mitchell

Justin Hiniker

Ainsley Holloman

Sarah Lowell

Denise Henry

Frank Milavec

Adam Pocius

Howard Campbell

Donna Souder Hodge

Peggy Foley

Thomas Lucero

Scott Robertshaw

Chad Pickering

Elena Michalski

Bill Moorman

Tracy Samora

Emily McElwain

Dave Herman

Laurie Kilpatrick

Michelle Gjerde

Greg Hoye

Anna Rios