**Administrative Professional Council (APC)**

*Wednesday, November 13th*

*Meeting Agenda*

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

1. Motion to commence meeting
	1. Review and approval of minutes – Ryan Kendall motioned to pass and Strider Swope seconded.
2. Committee Updates
	1. University Committees Reports
		1. Professional Development/Social Events (APC Executive Committee)
			1. APC Holiday Party (Tracy Samora) – let’s have one! We decided to have a mixer at Thunderzone like we’ve done in the past. After a vote, the date will be Thursday December 19th from 5-7pm. APC will pay for appetizers and non-alcoholic drinks.
		2. University Leadership Team (Tracy Samora, Derek Lopez, Abby Davidson)
			1. Update on Fall 2020 Enrollment Drivers
			2. Henry Sobenic (Sp?) gave an update – happy to give us 7.8 million for the vision. They also covered some of the enhanced marketing materials. There’s a great presentation on the departmental website updates. If you want to enhance them, chat with Ana and Adam.
		3. President’s Budget Advisory Committee (Abby Davidson) – have not met since the last meeting. An update will happen in January.
		4. Equity Matters and Updates (Abby Davidson) – Kat, HR Director gave an update. The president has tasked the committee on whether there will be a 3% or 2% COLA and use that 1% difference to help remedy those who are outside of market range in their salary. The president has gone to faculty senate to ask their input as well. The committee is developing and is tasked with coming up with a compensation philosophy and in a manual. There will be a remedy for those outside of market range and what to do when we’re in that position. There will also be pay bands on campus, and that committee will assess with that as well. The president would like to see market data on a more regular basis, and it’ll happen more often. HR will do it with the committee’s assistance. If you have specific compensation surveys within your own field, if you can forward those to HR, that would be great and they will incorporate it into the committee’s work.
			1. Abby – if you’d like to share feedback on the 2% versus 3% COLA. If you have any, email it to her before the next meeting.
		5. Search Committee Updates and New Staff Introductions (APC Group)
			1. TRIO executive director – there are 3 candidates and there will be open forums on Monday in Tundra from 9-11:45 for all 3 candidates.
			2. New Employer Relations Specialist position is posted.
			3. Extended Studies has a new online advisor is Adam Avina – alum and lots of online advising experience.
			4. Coordinator for Student Engagement and Leadership was posted last week.
			5. Marketing position in Extended Studies is closed and applicants are being reviewed.
			6. HSB and CAE first year advisor position – interviews are next week.
			7. Visual designer position – first round of interviews next week.
			8. Denise Henry – new instructional technologist on campus.
			9. CAE has a new advisor – Thomas Lucero is most recent hire.
		6. APC Foundation Scholarship and Fundraising Activities (APC Executive Committee)
			1. 4th Annual CSU-Pueblo Give Day Friday, November 15th (Haley Robinson) – Give Day is this Friday – it will be permanently on November 15th. It’s a 24 hour online platform to support students and is run through the Foundation. They will be posting a lot on Friday starting at 6:15am. Live updates will happen throughout the day on TVs, the website, etc.
		7. Upcoming Events and Opportunities
			1. Adopt A Highway Clean Up - Update (Kathryn Starkey)
			2. APC Website Updated (Kathryn Starkey)
3. New Business
	1. Guest Speaker: Laurie Kilpatrick to share about new parking details (10:20am). In August, we updated the parking system. All of it is online and digital. What the management system does is help us in being able to know who is getting tickets, how violations are happening, how we can better manage the university. We are fortunate with the number of parking spaces we have – 4000. With that comes parking issues. We are one of the lowest-charging universities in the state. Students pay $100 for an entire year for parking. $144 for staff and faculty for the up-close parking. All of the students were moved onto the new system in August. The new parking passes go in the left lower side of the windshield. It’s a static sticker – it doesn’t damage your windshield. All of the barcodes have a unique identifier to you. If it’s in your windshield, we can scan it easily. If it’s not there, we can run your license plate and know that you’re in the system and you’re supposed to be here. The state does not give funding for streets, parking lots, and sidewalks. Whenever those things need to be fixed, parking passes are used to pay for it. It is for infrastructure repairs – that’s why we pay for parking passes. There is a parking committee to talk about how to better the system for all. There is also a parking appeals committee – you can appeal that ticket if necessary.
		1. There’s a video!
	2. Guest Speaker: Greg Hoye to share about updates and initiatives of the Office of Marketing, Communications, and Community Relations (10:30am) – He gave a breakdown of the team and the new organization chart, their function as a team, and an org chart by function. Their goal is to increase awareness and enrollment of academic programs among current and potential students. He covered the types of services they provide, including recruitment and marketing support, strate4gic marketing planning consultation, marketing research and data analysis, advertising placements, direct marketing, vendor coordination, marketing material production coordination, and CSU system coordination. The budget is 180k. 97k is spent on sponsorships. There is a request for more marketing money so there is more of a presence. Now, Greg is taking over Brand Management & Trademark Licensing to bring the brand of all 3 schools as a system. Once that is approved, there will be more accountability among departments and materials to ensure there is consistency. More updates for the Wolf Den and the Email Digest are coming soon! Becky can help facilitate bids for print jobs that can’t be done here, but you’re encouraged to send your print jobs here on campus.
		1. Ana – for the website with 2020 around the corner to have more empowerment in your website process redesign. There will be new trainings released to help with your website designs. We’re identifying the gaps to get pages updated and more trainings are available. She is also working on combining the calendar – how to make the wolfden and university calendar to be one. A main focus is how to lay out content.
		2. Tracy – for alumni relations, aside from the event aspect of the role, they are responsible for tracking all alums and keeping them engaged with campus. Being able to share their stories, helps keep them involved with campus and helps with recruitment and retention. Any time you get updates from your former students, we can put those into the database, we can then pull those names and data points for various requests. We want the database to be as updated as possible. It’s important to help build engagement with alums. There’s about 12k alumni just in Pueblo County. 22k in the state. And 45k alums in our history. We are revising the alumni magazine and e-newsletters, doing more and new events, etc. There were 21 events over the 6 days of homecoming, but we do around 40 alumni events per year. There is a 15 member board of directors as well.
4. Next Meeting
	1. Wednesday, December 11th 10-11am in Great Plains
	2. Guest Speaker: President Mottet to facilitate a conversation and update on Vision 2028
5. Motion to Adjourn Meeting – motion by Strider, seconded by Sarah.

Attendees:

Abby Davidson

Kathryn Starkey

Derek Lopez

Adam Pocius

Ana Zyzda

Frank Milavec

Haley Sue Robinson

Dave Herman

Violeta M.

Strider Swope

Kylie McGill

Michelle Fox

Scott Skinner

Juliette Mogenson

Adam Avina

Emily McElwain

Elena Michalski

Ainsley Holloman

Jacob Buchhat

Erica Wuenschel

Daniel Hernandez

Sarah Lawson

Kassidy M

Aolany Navas-Friggs

Cody Engelhaupf

Thomas Lucero

John Sandoval

Kat Abernathy

Peggy Foley

Chad Pickering

Carol Larson

Laurie Kilpatrick

Emma Mitchell

Wesley Taylor

Lee Saunders