**Administrative Professional Council (APC)**

**Wednesday, August 14th Minutes**

1. **Motion to commence meeting.**
	1. **Review and approval of minutes** No minutes to approve from last meeting.
2. **Committee Updates**
	1. **University Committees Reports**
		1. **Professional Development/Social Events (APC Executive Committee)**

Express Employment offering a professional development seminar/opportunity. Tracy is looking into this.

Self Defense class, Haley and Emily are looking into coordinating and opportunities.

Emily is working with Lisa in the Rec Center to offer one class a month, no need for membership. More information to come once confirmed.

Adopt a Highway, Kathryn is finding out more information. No cost to CSU-Pueblo, opportunity for camaraderie, free publicity, gets us out in the community, low commitment level for upkeep. More information to come.

* + - 1. **APC Coffee Break Thursday, September 5th 8-9am OSC Fireside**
		1. **University Leadership Team Updates (Tracy Samora, Derek Lopez, Abby Davidson)**

CSU-Pueblo was awarded $7.8 million from BOG for Vision2028, there’s a public document available through leadership for review.

Vicki Becker, payroll updates. Online potential for signatures online.

Angela Moore is the SFS new hire.

Please be careful with international students for work study, be aware of the allotted 20 hours per week. Cross check with other departments utilizing students across campus.

Convocation- Rooftop event Tues. Aug. 20th & All Employee Luncheon on Wed. Aug. 21st. Get your tickets

5 goals to map to the WIGs (Wildly Important Goals)

-Enrollment, Persistence, Employee Satisfaction

 - work within each department to map goals for each staff member.

 - in line with March 31 evaluation

* + 1. **Equity Matters and Updates (APC Executive Committee)**

Nothing to report

* + 1. **Search Committee Updates**
		2. **New Staff Introductions (APC Group)**
		3. **APC Foundation Scholarship and Fundraising Activities (APC Executive Committee)**

Crowdfunding? Give Day? Concessions for an Athletic event, more information to come. Chipotle night? Payroll deduction- Haley reached out to Vicki Becker, there’s a new online form being updated. Donations at meetings.

* + 1. **Upcoming Events and Opportunities**
			1. **Colorado State Fair (Tracy Samora)**
			2. **Other Events and Opportunities (APC Group)**

Aug. 24th State Fair Parade 9am check in

Sun. Aug. 25th Rodeo Alumni night on the stage at Colorado State Fair

Aug. 27th CIPIE (The Center) 3-5pm Open House

Sun. Sept. 1 Fiesta Day Parade

Sept. 8th 5k walk $10 Suicide Coalition, tickets being sold through university tick portal

1. **New Business**
	1. **Invitations for HR Guest Speakers**
		1. **Susan Benesch to share about employee benefits at September 11th Meeting**
			1. **What benefit questions do you have that we can relay?**
		2. **Invitation to new HR Director (Kat Abernathy) to meet with APC at September 11th Meeting**
			1. **What questions or requests do you have for Kat that we can relay?**
	2. **Information Update on Board of Governors Funding (APC Group)**
	3. **Tiffany Kingrey (Director of Admissions) to provide updates on new student enrollment and University Track Centers (10:30am)**

Enrollment Numbers

Most schools across the state are down with freshman numbers.

Most Schools are down or flat with transfers, across the state.

There are a larger number of CO students leaving the state, partly to funding at the state level.

New students and transfers are down 61 total to date.

We’re down 36 people because of international students numbers in the system, not updated.

Track Centers

Mallory and Lacie work with all schools in the district outside of just the track centers at East and Pueblo West.

The grant funding for the track centers was specific with encouraging a college going culture and meeting needs of grants for the program. The funding cannot be used just to promote students to enroll at CSU-Pueblo.

Admissions did not expect students to want to meet with them as often as they saw last year.

Admissions is working on compiling data and plans for this coming year.

They want to increase consistency and work on publications.

There are plans for a new site (possibly County) and for a new coordinator with the Vision2028 approval of funds.

Also comes with an assistant director position.

Admissions is working on an enrollment engagement plan

Chrissy is looking to roll out mid-September.

Admissions is a campus wide effort, any time enrollment numbers are down people want to blame Admissions. This is something seen across higher education now and Tiffany would like to see us (CSU-Pueblo) stop fighting ourselves. It’s not an attractive place to attend when students see their professors or staff talk poorly about other departments on campus. She would appreciate feedback directly to her rather than people pointing the finger at Admissions or speaking behind their back. They’d love to partner with more people!

* 1. **Upcoming APC Meetings/Guest Speakers:**
		1. **September 11th Meeting: Guest Speaker Susan Benesch to answer questions on Employee Benefits. Introduction to new HR Director Kat Abernathy.**
		2. **October 9th Meeting: Guest Speaker Chrissy Holliday to provide updates on enrollment (post census) and initiatives.**
	2. **Other business from APC group.**
1. **Motion to Adjourn-** Justin moved to adjourn