

## **Administrative Professional Council (APC)**

### ***Meeting Minutes***

Wednesday, June 12<sup>th</sup> 2019

Members Present: Jeremiah Blaha, John Redmond-Palmer, Kylie McGill, Ha Do, Linda Hannafious, Jacob Buchholz, Michelle Fox, Britni Huebschman, Nicole Lara, Arianna Cassio, Lisa Martin, Sarah Lowell, Ana Zyzda, Sandy Brice, Heather Cornell, Dariana Roybal, Dave Herman, Derek Lopez, Abby Davidson, Michelle Gjerde, Megan Mueller, Chad Pickering, Justin Hiniker, Michael Hellman, Tracy Samora, Greg Hoye, Haley Sue Robinson

- I. Motion to commence meeting (Derek)
- II. Committee Updates
  - a. University Committees Reports
    - i. Professional Development/Social Events (APC Executive Committee, Nicole Ferguson Chair) – no updates on events.
    - ii. University Leadership Team (Tracy Samora, Derek Lopez) – no updates.
    - iii. Equity Study Committee (Tracy Samora, Mike Manos, Derek Lopez, Kristyn White-Davis, Nicole Ferguson) – no updates.
    - iv. Search Committee Updates (Group) – Student Financial Services Counselor (hired), need for 1 year administrative assistant (50% time) in Communications Office. First Year Advisor search (ongoing). Teacher Education PRAXIS Coordinator search (in process). Transfer Advisor Search (in progress). Introduction to new staff – Ha Do (CBASE Engineering Postdoctoral Researcher).
    - v. APC Foundation Scholarship Committee (Heather Cornell, Chair) – no updates.
    - vi. Fundraising Committee – no updates.
    - vii. Upcoming Events/Opportunities -
- III. Committee Updates
  - a. Elections – Need election oversight committee to oversee process to make sure it is unbiased. E-mail Derek to join committee and Derek will appoint you. Next APC meeting we will announce candidates. New officers will be in place by early August. To qualify, APC members need to have been here one year and a fulltime staff.
  - b. Project 418 – Cabinet level initiative to boost enrollment. CSU-Pueblo is down 18% in enrollment. Several initiatives being utilized to boost enrollment this summer: 1) \$2500 housing scholarship for 200 students outside Pueblo County, 2a) \$2,000 scholarship to 100 new Pueblo County students, 2b) Free Summer courses for new students, 3) Remove advising holds for continuing students, 4) Reduce orientation melt with new innovative orientation processes, 5) Athletics enrollment boost.
  - c. Vision Update – Will know in August about how much money will go towards the vision initiatives. Dividing monies over five years.
  - d. Vision Updates – 3 major goals for year: 1) boost enrollment, 2) student satisfaction, 3) employee satisfaction. Satisfaction for students and employees will boost enrollment.
  - e. New Business – year end spending for FY 2019. Reminder of deadlines by Business Office.
- IV. Motion to Adjourn (Derek)

Minutes completed by: Abby Davidson, Vice Chair APC

Submitted: June 13<sup>th</sup>, 2019