

Administrative Professional Council (APC) & Classified Staff Council (CSC)

Wednesday, June 8 10AM-11AM

Zoom Meeting: <https://csupueblo.zoom.us/j/92534998859>

Zoom Etiquette Reminders

Please keep yourself on 'mute'. If you would like to chime in or have a question, please raise a hand or chat in the text box. The Executive Committee will be keeping watch for questions/comments, and will ask you to hop in and turn on your microphone to share.

1. Motion to commence meeting

- a. Review and approval of April Minutes: (<https://www.csupueblo.edu/administrative-professional-council/minutes-newsletters.html>). Approved and seconded.

2. Old Business: Adam Pocius to present on the LINC (10-15 minutes) previously scheduled for the April meeting.

The LINC is the Learning, Innovating, and Networking Center. A lot of people involved in this initiative, and it's meant to help the lives of students and faculty members through innovation. Space is important and how do we use it? The pandemic changed where people go to learn, making the people working on the project realize the answer is *everywhere*. So they tasked themselves to figure out how to create spaces on our campus that are conducive to learning. Instead of "classrooms" we have "learning spaces." Instead of the traditional classroom set up, they are envisioning flexible spaces that can be rearranged for various activities, and they are meant to work in a hybrid way (online and in person). A "genius bar" for academics. The vision is to create a co-working space for faculty, students, staff, and community with peer (student) navigators in transformative teaching and co-learning spaces. There would be someone to help with digital needs (scheduled or drop-in), and it's a "playground" for experimentation. Coaching, tutoring, and project support. Integrated and holistic to keep people from being sent to various places. The library and IT are converging to create a different kind of space (although it goes beyond just the physical space). They are targeting the first, second, and third floors of the LARC. Once they had the vision (even before they received grant funding), they began pulling elements together to create these spaces, including the people (navigator teams of students located on the second floor).

The IREPO grant has helped with purchases (furniture, technology, etc.).

CTL (Center for Teaching and Learning) will be on second floor sharing a classroom used for English and other classes, but the furniture is flexible and can be rearranged in different configurations. Also a Capstone space on the third floor (like a mini office with lockers).

Continually developing (Adam described it as "building the ship while they're sailing it") and, thus far, has undergone a "soft" launch. Fall 2022, however, is a big launch. Before then, they are trying to get some construction done, but the service is already available. The space is accessible and available for everyone.

3. Committee Updates

a. University Committees Reports

i. Professional Development/Social Events

1. Fun Fridays (All summer long) - Hosted by APC on July 8! Trivia :) on the patio, open to everyone!

ii. Campus Operations Updates

1. Questions/Comments/Concerns - APC Rep Responsibilities

We're here to talk to you about things (payroll/changes/more). Sometimes it's uncomfortable to talk with a direct supervisor or HR rep, but APC is here to talk through things with you. As a reminder, the APC officers are

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as follows: Emily Bach McElwain, Chair; Lee Saunders, Vice Chair; Aolany Navas-Griggs, Treasurer; Cindy Jones-Shoeman, Interim Secretary; Nicole Ferguson, Interim Parliamentarian; Representatives at large (should be three but, for now, there are two): Ainsley Holloman and Kylie McGill. We represent a variety of areas across campus. Please don't hesitate to reach out to one of us if any of those communications cause anxiety or questions and concerns. That's what we're here for.

- iii. University Leadership Team (April 22)-You are encouraged to access this information, and it is available on the I drive, under University Common, there is a folder for ULT (also see the weekly digests). Available to all employees; last meeting was focused on the BOG budget.
- iv. President's Budget Advisory Committee (April 13)-focused on what Dr. Mottet was going to present to the Board of Governors.
- v. HR Projects and Updates (HR Team)-Jennifer Quintana
 - 1. Juneteenth Holiday – observing on 6/20. Time Off Corrections-if you requested leave for that day and your supervisor has already approved it, ask them to unapprove it so you can delete the leave.
 - 2. New Hire Dates (does not include adjunct faculty): Standardized—all APC and faculty have hire dates of the 1st and 16th of each month.
 - 3. APC Annual Compensation Analysis: subcommittee met on 6/7. Corey Schilling gathered data that the committee will review and randomize so that they can do spot checks for people who are under and over the compensation ranges. Will take about four weeks to complete that analysis. Once completed, they will send out letters that identify where people are within the compensation range for their job. This year, because of the Equal Pay Act, they are also looking at also looking at gender and minority equity as part of their analysis.
- vi. Search Committee Updates and New Staff Introductions
 - 1. Aolany Navas-Griggs: Brock Kilgore, New Academic Success Coach in the Pack Center; recently posted a position for another Academic Success Coach.
Ryan Kendall has returned and is the Assistant Director of Admissions University Track Centers. Just closed opportunities for hiring two new University Track Center Coordinators; hoping to have those positions filled by July 1.
 - 2. Tiffany Pettigrew: Regan Foster serving as Interim Public Information Officer and waiting for approval on Community Relations position and Tracy Samora's position.
 - 3. (missed department): two new people that will be starting July 1—one is a liaison and the other is for graduate program management
 - 4. Upward Bound: two positions posted today. Program Specialist and College Success Advisor. Also, the Upward Bound Director position will be posted. SIDE NOTE: Congrats to Upward Bound. Funded for five more years
 - 5. Justin Hiniker: in Student Affairs, Victoria Ruiz, Assistant Director of International Programs and Inclusive Excellence, has been in the position for a month now

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vii. Upcoming Events and Opportunities - Open Share

1. Adopt-A-Highway - July Service Date, July 16 (go to the CSU Pueblo website and search APC. It's under Events. Click on the SIGN-UP HERE button to fill out the form to volunteer. There is a short training that has to be done in advance-safety video.)
2. Mental Health Awareness Walk, sponsored by CSU Pueblo Nursing - June 18, 2022: register online: Not a race, just a walk...
https://docs.google.com/forms/d/16ySPEO2zXHhyT6G7S65eb9WJe7QSt0qVhtzAHAof9cE/viewform?edit_requested=true#responses
3. Annie Matula: Could we do something like a picnic where we could all connect and hang out. APC tried that last month with the bike ride, but there is also an event for that on July 8, but Emily said we can look for more opportunities to do that.
4. ??: 6 week summer program starting 6/13; already have one student attending for credit recovery.
5. 12th annual student baby shower. June 14, 10 am – 1 pm. If you have donations, email Kylie McGill and she can pick them up from you. Ages 0-5, any items. Open to the public, anyone pregnant or with children in that age group.
6. Physical Education Curriculum Lab: Collecting school supplies in July and August. Collection point will be in the new temporary Curriculum Lab in the GCB on third floor in the dean's conference room (while they are renovating the tech building).
7. Nicole: try to stick as close to fiscal deadlines as possible. Fort Collins is implementing a blackout date after first week of July. Contact her with questions.
8. Tiffany Pettigrew, Creative Director of the institution, so she wants everyone to know they want to help promote all the fun events on campus or surrounding community. Fill out an intake form and they'll help!
9. Upward Bound: submitted grant proposal today. Will be hosting boot camps (like Math Boot Camp this summer), both at PCC and here. Also a workshop series for veterans.
10. Team development opportunities for faculty, staff, more. Outdoor Pursuits is booking summer programs at the ropes course. You can reach out to Emily or fill out the general intake form on Outdoor Pursuits on the website.

4. New Business: **APC Elections:**

- a. Nomination Form: <https://forms.gle/QLP94BjH7nszkWdT9> Nominations officially begin today; must be submitted to the Parliamentarian via the Google form link here. Nominations will close on 6/22. Then the Parliamentarian will confirm the nominations with nominees. On July 13, elections and voting will begin. On our July 13 meeting, we will have all the candidate introductions. Voting will close 14 days later. In addition to Nicole serving as parliamentarian, we also need two election commissioners. If you are interested in serving, let Emily or Dr. Ferguson know. Justin Hiniker wants to be a commissioner. For someone to serve on the APC, they must have one full year of employment before they can be nominated. Nominations are now officially open.
- b. OPEN Positions

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- i. Vice Chair - 1 year appointment (currently held by Lee, who can be re-nominated and re-elected)
 - ii. Treasurer - 1 year appointment (currently held by Aolany, who can be re-nominated and re-elected)
 - iii. Secretary - 2 year appointment (was held by Kathryn Starkey who stepped down; Cindy currently serving as Interim. This position is open for nominations and elections)
 - iv. Parliamentarian
 - v. At-Large Representatives – 1 year appointments (Ainsley Holloman and Kylie McGill; Ainsley is NOT eligible for re-election as she has served two years and she must take a year off. Thank you, Ainsley, for your service. Kylie is eligible for re-nomination and re-election. We also have one vacant spot. You can nominate anyone eligible; our goal is that we have a good representation of APC members.)
5. Next Meeting: July 13 - Candidate Introductions
 6. Motion to Adjourn Meeting – John; second by Nicole

ONLINE ATTENDEES:

Brenda Trujillo-Aranda
Annie Matula
Ainsley Holloman
Chris Fendrich
Jennifer Ghosh
Jennifer Quintana
Joanne Smiley
Marcus Hernandez
Justin Hiniker
Kathryn Otto
Kylie McGill
Britni
LeeAnn
Marisa Nunn
Matt Glover
Meera
Melody Montoya
Molly Becker
Nancy Zimmer
Natasha Brandstatter
Nicole Ferguson
S02803512
Strider Swope
Andres University Tracks Center
Paul Valdez
Vaiulatasi Tuatoo
Jacob Buccholz
Connie Miller
Simulation

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Penny Grinstead

Cindy Jones-Shoeman