

Administrative Professional Council (APC)

Wednesday, March 9, 2022 10AM-11:15AM

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.

APC Fun Committee Opener (Lee Saunders) – Lee recommends Wordle. It's fun. It's fast. It's free. And you can only play once a day: <https://www.nytimes.com/games/wordle/index.html> He explained the rules and everyone played together.

Four winners from last month's competition (Super Bowl): Alyssa Vargas-Lopez, Katie Otto, Elizabeth Saunders and the overall winner was Anissa Manzanares. If you don't already have your prize, Lee will deliver it to you.

1. Motion to commence meeting
 - a. Review and approval of February Minutes (<https://www.csupueblo.edu/administrative-professional-council/doc/2-9-22-apc-meeting-minutes.pdf>) Approved
2. Committee Updates
 - a. University Committees Reports
 - i. Professional Development/Social Events (APC Executive Committee)
 1. Annual Employee Recognition and Awards Luncheon: Wednesday, April 20 in the OSC Ballroom from 11:30-1:30 in person. **RSVPs expected!** More information to come.
 2. Employee Award Nominations (Tracy Samora) <https://forms.gle/sXykEGaJZx5b3GzG9> Nominations Due **3/28/22!** Quick turnaround but the committee has to review all those submissions and make recommendations. *This is an opportunity for APC service!* Typically, the committee consists of last year's winner for APC Outstanding Professional Staff (Brianna Moorman); led by Tracy; and a member of the community (Tracy usually gets someone from the Alumni board). So we need one more at large APC rep who would serve. If you are interested in serving, let Emily know and she'll give your information to Tracy. Again, be sure to get your nominations in by 3/28.
 - ii. Campus Operations Updates - Masking is now optional though strongly recommended
 1. Commencement: Saturday, May 7 - **all staff expected to support 8 hours for commencement** as a swap for campus closure on Monday, May 9. More details forthcoming - watch for signups and more information! All expected to participate and work. Campus closed May 9 for general operations. Also because not all staff will be able to commit to an eight-hour day, staff will be able to make alternate arrangements. Gena Alfonso leads commencement but subcommittee of Emily McElwain and Gwen Young are managing the staffing portion of the event. There are additional options for staff who can't participate on Saturday, such as working evenings the week before. There will be an availability sheet coming from Emily or Gwen outlining shifts available; staff can also indicate if they've already requested time off and cannot commit to any hours—those staff

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will have to use eight hours of vacation time and it should be pre-arranged with one's supervisor. Look for that sheet and more information soon.

- iii. University Leadership Team (Tracy Samora, Derek Lopez, Lee Saunders)
 1. ULT - February 18 Recap, two topics:
 - a. Colorado's Equal Pay Equal Work Act. Johnna Doyle presented to ULT about this law and its implications for us as an institution in terms of posting positions and wages.
 - b. Equity and diversity as a campus and how that office and structure will be changing in the near future. There's a concern that we don't have a Director of Diversity and Inclusion, so changes are being made to ensure we're following policy and procedure on campus.
- iv. President's Budget Advisory Committee
 1. Next Meeting scheduled for 3/10/22 (update at next APC meeting)
- v. HR Projects and Updates (HR Team)
 1. No new updates
 2. New business. Jen Martin-White said that she sent out the goal document that she shared at the last meeting. Supervisors will be scheduling time to goal set and review the updated competencies with their administrative professional employees. Due back to HR by 3/31. Lunch and Learn on Friday, 3/18, in GCB; lunch provided. Look for invite coming soon.
- vi. Search Committee Updates and New Staff Introductions (APC Group)
 1. Lee: Admissions is interviewing for Communications Specialist and Slate positions posted (Advancement Specialist and Slate CRM Specialist); just posted Assistant Director of Admissions-University Track Centers.
 2. Emily: position previously occupied by Scott Robertshaw is open and posted for application.
 3. Keelan Bailey: finished search for Creative Operations and Brand Director-hoping to fill position soon.
 4. John Sandoval: Isiah Madrid in Pack Center, new Academy Success Coach. On 3/16, welcoming Anuschka Macha as the new Transfer Coordinator at PCC. Searching for two Academic Success Coaches in the Pack Center (Vision-funded positions, so thank you to Donna!).
 5. Alex Brady: Just offered Regional Development Associate position to Alexandria Hansen who accepted and will start next week (also Vision funded). Working out of CSU Systems office in Denver.
 6. Trisha Macias: Emma Mitchell's last day is 3/25. Her position (Independent Study Program Coordinator) is posted. Also in Extended Studies, a Prior Learning Assessment Specialist position is open.
 7. Dariana Royal, Upward Bound: New staff member Brittany Andrada started last week in the Interim Program Specialist position. End of search and screen for new Student Success Advisor. Also one other open position, College Access Advisor (Shawn Sanchez's last day was 2/28). Talent search also has a new staff member, Jarrod Lacy.
 8. Reginald Harge, EOC-two new staff coming on board: Leeann Rodriguez, site coordinator for PCC, and Dr. Germaine Brand, site coordinator for PPCC.

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9. Ainsley Holloman, Registrar's Office-Banner Administrative Associate search is closed and the new person is starting Wednesday. Also looking to fill another role.
10. Ellen (?), Financial Aid-Kayla is new staff member.
Welcome to all!
- vii. Upcoming Events and Opportunities:
 1. Adopt-A-Highway: Saturday, April 2, at 9:00 am. New ambassador is Jacklynn Green, transitioning from Kathryn Starkey. Looking for 16 volunteers. Look for the online sign up that will be sent out.
 2. Tuesday, March 15-kickoff event for the Foundation's fundraising campaign DRIVE in the Massari Arena at 10 am. Everyone is invited and encouraged to attend.
 3. Women's basketball traveling to Texas A&M. They're the sixth seed in the NCAA tournament.
 4. Spring football game scheduled for Friday, April 15.
 5. President's Gala, scheduled for May 21.
3. New Business: Nancy Zimmer (Works Coordinator in Career Center): Works Update
 - a. The Works Initiative is part of Vision 2028 to empower whole student success in and out of the classroom.
 - b. Provides new student experiences:
 - i. Experiential learning
 1. Micro internships
 2. Simulated work experiences
 - ii. Expanded work study opportunities
 1. BSW field placements financial aid awards
 2. Student teaching
 3. Non-profit placements
 - iii. Embedded soft skills development
 1. Career Ready Guide
 2. Career portfolio
 3. Suitable badging
 - iv. Apprenticeships, internships, and capstone experiences
 1. Allie Hall-Vanhook, Career Center Internship Coordinator
 - c. Updated Works webpages-connected with the Career Center page and Student Employment
 - d. Student surveys
 - e. Student recruitment for employment opportunities-several upcoming opportunities
 - f. Employer Cost Share Employment
 - i. Top Community Employers
 - ii. Various projections – ready to launch once processes are finalized
 - g. Institutional Support
 - i. Student Financial Services
 - ii. Business Financial Services
 - iii. PACK Center and Career Center
 - iv. Academic Departments
 - h. Nancy is the point of contact if you have any ideas!

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- i. 719.549.2856
 - ii. Nancy.zimmer@csupueblo.edu
4. Next Meeting: Wednesday, April 13 - Joint APC/CSC Meeting with Dr. Mottet and Executive Leadership AND Adam Pocius to present on the LINC. **(If you have ideas for APC events instead of the May meeting, contact an APC member—Emily McElwain, Lee Saunders, Ainsley Holloman, Aolany Navas-Griggs, Tracy Samora, Kylie McGill, Cindy Jones-Shoeman)**
5. Motion to Adjourn Meeting –moved and seconded