

Administrative Professional Council  
Meeting Minutes  
August 2, 2012  
Galeria Pequena

Board Members Present: Michelle Fraser-Mills, Peggy Foley, Keli Hibbert, Katie Velarde, Chris Fendrich, Tracy Samora.

Board Members Absent: Niki Whitaker, Derek Moore.

Guests Present: Roy Sonnema, Michelle Gjerde, Kristyn White.

- Present APC members introduces themselves
- Chris Fendrich shared VPFA Search details. Candidates will be on-campus next week. All professional staff are encouraged to attend and give feedback. The classified and professional staff will share a forum. Chris shared the resume of three prospects.
- Katie Velarde shared Provost Search details. Airport interviews set for Monday, August 6. Good candidates and on-campus interviews should be early to mid-September.
- The group shared ideas about training sessions. Some suggestions were identity theft, serving Veterans, customer service, supervisory training.
- An idea from the election comments were for mixers to be during lunch to be within working hours. The group liked the idea and may try for one of the mixers this year.
- The new board needs to schedule a retreat to plan the 12-13 year. Niki will coordinate.
- Water bottles were ordered last year with the APC logo and will be distributed at events this year.
- We have a 12-13 budget of \$1,500 (same as last year).
- The importance of attending open forums for new leadership was again discussed and stressed.
- Roy Sonnema asked about the councils goals. The group discussed the need to have seats and a voice on critical boards and committees. This was the catalyst for formation. The group also discussed the need and focus on professional development.
- There was a conversation about Veterans on campus and how there is talk of a new Veterans Center. The group thought this was a good idea and that more training on how to best serve Veterans is needed.
- There was a conversation about the issues with transfer advising and the gap that exists. it has been mentioned in Jim Black's report and many other areas so the group was hoping for a change.
- Michelle Fraser-Mills talked to the group about changes in recievables. She reported that Dolores, the Provost and President have discussed a plan to drop students from Fall courses who have a Summer balance. CSU-Pueblo cannot "extend credit" to students any longer. This was an audit outcome. The same process would be followed for Spring if a student has a Fall balance and so on. Third party pays will need to be accomodated. August 24th is disbursement day and the first payment is due on August 27th.
- The new mandatory email policy was discussed and the group hopes this new policy improved communication.

- The No Show (attendance taking) updates for Fall 2012 were discussed by Katie Velarde.
- The group was supportive of the calling center but dissapointed that there was no campus communication about the initiative and there were many calls that confused people who didn't know about the efforts.
- Communication on campus was discussed and everyone agrees there is a lot of work to be done here.
- The next meeting is scheduled for Thursday, September 6, 2012 from 9-10 in the Galeria Pequena. Going forward, all meetings will be the 1st Thursday of the month, same place and time.