

Administrative Professional Council Monthly Meeting (APC)
Meeting Minutes
December 6, 2012
Galeria Pequena

Present: Katie Velarde, Niki Whitaker, Michelle Gjerde, Tracy Samora, Kristyn Davis, Chris Fendrich, Michelle Fraser-Mills, Keli Hibbert, Peggy Foley, Patty Milner, Michael Manos, Gene Lucero, Kristy Proctor, David Peralta, Jessica Boynton, Jack Krider.

Motion to begin the meeting at 9:03 a.m. by Chris Fendrich, 2nd by Michelle Fraser-Mills. Motion passed.
Motion to approve the minutes from 11/01/12. Motion by Chris Fendrich, 2nd by Michelle Fraser-Mills.
Motion passed.

December 6, 2012 Guest: Dr. Kristy Proctor, Interim Director of Graduate Studies.

This positions main responsibilities are enrollment management for graduate programs, oversight of graduate programs and handling all external funding.

Brought Power Point update given to ULT on 11/6/12.

Faculty expected to be engaged in scholarship. Because of the cost, many have a responsibility to pursue external funding for needed equipment or other supplies. E & G has some funding for research but our faculty should bring in revenue through grant contracts.

Most of our peers look very different from us. We haven't invested like others have. We have two people only, dedicated to this arm of the University. With an investment in staff, we could leverage this into resources coming into the institution.

CSU-Pueblo did better brining in external funding in the early 2000's. We have now gone down while our peers have gone up. How do we change this? For the 2nd year, we have invested in a seed grant process for faculty. Hoping this internal process results in external grant applications.

Internships and hands on experience and students to work on research were rated very high in a survey of approximately 5,000 Colorado residents.

Working on a Summer Bridge program to recruit high achievers into our institution.

Kristy hopes to help us apply for all of the opportunities that are out there.

A current trend is that math and science Masters Degrees that have a business aspect to get employers what they need and give students the skills they need to succeed in today's environment.

Another major initiative is to work with new programs and hopefully shorten the timeline to offer new programs. Also, Kristy has worked with Bruce Gifford to do some strategic marketing for Graduate Programs. This is not something we were doing.

Search Committee Updates:

Provost – Katie Velarde and Niki Whitaker are serving on the committee. Search and Screen

Fall Professional Development – Verbal Judo – Sgt. Proud, Niki Whitaker is working on this. May potentially happen in the next few weeks.

APC Promotional Items-still distributing at events.

APC Spring Mixer, Off campus on Riverwalk in March. More info to come.

Spring Professional Development – Open to Ideas

Committee Updates:

ULT Update – 2 meetings since last meeting. 1st Meeting: New enrollment strategies were addressed, actively working in this area to get new students and maintain the ones we have. Were down 8% on gross FTE. Decreases in new and continuing and resident students. This was before Discover Day. Had conversations about not enrolled students with administrative holds. A lot of advising restrictions. NBo incentive to get registered early, what could be done here? Talked about International Enrollment initiatives. A new booth they bought and made visits in many countries overseas (Heidi Laino). Talked about the supplemental contract and it is now available in the I Drive. Anyone can access and we understand it is in effect for Spring 2013. Provost Kreminski talked about grant proposals in the queue. A marketing task force was created and is working with enrollment and retention groups. President DiMare wanted to create an online task force. President DiMare talked about Chancellor visit and was most concerned about the 2.1 million dollar shortfall and where it will come from. Talked about email policy and a digital task force to reduce paper on the campus.

The APC discussed why our email extension is so long. We agreed we would like to see a change to something shorter like, @csupueblo.edu.

Jessica Boynton reported that students will get dropped for non-payment before classes start this term. 2nd ULT meeting update this past Tuesday: Lesley was out sick for this meeting. Jessica Boynton made a presentation about the student judicial process. Todd Kelly updated on the campaign and shift of priorities. 30 million dollar campaign, 15 million was going to be for academics but they decided to funnel more of this into scholarships. January will begin the silent phase of the campaign. In the Fall of 2013, there will be a public announcement. Friday, May 17 will be the President's Gala. As of Tuesday, 740 students with advising holds only. No incentive to get advised and register early. Breaks can be an issue, the Provost directed that a plan needs to be in place to have coverage for students who come in to be advised. Some APC members felt advisors need to be more available and getting them registered on the spot instead of sending them off to register themselves. Seems there needs to be more time and resources invested here. Transfer students don't seem to get enough instruction in our system. Talked about the templates that will go out in January. BOG today and tomorrow and the big topic is the 2.1 Million. Is it a multi-year commitment? They will approve or disapprove fiscal plan at this meeting. Extensive discussion at end of meeting of our faculty teaching in CE.

University Budget Board Update: Michelle Fraser-Mills and Chris Fendrich: Chris attended. A smaller committee made a template to review programs. All academic, non-academic and self-supported programs will be evaluated. There are template drafts they are working on. Next week they will go over templates again and approve. A committee will come together to decide how to evaluate the templates they receive back. They set-up a communications committee is to limit any rumors about what the UBB is doing. Timeframe for submission will be early January. Things included are mission of unit, stakeholders, expenses, etc.

Faculty Senate Update: Katie Velarde – Jane Fraser and Shanna Farmer gave a great presentation on the Community Engagement going on on-campus and were soliciting even more information and participation. CSU-Pueblo has calculated about 500,000 community engagement hours so far for a year. At an estimate of \$22 per hour for this engagement, we make a large impact on our community. Provost Kreminski discussed the new Faculty Evaluation software, Idea Center, and is looking for more to test in

a pilot of Spring 2013. The Master's in Nursing Program was voted to be re-instated after the decision not to implement the DNP.

University Board of Diversity and Equality: Keli Hibbert. Make sure to do Faculty Climate Survey by December 31, 2012. You must get the link from LaNeeca if you do not have it. It is open until the end of the year. They have collected hard copies from people without email and they are locked in a lockbox. A third party is collecting all data. About 250 of 750 have been submitted.

Customer Service – Tracy Samora and Michelle Gjerde are serving on a customer service committee. On Friday, they submitted a plan. Ralph Jacobs, LaNeeca Williams, Sam Ebersole and Catherine Finney are also members with Tracy and Michelle. They want to incorporate customer service in all employee and faculty evaluations. The Classified staff already have a well-written customer service rating. The challenge may be adding into Faculty APRs. The big initiative will likely occur in Fall convocation. This has to be supported from the top down to be impactful. LaNeeca may look at online tools for customer service training similar to the sexual harassment training. The group would really like to make the customer service rating mandatory for all groups to make it known how important it is.

New Business: Michael Manos announced the CSU-Pueblo Sunday, February 10, College Bowl Sunday. This is a national event. Helping them complete FAFSA. About a 2 hour event. Need 40 people to help, they have about 23 so far. Event will be held in the LARC. Send Dr. Ismana Carney an email if you are willing to help.

Motion to adjourn the meeting at 10:13 a.m. by Peggy Foley, 2nd by Michelle Fraser-Mills.

The next meeting will be on Thursday, January 10, 2013 at 9:00 a.m. in the Galleria Pequena.