

MINUTES of APC

January 5, 2012

Call to order: Meeting of the APC was held in the President's Dining Room on January 5, 2012. The meeting convened at 9:30 a.m., Nicky Damania, Chair, presiding and Barbara Painter, secretary.

Attendees: Michael Aragon, Tawnya Armijo, David Arnold, Laura Barela, Nicky Damania, Michelle Fraser-Mills, Jeanne Gibson, Michelle Gjerde, Doreen Gonzales, Geri Koncilja, Derek Lopez, Mike Manos, Patty Milner, Lori Guasta (Matthews), Patty Milner, Barb Painter, Tracy Samora, Marjorie Villani, Lisa Vigil, Niki Whitaker.

Members not in attendance: Corrin Garcia, Keli Hibbert, Katie Velarde

Board and committee reports:

ULT: Nicky will request that two admin pros be represented on ULT.

UBB: No report. The next UBB open forum is scheduled for Wednesday, January 18th @ 3 p.m. in LARC 108.

Faculty Senate: No update. The Faculty Senate is scheduled to meet on Monday, February 6th @ 3 p.m.

Campus resource Guide for Newcomers: Keli Hibbert and Barb Painter continue to collect information for inclusion in the APC newcomer's handbook.

APC Handbook: Michelle Fraser-Mills shared with the APC that discussions to revise the Admin Pro Handbook have been postponed until February. This will allow President Di Mare time to get settled in her new position. In the meantime, questions and comments regarding the handbook should be submitted to Michelle.

APC Survey: Nicky provided an update. The APC Council met with President Di Mare on December 21st to discuss the results of the survey. The survey yielded a lot of raw data that President Di Mare was going to review over the holiday break. Based on the survey and the meeting with President Di Mare four themes emerged: regular updates and announcements from APC, such as a monthly newsletter, strengthening upper administration, inconsistent policies across campus, and poor moral and recognition. Overall it appeared that employees were happy with their jobs, but had concerns with their workload and trust with upper administration. It was recommended that the survey be given again in approximately 6 months.

Professional Development: At this time the APC is anticipating a workshop in February (date TBD) from 9-11 a.m. and breakfast will be served. The group discussed various topics that might be of interest to admin pro employees. Niki Whitaker spoke about a diversity grant that she received and hopes to help the APC with financial assistance for the workshop. Other ideas included: common calendar, open records, email communication, campus crisis, and rewriting the technical employee evaluations. Marjorie Villani shared her concern that the APC distribution email group does not necessarily include the right people. For example, it includes work studies and some classified employees. She recommended that the list be cleaned up so information reaches the intended audience.

Announcements: Marjorie Villani shared that she will be hosting a workshop on dealing with difficult students and other situations. She recommended the APC consider using the workshop as a possibility for professional development.

Nicky Damania recommended that the APC invite departmental guest speakers to attend APC meetings and speak for 15 minutes to help build relationships.

Adjournment: The meeting was adjourned at 10:17 a.m.

APC Secretary

Date of approval