

MINUTES of APC

March 1, 2012

Call to order: Meeting of the APC was held in the President's Dining Room on March 1, 2012. The meeting convened at 9:35 a.m., Nicky Damania, Chair, presiding and Barbara Painter, secretary.

Attendees: Laura Barela, Nicky Damania, Michelle Fraser-Mills, Corrin Garcia, Michelle Gjerde, Keli Hibbert, Trisha Macias, Patty Milner, Barb Painter, Dana Trujillo, Katie Velarde, Niki Whitaker, Kristyn White.

Members not in attendance: None.

Board and committee reports:

ULT: Nicky shared that President Di Mare has sent out an email identifying who will serve as we move forward with searches for a Provost and VP of Finance and Administration. The committees are: Search Firm Committee, Search and Screen Committee for the Provost, and Search and Screen Committee for the VP of Finance and Administration. Faculty, staff and students are well represented amongst the committees.

Dana Trujillo (Director of Admissions): Dana shared that the Admissions Office utilizes a multimodal approach including personal letters, emails, and publications; as well as personal interactions; and campus visits for recruiting purposes. She asks that when individuals are visiting our campus we take an extra moment to converse with them to ensure a more positive experience.

On-campus conversion programs include *Discover YOUR CSU-Pueblo Visit Day* on **Friday, March 9**; *Second Saturdays* on **April 14, May 12, July 14, and August 11**; and *Student for a Day* on **April 11**; in addition to students visiting campus to register for classes.

What can you do to help? If able, please go out of your way to assist new students and their parents by answering questions, providing information, directing them on campus, and making them feel welcome. Students are looking for reinforcement that they have made the right decision in choosing CSU-Pueblo; please remember this is a university-wide effort!

UBB: University budget summits are underway. Today is the second-half of the summit. Yesterday's summit was well attended with almost a full house. Some new items of discussion include: \$500k security contract, carry forwards (up to 75% of unspent operating budgets), tuition increase information is still pending. The next UBB is March 21st.

UDB: Niki shared that her request to send an alternate to the meeting was denied (she could not attend), however she did receive minutes from the board. It seems like they would like more direction and would also like to be more visible on campus. One item of concern was the lack of female tenured faculty on campus. This group would like to conduct a climate study regarding diversity on campus.

Faculty Senate: Honors Program was passed by CAP Board and Faculty Senate.

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

Professional Development: Niki received great feedback from everyone and it was well attended by approx. 40 people. Next steps: "How to make time work for you" would be a good theme for the next session. Late May or early June would be a good time. Cost was approx \$500. Niki though it would be ideal to exhaust any remaining funds from her grant.

Professional Staff Newsletter: Katie shared her thoughts about creating a newsletter. It should be one page with bullet points, published every other month. We would want meaningful information, such as announcements, mixers, tips on professional development, etc. she will have a draft for next meeting.

APC Spring Mixer:

Nicky asked if the date for the mixer should be moved due to Latino Chamber having the After Hours Reception on campus that same evening. Latino Chamber will be here on April 4th, hosted by CSU-Pueblo. After discussion the group thought that combining the events would be a good idea and would create more exposure for APC.

Niki added that the baseball game is that same night and she might be able to offer some tickets. The Distinguished Speaker Series is also that evening.

Announcements:

Trisha shared that the Service Awards Luncheon will be on April 18th from 11:30 a.m. – 1:00 p.m.

Types of Awards:

Student Leadership and Involvement Awards: please nominate, due today!

Student Employees Awards

Faculty Awards are due March 16th

Classified Staff Awards due March 9th

Prof Staff Awards - pending approval from President Di Mare

HSB Awards Banquet: information forthcoming

FAFSA: Priority deadline is today for FAFSA and university scholarships.

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