

## **Administrative Professional Council (APC)**

Monthly Meeting

August 1, 2013

Galeria Pequena

Present: Tracy Samora, Keli Hibbert, Lisa Vigil, Jishirll Clifton , Megan Gregorich. Lia Sissom, Michelle Gjerde, Patty Witkowsky, Kelsey Murray, Jeanne Gibson, Kristyn White-Davis, Liz Grutt, Gene Lucero, Lou Minatta, Angelina Perez, Peggy Foley, Chris Fendrich, Geri Koncilja, Amy Robertshaw, Patty Milner

Meeting called to order at 9:03am.

July minutes approved. Motion by Patty Witkowsky, second Chris Fendrich

Members present were asked to introduce themselves to the group.

Guest Speaker: Patty Witkowsky- Office of Student Engagement and Leadership (SEL)

The office recently changed name from Office of Student Activities to be more inclusive of their expanded role. Dr. Witkowsky shared with the group the following highlights of the new office.

There are five components of the SEL:

- Student Organizations, Become an Advisor, encourage students to participate
- Events and Programs, Display posters, encourage students to attend, share ideas for events
- Leadership Development, Nominate students to attend leadership events, Submit a program proposal, Nominate students for awards,
- Fraternity and Sorority Life, Become an advisor
- Thunderwolf Welcome- New Student Orientation, Staff a table at orientation, Help direct students, Be aware of what is happening

The floor was opened for questions

Q. Will there be a charge for Distinguished Speaker series this year?

A. The series will continue to be free for campus populations (students, faculty, staff), but community members will \$8.00 unless the event is sponsored by another organization (November and December events this year)

Tickets will be required for all events, students/faculty/staff can pick up free tickets at the SEL office.

Old Business

- a. Convocation Event- Do you know? Wednesday Aug 21, 10 minutes per group and one page handout

- b. AP Award. Amy reviewed the changes based on comments from the first review of the award proposal. Copies were distributed for review. No discussion was heard. Motion to approve, Lia Sissom, second Michelle Gjerde.

### Committee Updates

The following committees have not met since the last APC Meeting:

University Leadership Team  
University Budget Board  
Customer Service  
Faculty Senate

Strategic Planning Taskforce: Geri Koncilja

- Main goals have remained the same since the last update
- Objectives were set and presentation will be done at convocation 8:30 (Aug 21) in Ballroom. The taskforce is looking for suggestions and ideas. Copies will be sent out at the beginning of the week of convocation so that people can review. Really looking to have broad participation.
- Subcommittees will be formed from the Convocation meeting
- APC will send out a calendar announcement to encourage participation
- Dr. Wright has taken over as Co-Chair from Dr. Kreminski

VPSSEM Hiring committee: Chris Fendrich

- Three candidates will be visiting on week of Aug 12, one Monday, one Wednesday, one Friday

### New Business

#### Elections

- Next week there will be a run off for one position, then once we have the full results we will announce to the campus.
- Once completed we will have the Executive Committee retreat and set the calendar for the next year

#### Professional Development

- If you have suggestions for Professional Development, please send them in

Proposed changes to the Conflict of Interest statement for Administrative Professionals  
Presented by Kristy Proctor, Office of Research and Special Programs

- Office of Research and Special programs includes compliance, when we receive grants or monies we are obligated to make sure we have compliance which includes financial, human subjects, animal care and use etc.
- Admin Pros need to be concerned about Conflict of Interest as many grants are managed by Admin Pro rather than faculty
- Important to have full disclosure of activities, particularly concerning are activities that directly compete with the University and hiring/supervision of family members

- Last year worked through the Faculty system. Under previous process employees were only asked to fill out conflict of interest statement at time of employment or if something changed. Process was self disclosure driven
- Best practice is for annual disclosure from all employees to collect data and determine if a management agreement can be made if a conflict exists
- Last year there was training required for recipients for of National Institutes of Health and a number of violations were found.
- Intent was for the changes to be done to APC and Faculty handbooks, but only the Faculty moved forward last year.
- Materials with proposed changes were distributed to APC members this week.
- Training is being developed with Legal Council to help people understand what is a conflict

Floor was opened for questions:

**Q.** Who coordinates that process through Faculty?

**A.** Faculty Senate has a subcommittee with handles these kinds of processes

**Q.** Where would the information be housed?

**A.** It travels through the reporting chain and is eventually submitted to HR. It is possible based on the nature of the disclosure that disciplinary action may result.

**Q.** Are the kinds of violations, accidental things or intentional issues?

**A.** We have seen the whole gamit from miss-handling of raffles, hiring of family members, contracting with companies owned by family members with no documented "fair bidding" or management plans in place.

Proposed action: APC will look at how we need to proceed through Niki, official changes would need to happen through the Board of Governors, could consider a voluntary compliance this fall.

Members would like to see a training specific to Admin Pro's who may have different issues than faculty.

Updates:

- Board of Governors is on campus this week. There are open meetings tomorrow and members are encouraged to attend. President's reports are done at 12:30
- Alumni office, Tickets for Glorianna, reception and gate admission is \$15 for faculty and staff. Reception will be in the grassy area north of the grandstand, Dallas Packages are selling well. Hotel is sold out

Motion to Adjourn at 9:54 by Peggy Foley

Next meeting scheduled for Thursday, September 5, 2013 at 9:00am in Galeria Pequena in the OUC.

Minutes submitted by: Patty Milner, APC Secretary