

Administrative Professional Council Monthly Meeting (APC)
Meeting Minutes
January 10, 2013
Galeria Pequena

Present: Jessica Boynton, Bruce Gifford, Patty Witkowsky, Tiffany Kingrey, Lia Sissom, Chris Fendrich, Niki Whittaker, Marjorie Villani, Tracy Samora, Sixian Yang, Cathy Duncan, Amy Tafoya, Theresa Martinez, Robert Wisner, Yaneth Correa, Kristyn White.

1. Meeting began at 9:04 a.m.
 - a. Motion to approve minutes from December 6, 2012 by Chris Fendrich, second, by Jessica Boynton, motion passed.
2. Guest speaker – Bruce Gifford, Interim Dean of Student Services and Enrollment Management
 - a. Bruce will be retiring at the end of May.
 - b. One of the biggest changes to his area of responsibility during this time of transition has been moving First-Year Programs under Student Services.
 - c. Currently we are up about 200 student applications from this same time last year; and we are up 2-3% in completed applications from this same time last year.
 - d. Beginning in March, the focus will switch to completed applications and enrollment.
 - e. President Di Mare is currently evaluating the structure of Bruce's position. Currently, there are a number of interim and open positions in Student Services; spring will be busy with filling these positions.
 - f. The location of the Office of Student Services will also be evaluated this spring.
 - g. Drops were scheduled to happen the morning of January 10. Bruce reported if the spring semester was similar to the fall semester, about half of those students would pay and enroll and the other half likely would not. That would mean about 80 students would continue and 80 would not enroll.
 - h. On January 8, financial aid was dispersed and payment was required at that time.
 - i. A challenge with this situation was the fact that some scholarships are not loaded into the system immediately and therefore, the student's account would show a balance. Bruce said there is no easy fix for this problem and financial aid is looking at ways to alleviate the confusion this causes.
3. Old Business
 - a. Search Committee Updates
 - i. Niki reported that the next meeting of the Provost Search Committee is January 22, 2013.

- ii. There are approximately 24-36 new applications that the committee is reviewing and they plan to set-up campus visits before spring break.
 - iii. Niki also reported there may be more Deans in this group than sitting Provosts.

 - b. APC will be offering the Verbal Judo course for Admin/Pro staff, (and possibly Classified Staff as well), on either January 25th or February 1st. Niki will finalize the details with Sgt. Proud.
 - c. APC promotional items will continue to be distributed at APC events.
 - d. Spring APC Mixer will be Friday, March 1st at the Riverwalk. Tracy will work with Angelo's or The Sicilian regarding refreshments and location for the event; and will see if we can have the boat available for rides. This mixer will be held after 5 p.m.
 - e. APC Spring Professional Development
 - i. Will be held in late April/early May
 - ii. There was no report from the Customer Service group that is being led by Michelle Gjerde.
 - iii. Marjorie suggested a possible topic for the spring professional development could be planning for retirement, strategies for retirement – do's and don'ts
 - 1. We could invite local investment professional, Mike Salardino, along with representatives from PERA and TIAA-CREF
4. Committee updates
- a. University Committee Reports
 - i. University Leadership Team – Niki reported they had not met and she will have an update at the February APC meeting.
 - ii. University Budgeting Board – Chris reported that there were approximately 35-40 individuals who attended the UBB meeting on Wednesday, January 9, 2013.
 - 1. The group has finalized the form for each department. The form is made of up 7 sections and there are 7 groups that will review the information that is submitted. One group will review the same section for everyone.
 - 2. The timeline is to have the form completed by January 30; it will then be distributed to the departments and due to UBB at the end of February. UBB will make their recommendations to President Di Mare by April 1.
 - 3. The group is currently creating a website.
 - 4. This group will make recommendations to the President, but she will make the final decisions.

- iii. Faculty Executive Senate – No report
 - iv. UBDE – No report
 - v. Customer Service – No report
5. New business
- a. Chris asked about the replacement process for members of the Board who have resigned their position with the University.
 - i. Niki has requested a list of Admin/Pro from HR
 - ii. APC will be evaluating the structure of the Executive Committee.
 - 1. Originally it was set up to have representation from each reporting area, (i.e. President's Office, VPFA, etc.). With all the changes that have happened recently in the reporting structure, changes need to be made. A suggestion was made to possibly have representation from the types of work that individuals do, (i.e. Athletics, Finance, Student Services, etc.).
 - 2. The Executive Committee can nominate someone to fill the remainder of Michelle Fraser Mills's term. This will be discussed at the next Executive Committee meeting.
6. Motion to dismiss at 10:05 made by Chris Fendrich, seconded by Patty Witkowsky