

Administrative Professional Council Monthly Meeting
Thursday, June 6, 2013
LARC 108

Called to order at 9:07 a.m. Motion by Tracy Samora, second by Gene Lucero

Attendees: Katie Velarde, Niki Whitaker, Tracy Samora, Geri Koncilja, Keli Hibbert, Amy Robertshaw, Gene Lucero, Patty Milner, Daniella Cauffiel, Megan Gregorich, Jishirll Clifton, Lia Sissom, Kristyn White.

Introductions

Guest Speaker: Geri Koncilja, RAGE Program

RAGE goal is to increase access to graduate education for low-income, Hispanic students who might not be located near graduate education options. They also work to expand service learning opportunities. RAGE grants \$96,000 to \$100,000 in fellowships per year. There are also travel scholarships for students to present their work. There is a graduate student support center and also a computer lab, RoyJo Sarton runs this area. Ms. Sarton also did a graduate work symposium. Many resources like an online writing center also exist. Community service learning has been worked on and added up Shanna Farmer, the amount we do is amazing when tabulated. There is a list of the many faculty online doing these types of work. Geri Koncilja helps create online and hybrid graduate level courses, she is the Instructional Designer. They have redesigned about 50 courses for hybrid delivery, using 32 instructors. Faculty members receive stipends for the redesign. Geri also does workshops for faculty and staff, one example is the iPad training. The big thing right now for Geri is she is creating a "Teaching Online 101" course. Amy Robertshaw asked about eligibility for the fellowships. They need to be domestic and attend CSU-Pueblo.

Approve May meeting minutes: Motion by Amy Robertshaw, second by Gene Lucero.

APC Board Representation Update – Approved by BOG at May meeting. Keli Hibbert helped facilitate and make these changes in the bylaws. Removed restrictive areas and made general Council Representatives.

Committee Updates:

University Leadership Team – Niki Whitaker

Much discussion has been about a new scholarship model. We put almost 4 million into scholarships but we needed to be more strategic with the use of these dollars. Our competitors offer merit scholarships and we were not competitive. Athletics had a lot of input with this design to compete with other institutions as well. The new scholarship model will go to Academic Council today for them to review. The new model lists incoming requirements and also requirements at CSU-Pueblo to keep these scholarships. Sean McGivney's office will make many of these changes happen. We will also market this model for the 2014-2015 school year, this will make us more competitive. We want to increase the number of meritorious students who attend CSU-Pueblo.

Summer schedules were approved for June/July only.

New Vice President of Student Services and Enrollment Management is open and applications have been received. Lesley DiMare is currently acting as Interim. The salary we are offering is not as competitive as other institutions. Hoping to have new person in place August or September 1, 2013. Marjorie Villiani will remain full-time through September 1, 2013 and they hope to have the Dean placed shortly thereafter. Jack Krider is overseeing Rec Center and Housing over the summer. The director of housing will also be placed in the Fall hopefully.

Parking fees will be going up. Students, faculty and staff rates will be raised. Our rate as Administrative Professional will be paying \$12 per month instead of \$10 per month - from \$120 per year to \$144. This will take effect July 1, 2013. There may also be a new policy that departments will have to pay for visitor passes. The council was not in favor of this. We want to be open and welcoming to visitors and not punish departments for bringing people to campus. The council would like Niki to represent this view the next time the discussion comes up.

Alumni Outreach stipend update from Todd Kelly, there is a \$20,000 stipend that was awarded to different groups. \$10,000 to HSB for their new Alumni chapter program. The other \$10,000 was not awarded as the other projects were not set as a priority and may not have met requirements.

The Gala was a huge success.

HLC Update, Rick Kreminski has forwarded certificate programs to HLC and the HLC approved all certificates we offer. Colorado Springs Continuing Education will be moving from the Citadel, to Phoenix Tower right off of I-25, very visible and many marketing and branding opportunities.

Still researching a possible CSU-Pueblo site in South Metro Denver per the request of the Chancellor. Chancellor is directing this initiative. Bruce Raymond is helping with this research. Nursing will be offered out of Arapahoe Community College and a brick and mortar location in 3-5 years. Nursing and business are priority programs here.

Enrollment Update in ULT: 3,625 enrolled, down 3% from last year. Hoping for 4,600 by the beginning of class. Retention is at 59.6%, goal is 60%, we needed about 9 more students to hit the 60%. Down in new freshman. New concurrent enrollment initiative, high school students can now take classes here at the Community College rate. This will be marketed.

Will be doing a search for Institutional Research Director. Rick Kreminski may help in the interim, not fully decided.

Will be search and possible changes in the position LaNeeca Williams vacated. More to come.

Equity study has been worked on by HR and Marty Hanifin. Should be ready in July/August. Next fiscal year (FY 2015), this will hopefully impact faculty and staff. An outside firm is being used.

Our loan default rate is 15%, PCC has 38% default rate. We are in the average range, however, per Sean McGivney if you a 15% default rate for three years, there could be sanctions that impact our campus and students negatively.

University Budget Board –
No update.

Faculty Executive Senate – Katie Velarde
No update, senate is out of session for the summer.

UBDE - Keli Hibbert
No update.

Customer Service Committee – Tracy Samora, Michelle
No update.

Strategic Planning Task Force – Katie Velarde, Geri Koncilja
The task force has done much work in outlining goals and objectives and is currently finalizing and paring down these metrics for a workable, effective, measurable plan. An outline will be shared on campus soon.

New Business:

Elections and Nominations, all positions open. Nominations taken at the meeting are below. Niki will send an email to take nominations online for one week and then there will be a two-week election that Keli will coordinate.

Chair: Niki Whitaker

Vice Chair: Tracy Samora

Treasurer: Lia Sissom
Chris Fendrich

Secretary: Patricia Milner

Council Representative (3): Gene Lucero
Kristyn White
Michael Manos
Geri Koncilja

Parliamentarian: Keli Hibbert

Jessica Boynton

Convocation Event: Niki will be attending the convocation planning meeting to set-up a time for us to have a professional development or another event.

Next meeting July 11, location TBA.

Adjournment at 10:16 a.m. Motion by Megan. Second by Jishirll.