

Administrative Professional Council (APC)
Monthly Meeting
March 7, 2013
Galeria Pequena

Present: Katie Velarde, Lia Sissom, Trisha Macias, Niki Whitaker, Tracy Samora, Amy Tafoya, Theresa Martinez, Michelle Gjerde, Brenda Trujillo-Aranda, Marjorie Villani, Howard Campbell, Adam Pocius, Todd Kelly, Gene Lucero, Chris Milliken, Geri Koncilja, Shanna Farmer, Keli Hibbert, Chris Fendrich, Sixian Yang.

Motion to begin the meeting at 9:04 a.m. by Tracy Samora, 2nd by Gene Lucero.

Motion to approve the minutes from the 2/7/13 meeting by Lia Sissom, 2nd by Keli Hibbert.

Guest Speaker, Dr. Derek Lopez:

Recruitment: Admissions and 1st Year Programs teams were combined. Advisors recruiting in local and close areas, day trips only. The other Admissions counselors are in Texas, California, Denver, Springs, etc. Applications were up 285 and the next week they were up about 160, gap may be closing. Derek is in his 7th month as an Admissions person. Learning a lot and having a lot of fun. Advisors enjoying meeting students before they come here. Hoping for enrollment gains in first year freshman in Fall. High school students in Colorado are harder to find, there are fewer of them. Retention: Teresa Farnum has been on campus and there are a variety of initiatives she is overseeing. Retention themes emerged and we are trying to target these areas. These can all be found on the I Drive. Trying to revive the US 151 course for those with an 80 index or below. Educating students on finances, underprepared students, class attendance, customer service, educating students on the benefit of an education, are a small list of many initiatives. Conversion: 1st Transfer day was last week, went well. Discover day will be this Friday, March 8, 2013. The recruiters have been trained on advising so they can register in the field. Advising at orientation this year, there will be four sessions, local registration dates in other cities at Starbucks, libraries, etc. Conversion is now the focus. There is a Summer Scholars program this summer. It will be \$2,500, 6 credits, 4 weeks, room/board, outdoor pursuits, and more. Start spreading the word.

Provost Candidate Update:

Announced and scheduled. Visit the search website and please attend open sessions. There will be a presentation at the open forum on recruitment and retention.

Spring Mixer:

Angelo's at 5:00 tonight, prize drawings, heavy snacks --- be there!

Spring Professional Development:

1. Teresa Farnum will be holding two sessions, capped at 50 for each presentation.
2. APC Janet Fieldman on planning financial future on April 4, 2013. LARC 108 – three sessions at 20 per session. Niki will send out more information soon.

3. "Positive Thinking" through Mobile Nursing, limited to 60 participants, breakfast provided May 9, 2013.

ULT Update by Niki Whitaker:

Active Shooter presentation, a very powerful video. They will continue these presentations in the coming months. It is a 15-20 minute video and then discussions. An update from Todd Kelly on the capital campaign. Scholarship discussions and department chair meetings. Conversations about how scholarships are administered and how we seem to be behind peer institutions in Colorado with regard to merit scholarships. Johnna Doyle, legal counsel, gave a presentation. Marcia Butkovich is Johnna's new administrative assistant. All papers to be signed go through Marcia. Johnna gave a large document on developing and approving policies and procedures on campus. Johnna has had time to review campus policies and feels they are lacking in many areas. She would like policies to be developed and approved in certain ways.

UBB Update by Chris Fendrich and Patricia Milner:

All completed PREP templates have been received and broken down by section. The UBB broke into subgroups to look at each section. They have to grade their section by next Wednesday and then they will get back together. The UBB will then make recommendations based on rankings and forward those recommendations to the President.

Faculty Senate Update by Niki Whitaker & Katie Velarde:

They discussed the Late Start classes Derek mentioned, they talked about Teresa coming, a number one complaint was having to buy books and then the books aren't used, discussed attendance policy, The AAUP will be on campus in March discussing shared governance. All interested are welcome. New Senators will be elected in April. CAP Board and UBB meeting schedules are in conflict. They will look at creating a master schedule with meeting times. They are beginning to discuss a Grievance Officer review. Provost finalists have been announced. Go to the website for interview schedules, resumes, etc. President Di Mare updated the Senate on many topics, they included budget, enrollment, the marketing task force, the online task force, PREP, workload surveys, scholarship structure for recruiting students, strategic planning committee, a possible location in south Denver is something the Chancellor wants us to look at, both online offerings and a Denver location would be a substantive HLC change. Talked about sequestration and waiting to see how it will impact us. Community Colleges offering four year degrees in legislation was discussed. Provost Kreminski talked about credit hours generated, enrollment, and the calling center initiative. If you or a student club are interested in participating in the calling center, contact us! Numerous Faculty Handbook Changes were discussed in Senate along with Graduate Program catalog text and policies.

UBDE Update:

Looking at an outside evaluator to look at the campus climate survey. A religious fair will be held in April. People will come visit and present on different religions and practices. Looking at Diversity Training. Customer Service Committee: The Teresa Farnum training piggybacks on that committees charge. Ralph Jacobs is trying to get the customer service metric added to our evaluation by April 1, 2013. Chris

Fendrich was in a meeting with Ralph and Ralph was reporting that the metric will be on our 13-14 evaluation.

Strategic Planning Task Force:

The Administrative Professional Representatives will be: Geri Koncilja, Jack Krider and Katie Velarde.

New Business:

Keli Hibbert presented changes to the by-laws based on the campus restructure. Once we vote online for two weeks, the changes will need to be approved by the BOG. Keli will send an OrgSync voting link.

Todd Kelly talked about fundraising and an official announcement in the Fall. They will be asking for three-year commitments from faculty and staff. Campus morale has suffered, pay increases have been scarce. "On the Move" is the campaign name. If we support our own cause, it is easier to ask other people to support us as well. 25 million is the goal. 5 million will help add four new sports, 5 million will help with the OUC renovation and 15 million will be for scholarships to support recruitment and retention.

Trisha Macias asked for ideas to increase morale that do not have financial costs. This is part of the "Stronger as a Pack" Pride Campaign.