

Administrative Professional Council (APC)
Monthly Meeting
May 2, 2013
Galeria Pequena

Present: Katie Velarde, Chris Fendrich, Keli Hibbert, Liz Grutt, Bob Ojeda, Patricia Milner, Adam Pocius, Jessica Boynton, Amy Robertshaw, Niki Whitaker, Jon Ullmann, Geri Koncilja, Michelle Gjerde, Patty Witkowsky, Tracy Samora, Lisa Vigil, Jishirll Clifton.

Meeting was called to order at 9:02 a.m. Motion to begin by Chris Fendrich and second by Patty Milner. April minutes approved by Patricia Milner and second by Geri Koncilja.

Guest Speaker: Rhonda Gonzales, Dean of the Library:

Rhonda brought informational brochures from the Library to share with APC members. She also gave us a tour of the website and all of the great services available. We learned about how to find books and about the sharing services available. Library books and services can be used for work and personal business. This was a very informative session.

Old Business:

APC Board Representation changes were submitted to the BOG for approval at the May BOG which is going on right now. We don't expect any issues. Once confirmed approval has happened, we will begin to communicate about elections and have nominations at the June meeting.

Committee Updates:

ULT:

1. Downtown Annex Update – Raymond

- i. Bruce presented an executive summary of a business plan submitted two weeks ago in regards to a downtown annex
 1. In coordination with Dr. Wakefield, the Healy Center and Aegis Identity CEO, Ralph Armijo.
 - a. Discussed possibility of creating a downtown annex to house the Healy Center, Healy Fellows. Currently the Fellows work on projects on campus, municipalities, state entities, and non-profits. Currently working on a project for Aegis Identity
 - b. Aegis Identity has worked with a local bank for financing the project, along with money from PEDCO. They have allocated 1900 sft. for the Healy Center on the Riverwalk land they have purchased.
 - c. Healy Center would provide business consulting services to the Pueblo community. Work with PEDCO to create space to allow

new businesses to start up at the Healy Center. Including technology infrastructure, desk space, filing space, internet access, etc.

2. Second part is to partner with the campus to build a site on land leased to the University (\$1 per year). University would need to build the site but would enhance the presence for CSU-Pueblo in the downtown location.

- a. Could be used to house departments i.e., marketing, technology, alumni, foundation

3. Questions?

- a. Jen was concerned about how Ralph makes his money at Aegis and is the deal hinge on the University's ability to create the new building

- i. Aegis is a software company – provisioning

- ii. Yes, the building is still in the works with PEDCO

- b. Lesley had a concern about liabilities and contracts – MOU's would need to be developed. Would students still be part of the project? Can Healy Center be housed in the new building vs. waiting for us to build on the land?

- i. Yes, students want office space to meet with "clients".

- ii. Dan Molello (HSB Advisory Board) is looking at lease costs for a downtown location

- iii. May need to look into available open space in the downtown area

- c. Budget concerns

- i. Healy Endowment would fund if no revenue was generated in the first two years.

- ii. Aegis will support the infrastructure, looking to invest in a huge technology pipeline. If Healy Center is not located at the Riverwalk location, the business plan would need to be re-evaluated because of technology change.

- d. Hector questioned is this is duplicate of services being offered by the BTC?

- i. Bruce is not aware of the BTC and would need more info to comment

- e. Lesley has spoken with the Chancellor and he is very interested in visibility. Bruce is also working with the Chancellor to help develop a presence in South Central Denver – new location.

- f. Rick asked how big the land is going to be?

- i. Two acres, our share is approximately ½ acre.

- g. HLC accrediting does not permit offering courses at another location. We would need to request another location? Rick offered the "50% formula" as a reference to the HLC accreditation.

- h. Kristi asked what the difference is between the proposal and an incubator model.

- i. Some overlap, Healy fellows offer specific services, not just working with small businesses.

- i. Lin thought it was a good idea, discussed the need to analyze the cost benefit and bottom line

- j. Roy also questioned the branding benefits to the downtown location

- k. Bruce requested that an answer be discussed by September 1 – either to pursue the land, move forward with discussions or allow them to pursue other entities.
 - i. It was also suggested to ask the Foundation to assist in building the site.
- 4. Significant discussion about the SC Denver location
 - a. Seeking 4 year program for nursing, business (finance), CIS, marketing, and graduate engineering (industrial and systems)
 - i. Unmet need in SC Denver
 - ii. Bricks and mortar location in Denver
 - 1. Spend 3-4 years at the Arapahoe CC campus
 - 2. Leased space in year 5 (new site)
 - 3. 10-15 years will have its own identity
 - b. Bruce and Rick will work together to get info from HLC to give to the Chancellor next week
 - c. Developing business plan to offer distance learning at ACC and grant 4-year degrees
 - i. Need nursing ASAP, need to look at facilities at ACC and assess the site

1. Campus Policies & Procedures Process – Di Mare

- 5. Form created by Johnna
 - a. Modified the Cornell model
 - b. Only affecting University policies at this time, may be used for individual colleges and departments in the future
 - c. May need to develop a policy committee
 - i. Approve, forward to ULT and then forwarded for signature to the appropriate signature authority

a) Budget Meeting Overview – Di Mare

- a. President is implementing that the budget meetings will happen twice/year
- b. University needs to become more proactive with the budget process
- c. Marty/Bob will work with the units to give targets for June 30
- d. Traded furloughs for reigning in our budgets
- e. System office believed we were experiencing an 18% decrease in enrollment
 - i. Realizing \$6.3M in COF-able, not \$7.7M as was suggested in last year
- f. OUC discussion - \$26M bond vs \$33M bond vs. needing \$37M bond
 - i. Marty discussed this at length and will need to present a good argument to include it as an attraction to get more students
 - ii. Will need board approval to move beyond \$26M bond
- g. Academic Building - \$16.2M for 45,000 sft., may advance OUC at the same time, both projects would hopefully start Winter 2014
- h. VP of Student Services and Enrollment Management – will hire at \$120K
 - i. Will bring in an interim until final hire is made
- i. Will post a Dean of Student Life/Affairs position (Marjorie's position)
 - i. Will oversee housing, SHS, Counseling, Rec Center, Judicial, OSA

1. Will hire a new Director of Housing
- j. Will eliminate 2 positions in Financial Aid (currently vacant) and 2 positions in student life (currently vacant)
- k. Will be having a reception for Rick and Bruce
- l. Will continue to use PREP document
 - i. Outcomes assessment, site visit, strengths and weaknesses
 - ii. Suggestions were made to get a dollar amounts included
 - iii. Recommending to UBB to perhaps modify the current document and prepare to work on programs in the lower two tiers

UBB: The last two UBB meetings for the year were dedicated to evaluating the UBB process. Strengths and weaknesses were discussed and a timeline for recommended changes was developed. A subcommittee which includes Patty Milner will be working over the summer with IR and FA to recommend changes to the data structure for the 13-14 year that would assist in comparing programs. Of particular concern are object codes for expenses and student coding for "grey areas" like double majors and cross listed classes. The UBB agreed that if the process is used again increased efforts need to be made to train staff who are completing the UBB documents and to push out information to the whole campus. The UBB has not received its 13-14 charge yet, so we are not sure exactly what the role of the UBB will be in the next year, but we anticipate a similar process based on feedback from the cabinet.

Faculty Senate: Faculty Senate has concluded for the 12-13 year. The last meeting was one hour of the past senators and one hour of the incoming senators. Co-President's Susan Calhoun-Stuber and Margie Massey have been re-elected for a second term. This is great for continuity!

UBDE: No update.

Customer Service: No meetings have occurred but the APC group had some great discussions here. We talked about a convocation event where each office has an open house where you can visit and learn what they do. We thought a scavenger hunt, check-off card for a contest or taco bar might encourage participation. We would like our 13-14 professional development sessions to be related to the Strategic Plan or Retention Plan. We will work on this over the Summer to develop further and have ready for convocation week!

Strategic Planning Task Force: The AP members on the task force include Katie Velarde, Geri Koncilja and Jack Krider. The Task Force held open input sessions for faculty, staff, students and community as they began to build a shell. The focus of the plan is on recruitment, retention and graduation. The Task Force just developed themes within each area, for example, transformation, academic excellence, etc. These are still being finalized. The task force meets every Friday afternoon from 2:00-4:00 and this will continue until complete. The original goal was to be done by the end of May, the Task Force is hoping for a slight extension since it is now a five year plan instead of three. The Task Force requested to extend

the time of the plan so we do not end up creating another one during reaccreditation. The students on the Task Force participate and have gathered great data for them. Once the plan is further along, we will likely have more open sessions for input.

New Business:

2013-2014 Professional Development Series: Focusing on Strategic Plan and Retention plan, some great ideas as noted in Customer Service area above.

Outstanding Professional Staff Award: Katie Velarde and Amy Robertshaw volunteered to look at the current process and recommend changes to the APC for next year. Possible changes include a supervisor sign-off and an outside committee judging.

Elections: Nominations will happen at the June Meeting!

Motion to end the meeting by Patricia Milner at 10:18 a.m., second by Michelle Gjerde.