

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

Monthly Meeting

August 7, 2014

Aspen Leaf

**Attendees: Niki Whitaker, Lisa Vigil, Jishirll Clifton, Bob Ojeda, Amy Robertshaw, Sarah Flores, Daniella Cauffiel, Tracy Samora, Liz Grutt, Krystin White, Mike Manos, Todd Kelly Patty Milner, Chris Fendrich, Peggy Foley, Tanya Baird, Vicki Becker, Adam Pocius, Jenny DeLuna, Patty Witkowsky, Roosevelt Wilson, Quatisha Franklin,**

**Meeting was called to order at 9:06 by Niki Whitaker**

July minutes were presented. Motion to approve was made by Jishirll Clifton, seconded by Chris Fendrich, approved by affirmative vote.

### **Introductions:**

Vicki Becker here as a guest, newly elected chair of Classified staff council. The Classified Council wants to work together in the coming year to share resources.

### **Visiting Speaker for this month: Todd Kelly- Foundation**

Todd provided an update on the "On the Move" campaign to raise \$25 million; \$15 million scholarships, \$5 million for the OUC renovation, and \$5 million for athletics upgrades and renovation. \$10.5 million raised to date, about 40% of goal. They have worked with the big donors and are now working with smaller groups.

Todd also expressed that they want to know what the Foundation can do to support us all. The Classified staff have a strong fundraising component and he wanted to know if the Admin Pro Council would want to do similar thing.

Todd also wanted to solicit individuals for a peer committee to encourage giving from staff. The committee will work on ideas that come from staff to develop ideas for fundraising efforts, contests, appeals.

Foundation has also purchased the text to give software, are partnering with Alumni for a monthly text to give "First and 10 for education"

### **Feedback:**

- Admin Professional Staff Students scholarship fund would be a good idea. Admin Pro members could help fund it and select the students who received scholarships as well. Foundation can help with organizing fundraising events.
- A peer committee for giving would be a good idea, but worried about time commitments. The committee would not start until fall.
- There are so many needs out there and it is hard to determine where to give my money. There are sometimes smaller needs that can make a difference. Maybe do a survey for some different areas in which people would want to give money on campus
- Payroll deduction is also a way that we can raise money- it is a good and efficient way to give. Payroll deduction can be done to specific accounts.

If anyone wants to volunteer for the peer committee, please let me know or learn more about the campaign

## 2. Old Business:

### Elections Results

- Kristyn White, Vice President
- Lisa Vigil, Treasurer
- Jessica Boyton, Parliamentarian
- Reps: Tanya Baird, Derek Lopez, and Amy Robertshaw

Want to thank everyone for their previous service Nikki and Patty are serving two year terms

During the election some professional development ideas were given and the exec committee will be looking at those and trying to put them together. For times and format morning coffee break was the most popular, then brown bag lunches, pot lucks and evening in that order

### Equity study

We put together a list of issues that we were concerned about back what. The Fox-Lawson people were on campus. Those were also forwarded to Roosevelt. There was a follow up meeting on the equity study where Ralph jobba indicated he would welcome our input into changes. An Equity Study ad hoc group was put together and we talked about a number of different policies we wanted to see implemented. There have also been some additional suggestions on on-boarding development, paid mentorships, training systems

Each team put together suggestions. We would appreciate additional feedback in the next week. We were told to forward them to cabinet and copy Ralph, so that is what we will be doing.

Docs are available on University Common: Admin Pro: Equity Study

Discussion:

Roosevelt: I don't think it is a secret that we are lacking in policies and he has been working with HR to develop those. Affirmative Action plan, we don't have one, so that is something he has been working on, compensation policies as well and search committees. Angela Bender is leaving and that will be a big loss to the search process. We are not just sitting back, we are working on those policies, though maybe not at the pace we would all like.

We would like to put those together and get them finalized by the end of next week, feedback is appreciated

## 3. Committee Updates

ULT Report

- BOG on campus today and tomorrow and will be touring campus, hoping for a calm productive meeting, president encouraged people to attend the open meetings
- Dr Horrell is having a deans only breakfast tomorrow to get feedback from them
- Strategic plan- We will have a small implementation team. The President will be sending out an email soliciting participation and we would encourage people to volunteer so that we can have more representation on these kinds of issues. They will continue to work on it after convocation.
- IT consultant report indicated that we needed a huge overhaul in a phased in plan that would affect the comprehensive IT infrastructure. Price tag was about \$5 million. They want to phase in over two years but it might take longer. Also recommended adding professional services. Most of the money will be related to equipment which would be phased in with the oldest equipment replaced first. Will be appealing to the system for support and a state grant application has also been submitted.
- Domain name will be officially changed over the next few months. We have to have it all completed by Feb 15. We will have access to both over the next few months, but we want to have everything fully ready to push by December. There will also be an update to website which includes Mobile readiness. csupueblo will be the new

domain. All of the marketing materials will be going out with domain change listed. If you want to put out those pages, be sure to check with Adam and allow so that they can be sure that your page is working. There are over 5000 pages to be transferred, and some of it will be done by software. We are trying. To pull down outdated content and run some user testing to understand how people are accessing it. You should update now as much as possible so that it will be up to date when the transition happens.

#### Questions:

- Will there be training.
- Yes, we will have a series of trainings for different layers of users
  
- Will we still have the gocsuwebsite?
- Yes, but we will be transitioning to some new sites over time
  
- Change over to Bison system which will allow us to have more throughput and bandwidth which was increased 10 fold.
- There will be a 24 hour help desk vendor for fully online classes only. We signed an MOU with Global so that we will have the ability to use both over the next year. The agreement has been finalized and we are now trying to figure out what that will work like. There was discussion about pushing people to use by Spring, Adam says May be summer is more realistic
- Talked a both I:Drive going away over Christmas and some other system taking its place, people are encouraged to clean up I:Drive. You can request a report on what has not been accessed in a certain period of time to assist with this.
- Freshman up 26% we are hopeful to be at 950 for fall, we are down in current students and transfers but this seems to be a trend across the state. There are similar trends being reported by other institutions
- 330 new academic scholarships were accepted. They will be doing a financial aid audit to see if this is the most effective method of distribution.

UBB Report- No Meetings

Faculty Senate- No meetings

UBDE- No meeting

Strategic Plan- No Meeting

#### 4. New Business:

- Meeting times: A survey was done with the elections. The time seemed to accommodate people best was Wednesday morning. We could do 9 or 10 based on the survey.
- Conviction session: We do have a convocation session from 1-2, we will work on that structure and let people know what to expect

#### General Information:

- CSU-Pueblo wine will go on sale at 80/20 downtown starting next week
- CSU-Pueblo is sponsoring the K-12 day at the fair Alumni Dinner will still be on Aug 29
- We are working on tickets for staff and faculty

Moved to adjourn Lisa, Tracy 10:13

Submitted by: Patty Milner