

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

Monthly Meeting

December 10, 2014

Aspen Leaf

**Attendees:** Jessica Boynton, Kristyn White-Davis, Amy Robertshaw, Niki Whitaker, Sarah Flores, Tiffany R., Derek Lopez, Sean McGivney, Megan Gregorich, Christina Mascarenas, Jenny Deluna, Roosevelt Wilson, Michael Manos, Chris Fendrich, Tracy Samora, and Michelle Gjerde

**Meeting was called to order at 10:07 by Jessica Boynton & Amy Robertshaw**

No minutes were presented for approval because Patty Milner was not in the office due to illness.

### **Introductions**

#### **1. Guest Speaker: President Lesley Di Mare**

##### **A. New Academic Calendar**

New academic calendar was approved at BOG: 15 week calendar adding 5 minutes to each M/W/F class. This addition will put the University in compliance in terms of number of minutes of instruction. It will also give us about 100 minutes extra, so we aren't out of compliance if we have a snow day or power outage or other campus shutdown.

##### **B. Other**

Program reviews were done on academic programs and all were good.

Starting in Spring 2015, our employee tuition discount will be raised to 50% from 25% for CSU Pueblo and CSU Fort Collins. The President will ask about a tuition discount for CSU Global.

We are down in enrollment for Spring 2015, but she thinks it will come back up as we get closer.

Applications and acceptances are up for Fall 2015.

An additional \$1 million will be added to our base funding for fall. We get lumped in with Fort Collins for our base money. Adams and Western still get more base money than us. But Fort Collins has agreed to give us more money for our base for Fall 2015.

She's been meeting with the leadership of Classified, Admin Pro and Faculty to improve relations.

She presented at the Legislative Audit Committee and they were happy about our Quali implementation and the other financial changes we are making. LAC wants us to hire a CPA in the next 12 months.

Next week she presents at the Joint Budget Committee.

We are working on the equity study and have formed a committee that is working to make sure the study is sound before releasing it to campus. Several APC members are on that committee.

She wasn't able to give us discounted Recreation Center membership because student fees fund the center. Sean McGivney asked if there was a discount we could receive on health insurance by being members of the gym, thereby giving us a "discount" in another way for healthy choices. She will ask Karl and/or Ralph to check.

##### **C. Online Construction Management Degree Program**

We are launching an online degree program in construction management. Funds received for this program will be divided 40% to the construction management department for instruction and 60% will be kept centrally. The construction management department and CSU Pueblo have an MOU. Next year will look at how much extra work had to be done for different units related to this program (admissions, financial aid, registrar, etc.) and we may funnel some of that 60% to those areas. She is hoping nursing will be the next program to get launched.

D. Questions asked:

Amy Robertshaw asked her about the status of Banner implementation on our campus. We are moving ahead on Banner, but she has asked Tony Frank for additional money for the implementation. We are going to move forward but at a slower pace than the consultant wanted.

Jessica Boynton asked her about the status of a south Denver campus. The south Denver project is “dormant.”

Mike Manos asked about tuition increases. Tuition will likely go up 6%...not a definite yet, but likely.

## 2. Old Business:

A. Foundation APC Scholarship – Kristyn Davis

The forms to donate money to the APC Scholarship directly from your paycheck have been distributed and many folks have signed up...some for \$1 and some for \$5 or \$8. Kristyn distributed extra forms if people were comfortable filling them out at the meeting and she took them to payroll.

B. Semester Schedule – Amy Robertshaw

As the President reported, BOG has approved a 15 week schedule. Folks are still working out the schedule details of how 15 minutes will be added. One suggested schedule has the first period of the day beginning at 7:45am.

## 3. Committee Updates

### ULT Report

Niki Whitaker

We're down 11% in enrollment for Spring, but there are a lot of holds on student accounts and many students just wait until the last minute. We're up 200% in applications and 100% in admits for Fall 2015. Our goal is 1045 new freshman for Fall 2015.

We had a very large Discover Day.

There is now a virtual tour of our campus posted on the website.

The HLC representative assigned to help guide CSU-Pueblo in our accreditation is happy with us.

Assistant Provost search is underway. There were no internal candidates. The Provost is requesting a national search.

A large number of sabbaticals were approved for next year.

The OUC remodel is moving forward. It is a 3 year project set to begin at the of the Spring 2015. The Café and kitchen will be done first so that when students return for Fall 2015 they have a place to eat. The design committee will begin work soon. It is unclear whether Chartwells will be here or not...we are on a one year contract that may or may not be renewed. The Pepsi contract is also currently expired and we looking at other options (Coke).

Text to Give campaign through the Foundation is moving around campus to different departments.

#### **UBB**

Chris Fendrich and Jessica Boynton

Meeting and finalizing review forms, like PREP but NOT PREP, which UBB will complete to identify departments that are struggling with fiscal efficiency.

#### **Faculty Senate-**

Amy Robertshaw

Royal Company presented for about an hour about its marketing campaign. Faculty asked good, hard questions. Also discussed academic calendar.

#### **Equity Study Committee**

Various folks

Committee is meeting to review initial draft results of the equity study. Unit leaders (Provost, Karl S., Paul O.) should have sent around job descriptions for Admin Pro positions to confirm that the job descriptions that were used for the equity study were correct...many folks have new job descriptions that may not have been updated for the study.

#### **Professional Development/Social Events**

Derek Lopez

Karaoke 12/19/14 at First & Main bar...located at First and Main ☺

#### **Search Committee**

Derek Lopez

The search for a new HR professional is almost completed. The search committee made recommendations to the hiring decision maker. No news yet.

#### **Reaccreditation committee:**

Individual committee groups should be meeting...some have not yet.

#### **Stronger as a Pack**

Holiday cookies are being delivered today.

#### **UBDE**

Jessica Boynton

No meeting.

#### **4. New Business:**

None.

Next meeting Wednesday January 14, 2015 in Aspen Leaf  
Adjourned 11:16, Moved: Jessica Boynton, Second: Tracy Samora

Submitted by: Jessica Boynton