

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

Monthly Meeting

July 11, 2014

Aspen Leaf

**Attendees: Niki Whitaker, Lisa Vigil, Jishirll Clifton, Bob Ojeda, Amy Robertshaw, Sarah Flores, Daniella Cauffiel, Derek Lopez, Lia Sissom, Pam Chambers, Tracy Samora, Liz Grutt, Katie Velarde, Kristyn White, Mike Manos, Todd Kelly, Patty Milner**

**Meeting was called to order at 9:03 by Niki Whitaker**

June minutes were presented. Motion to approve was made by Jishirll Clifton, seconded by Lisa Vigil, approved by affirmative vote.

**Visiting Speaker for this month:** Derek Lopez - Center for Academic Enrichment

First Year Programs and Student Academic Services were combined into the new Center for Academic Enrichment. Offices have been moved around and RAGE went to the old SAS room and RAGE room is now testing room. SAS: writing room and general education tutoring, and disability services are all staying in same place. Just the administrative individuals from SAS moved to First year services. The new unit is working on how this will work together. There are now four first year advisors, advising all first year students except business

Derek also shared an enrollment update. We are up 102 new students, 120 new freshman, retention at 66.1 on track to break a record since 1995. People we are struggling with the most right now are continuing juniors and seniors to get them to register.

Derek provided an update in the Retention Taskforce with Teresa Farnum. At this point it does not appear that she is coming back. Derek has not seen her final report, it only went to the President. The taskforce did receive the last report and many of the groups that were working on specific issues are continuing to move forward.

- Developmental Course Group is working on coordinating remedial classes - will work on that coming semesters.
- Supplemental Academic Instruction- state wants us to stop offer remedial and instead offer supplemental instruction classes paired with college level classes. Math will do supplemental instruction; Reading we are no longer assessing, but we do and will continue to offer classes.
- Student Life had a lot of good ideas but what happened in many ways was that things died on the vine after they were created based on funding and motivation. Summer bridge program for example without grant monies it is not financially feasible.
- Center for Academic Enrichment came out of this.
- The Faculty Team, a lot of initiatives didn't take off, people teaching more and not as much motivation.
- Central calendar, idea was we would have one universal calendar, lots of logistical and technical issues- Kualli took up the time of IT and so hasn't happened.
- Pre-requisites and wait list, committee met and created a process, but then it stopped. Partially because of Kualli and IT issues and partially because it went to cabinet and stopped. Prerequisites, our goal is for 15-16 school year all prerequisites would be enforced. This means this year that departments will have to get all of their prereqs set though CAP board. Many changes are needed. When it does go into place, students who don't meet that prereq would be dropped. Working on getting AIS and DARS to be able to connect. Also have to work on who will be able to override prereqs. We are moving slowly.

### **2. Old Business:**

Equity study, the subcommittee met and decided to write policy so that we would have something that could move forward. Each subgroup is meeting to iron out policy suggestions. Hoping to have recommendations that will be presented to cabinet and cc HR

### 3. Committee Updates

#### ULT Report

- The last meeting was after BOG had approved budget and incremental budget plan. Still tracking for 2.6 down. Still have a shortage but looks like the board will transfer 820,000. Budget with tuition increases were passed as proposed. Presented the incremental budget and new expenses, they are expecting a million dollars in new revenue to cover that. The four year incentive is now budgeted which is a first. Faculty promotion, health care, PERA and Classified increases. Presented the 5 year plan, copies are being handed out. Various slides were developed by offices on very short notice. The pages on turnover are concerning as it appears that we are basing budget savings if the backs of losing good people. They are working on loading budgets and getting the Fact Book out. The fiscal year 13-14 will be available on time. Strategic plan meeting was discussed and talked about the access to success initiative and they talked about that and the metrics that will be moving forward.

#### UBB Report

- UBB appointed a summer "work group" continued to discuss and develop recommendations for the budget process for 2015-2016. These will be presented to the full UBB and then if approved we will start work on implementing the process in early fall.

Faculty Senate- No meetings

UBDE- No meeting

Strategic Plan- No Meeting

Stronger As a Pack- Bike ride was today, golf day, July 24 another lunch bike ride downtown. Fall items coming up, fun family BBQ, brown bag lunch on fantasy football, will be helping with the corporate cup, zip line excursion, bowling night, fall or Halloween event. If anyone is interested in joining the Stronger as Pack Committee, contact Trisha Macias. A \$10,000 budget for 2014-2015 was approved.

### 4. New Business:

#### • Elections

- Election information, last meeting took nominations there will be written bio up me online voting will open today and be open for 14 days. It will also include some survey questions.
- Michelle Gjerde has declined her nomination for treasurer due to a conflict.
- Those who were present were invited to share Jessica Boyton, Kristyn White, Derek Lopez, Lisa Vigil, Amy Robertshaw (not present) Megan Gregorich (not present)
- Lisa Vigil will now be running for treasurer
- Katie and Tracy will tabulate the results as the designated Election Commissioners

#### General Information:

Todd Kelly asked to be a part of the agenda about employee giving Foundations is responsible for awarding about \$500,000 to help programs. Working on a method to keep people more informed about what the Foundation does. He would like to come to the next meeting so he can have more time to talk about this matter.

APC hosted a session during convocation last year and they request people do that again this year because people felt like they got good information. They have a date already and just need a room. Talked about having the veterans group talk about what they do and how to direct veterans and their benefits, diversity resource center since the director is new and to talk about the new plans, Roosevelt's plan in affirmative action, admissions and records office and all the new things happening there, Derek and the Center for Academic Enrichment, and Extended Studies.

Moved to Adjourn Lisa Vigil, Seconded Jishirll Clifton

Submitted by: Patty Milner