

Administrative Professional Council (APC)

Meeting Minutes

Wednesday, November 8, 2017

Members Present: Derek Lopez, Nicole Ferguson, Matthew Vigil, Juliette Mogenson, Sarah Lawson, Michelle Gjerde, Lisa Chavez, Jonothan Stephenson, Megan Mueller, Lisa Vigil, Fredlina Atencio, Maureen Bajah, Peggy Foley, Strider Swope, Tracy Samora, Sommer Street, Haley Sue Robinson, David Peralta, Jamie Rivera, Raeann Gutierrez, Ben Moore, Sandy Brice, Jason Engel, John Sandoval, Abby Davidson, Jacob Buchholz, Justin Hiniker, Chad Pickering

- I. Motion to commence meeting (Derek)
 - a. Minutes from October Meeting
 - i. Motion to approve (Juliette/Sarah)
 - b. Introductions of those present-New members
- II. Open Issues
 - a. Onboarding/Mentoring conversation continues, President has requested that this process be reconsidered and improved via a proposal from HR (Derek)
 - b. Scholarship Committee Members (Chad)-Megan Mueller, Jason Engel, Abby Davidson, Dana Rocha
 - c. Fundraising Committee (Juliette)-members added Jamie Rivera, Lisa Vigil, Sarah Lawson
- III. Committee Updates
 - a. ULT (Tracy)-have not had a meeting, no new updates
 - b. UBB (Derek)-new initiatives in the works; transfer scholarships, local high schools being looked at, Derek will send his notes via email to the group, a lot of good ideas
 - c. Equity Study (Derek)-will meet with Ralph to make sure he is following up
 - d. Handbook Committee (Derek)-APPROVED! We now have 9 credit hours for higher education
 - e. Professional Development/Social Events (Juliette/Nicole)-ThunderZone, December 14th at 5pm, some appetizers will be provided; Professional Development Training will be occurring November 14th, please sign up!
 - f. Search Committee Updates- Extended Studies now have 3 positions posted, hope to do Skype interviews this week for Director and have on campus interviews the week after Thanksgiving (Jono); Director of Student Recreation search is still pending, should come to a resolution soon (Nicole); Nursing program is growing and hoping to fill 2 positions, currently 85 students in the program (Peggy/Maureen)
- IV. New Business
 - a. Guest Speakers-UBDE-Helen Caprioglio, Carol Foust
 - i. Climate Survey
 1. Suggestion to recomplete survey; Employee Satisfaction Survey
 2. UBDE will evaluate questions and provide modifications, many questions will remain to preserve baseline data
 3. President has suggested time frame remain the same (December)
 4. Will include initiatives that were concluded/accomplished from prior survey
 5. Do not intend to increase the number of questions, President would prefer a decrease of questions
 6. Would like to focus on safety questions, we do have information on Diversity and Inclusion

7. Derek has shared the current format with APC executive committee but will share with the rest of APC constituency
 8. Results will likely be shared in January; Survey will be sent (hopefully) first week of December, after finals, and maybe once more before we leave for the semester
 9. President has \$1.5 million to spend on new initiatives and that money could be spent based on the outcomes of this survey, Derek is a good point person for comments as well
- b. Guest Speakers-Foundation-Sandy Lundahl, Nick Potter
 - i. Foundation Scholarship Fund
 1. Scholarship exists through the foundation, has been applied for but has not been awarded, value \$1,200
 2. Have created a committee with Chad to award those in the Spring
 3. Would like to request payroll deduction to provide to the scholarship
 - a. Payroll deduction can be as low as \$1, returned to Vicki Becker
 4. Staff is also eligible for this scholarship
 5. If every APC member donated \$5 it would generate \$9,000/year
 6. Funding provided to the Foundation can only be given to CSU-Pueblo, no outside entities will be provided funding
 7. APC Committee will be meeting with Foundation to discuss more details about how we will raise funds for this scholarship
 8. Application closes March 1
 - c. Holiday Party (Sommer)-Tuesday, November 28th, there will be a tree lighting ceremony in the LARC
 - d. OUC Update (Tracy/Nicole/Matt)-Moving dates will be occurring soon; Alumni plans to move the end of the month; still no events to be scheduled at this time; furniture will be going in next week; Student Affairs will be moving the week of December 18th; Dining Services is slotted to start moving first to get back into full production
 - e. CSU-Pueblo Night at ElectriCrittters at the Pueblo Zoo (Tracy)-Tracy will have tickets, check the email digest for that information
 - f. CSU-Pueblo Alumni Night (Tracy)-Friday, December 1st, for Basketball, discounted tickets will be available
 - g. Athletics canned food drive (Haley Sue)-If you bring canned food you get discounted admission to sporting events this month, food will go to the pantry
- V. Motion to Adjourn (Derek/Justin)