

Administrative/Professional Council (APC)

Meeting Agenda

October 11, 2017
10-11am, GCB 312

Type of Meeting: Monthly Meeting

Meeting Facilitator: Chair-Derek Lopez

Invitees: All APC Staff

- I. Call to order
- II. Roll call-Justin Hiniker, Derek Lopez, Mattie Ross, Dana Rocha, Megan Gregorich, Gina Lopez Ferguson, Chris Fendrich, Michelle Gjerde, Tracy Samora, Abby Davidson, Chad Pickering, Nicole Ferguson, Jacob Buchhat, Ralph Jacobs, Jennifer Martin-White, Susan Benesch, Lisa Chavez, Jennifer Quintana, Tiffany Kingrey, Jason Engel, Beth Taylor, Fredlina Atencio, Juliette Mogenson, Kimberly Hinkle
- III. Approval of minutes from last meeting-Due to time constraints, approval is postponed until the next meeting
- IV. Open issues
 - A. HR Visit to Converse about Process Improvements per President Mottet
 1. Ralph Jacobs, Jen Martin, and Susan Benesch present
 - a) Annual Performance Reviews-Jen Martin
 - (1) Cannot be changed per HR. Affects timeline set by state (due April 30th). University required to dock pay or demote if APRs not completed by that date.
 - (2) Mid-year reviews are not set by state but must be mid-year, based on April date, mids are set midway.
 - (3) Classified Employee deadline set so that they may receive timely merit pay increases per the State.
 - (4) Susan provided historical context explaining where the process began on campus regarding presentations to the

BoG and System level approval for budget meetings. Letters also have to be entered into payroll system by July 1.

(5) Tiffany mentioned 360 evaluations. Ralph does not think they are impossible. Susan recommends meeting to discuss with President and Legal Counsel if that is of interest.

b) Search and Screens-Jen Martin

(1) Reviewing the current process with Office of Institutional Equity to ensure a thorough and equitable process.

(2) Has been considered for review but the Attorney General has said four times it should be maintained and it unable to be contested in the current form.

(3) Complications

(a) inception of positions, no job descriptions created prior to the discussion of a position being filled

(b) held up in signing process, streamlining can be created in the signing process

(c) adjustments have been made for replacement positions, no longer Cabinet approval required, if the budget does not change, no approval needed other than from Jen

(d) committees, some have too many people, only 3 are required, schedules can lengthen the process, odd numbers are best for voting purposes

(e) posting process, 30 days unless approved by the President, you will likely get over 200 applicants, expedited processes exist for a reason and can be asked for

(f) reviews should begin asap, even though it is posted for 30 days, you can begin the review as soon as applications begin to come in

(g) supervisors should attend charge meetings and set deadlines and expectations that are clear

(h) Juliette asked about posting positions prior to it being vacated, APC can be but Classified cannot be posted until the position is empty. Susan reminded us that some people can rescind their position resignation so you should be cautious

(i) Nicole asked if applicants can be better weeded out on the front end with questions about minimum qualifications, Jen reports that is easy to do and can be done by any hiring manger so long as the question is legal; NEOgov may be able to allow applicants to “auto-eliminate” themselves, Ralph and Jen will look into that

(j) There was some discussion about adding minimums and being very intentional in what we are asking for and being mindful of not being discriminatory in our job descriptions

c) Offer Letters-Jen

(1) President has said if the budget does not change with regard to contracts, he does not need to know about it, these can receive VP approval

d) Purchasing and Contracts

(1) Susan mentioned a meeting with IT (Alan Bruning) discussing a better way to make this happen (workflow process); FileBound may be able to expedite this process but cannot download into AIS

(2) Ralph reminded us that this will take small steps to improve but we plan to continue to work on it we can expect process (but slowly)

e) On-Boarding-Susan

(1) Susan once proposed a 2-3 day orientation program that included HR, IT, training; the problem is getting everyone involved that needs to be there for this to occur

(2) This could be better assisted by hiring people with a timeline that includes this process for a 3 day orientation and that people are there for the entire time

(3) A proposal was considered for an online orientation similar to student orientation; Susan will consider a committee to look into this

f) Mentoring-Ralph

(1) Intend to meet with departments to request the name of an individual to help guide new staff in their areas

V. New Business

A. Fundraising Committee

1. Chad would like assistance on this committee

a) New members of the committee: Dana Rocha, Megan Gregorich, Jason Engel, Abby Davidson

b) It is encouraged that we each donate as little as one dollar a month, by the end of the year, we could make a difference. Please Give!

c) Payroll change authorization forms were provided to the room to make that change.

VI. Committee Updates

A. ULT-Presidential Forums-Happening this week, look for updates

B. Handbook Committee-Handbook has been approved. CONGRATS!!

C. Events-Thunderzone this Monday for happy hour at 5pm

VII. Adjourn

Next Meeting: November 8, 2017 at 10am in Massari Wolf Pack Room