

Administrative Professional Council (APC)
Meeting Minutes

Wednesday, February 14, 2018

Members present: Abby Davidson, Justin Hiniker, Derek Lopez, Tiffany Kingrey, Nicole Ferguson, Lisa Vigil, Megan Gregorich-Mueller, Jonothan Stephenson, Chad Pickering, Haley Sue Robinson, Jeremiah Blaha, Strider Swope, Maureen Bajah, Lorraine Kennedy, Peggy Foley, Sommer Street, Tracy Samora, Niki Whitaker, Bonnie Fruland, Fredlina Atencio, Jennifer Quintana, Sandy Brice, Jason Engel, Dave Peralta, Raeann Gutierrez, Ben Moore, John Sandoval

- I. Motion to commence meeting (Derek)
 - a. Approve minutes from January (Derek/Jennifer)

- II. Committee Updates
 - a. University Leadership Team (Tracy)-have not met in a few weeks
 - b. University Budget Board (Tiffany)-conversation around allocating money, new Chairperson, Kristy Proctor, President wants Academic Department Reviews to Cabinet, conversation around whether excess should be used for equity or for COLA
 - c. Equity Study Committee (Derek/Niki)-should we consider new people for this committee, the committee has done very well so far, APC needs to have more representation on this committee, Nicole Ferguson volunteers to assist as an Executive member to the committee
 - d. Handbook Committee (Tracy)-no new updates
 - e. Professional Development/Social Events (Nicole)-Bowling event set for March 22nd, Lisa will create a Google Form to gauge participation and send to greater group; Professional Development opportunity at JC Penney set up by the Career Center, open to student, staff and faculty, suits and other items will be 40% off
 - f. Search Committee Updates-(Peggy) Nursing search interviews for simulation tech; (Jono) Extended Studies Advisor position open, pay \$45-48k; (Haley) Athletic Director search, Skype interviews are completed, will bring candidates first week of March; (Derek) IR candidate search will be interviewing candidates next week; (Niki) Provost search will be bringing candidates to campus the second week in March
 - g. APC Foundation Scholarship Committee- (Chad) nothing to report, made some money at Thunderzone event, has dispersed to students, working to rebuild the fund for new applicants
 - h. Fundraising Committee- (Lisa) Juliette and Lisa are unclear of direction for the fundraising, need more clarification, may need someone to be certified to do the raffle if we want to do one

III. New Business

- a. Free Speech Task Force (Fawn Amber Montoya)-President appointed faculty members to discuss issues surrounding free speech on campus. Have met 6-8 times to develop a list of recommendations to the President. Will be looking at guidelines for future events on campus surrounding free speech. The task force has been charged with only recommendations and not making any changes on their own. Have met with students who provided recommendations. Document provided to APC to review and requests revisions to the Task Force.

Recommendations are as follows:

- i. Develop a formal statement affirming the University's commitment to free speech.
- ii. Develop online modules and workshops with policies and procedures outlined in faculty, staff, and student handbooks.
- iii. Develop a checklist and guidelines for holding event on campus which ensure a transparent process, establish clear expectations of how administration would respond, account. For participant safety and provide trained moderators at speaking events.
- iv. Mandatory training and guidelines for campus law enforcement.
- v. Revise University policy so that employees can access email, share campus wide emails, and enhance mass communication.
- vi. Work toward aligning our policy with the CSU System.
- vii. Define free speech zones on campus.
 - 1. Suggestions from APC-reconsider free speech zones and change the language to obstruction as opposed to free speech zones
 - 2. Niki Whitaker needs suggestions by March 2nd to share with President for final consideration.
- b. Upcoming Events-Coffee Break tomorrow morning in Great Plains room; TRIO event free pizza for donating to Pack Pantry LARC Tuesday the 20th; Retirement party for Veronica Chavez Tuesday 20th 3-5pm Cottonwood room; March 30th new job descriptions are required to HR for equity study
- c. Next Meeting
 - i. Emily McElwain-Rec Director
 - ii. Equity Committee Presentation-will attend APC next month

IV. Motion to Adjourn (Nicole/Justin)

Minutes completed by: Nicole Ferguson, Secretary, APC
Submitted: February 14, 2018