

Administrative Professional Council (APC)

Meeting Minutes

Wednesday, July 11, 2018

Members Present: Nicole Ferguson, Justin Hiniker, Peggy Foley, Bonnie Fruland, Sarah Lawson, Abby Davidson, Lisa Vigil, Juliette Mogenson, Sommer Street, Tracy Samora, Haley Sue Robinson, Sandy Brice, RaeAnn Gutierrez, Dave Peralta, Chad Pickering, Jamie Rivera

- I. Motion to commence meeting (Derek)
- II. New Business
 - a. Campus Climate Survey-Helen Caprioglio
 - i. The campus climate survey has been transformed into an employee satisfaction survey. The name was changed to better reflect the means of the survey.
 - ii. Responses reflected the following on behalf of APC:
 - 37% of APC answered the survey
 - 100% of APC “feel good about the work being done”
 - 72% of APC are “overall satisfied with employment”, as opposed to 64% of the overall campus responses
 - APC members “feel respected by supervisors and the work they do”
 - 60% feel their “work duties are well-defined”
 - APC members feel respected by other APC members but not necessarily by other member groups on campus; 34% feel their “contributions are recognized by administration”
 - APC feels there is a low level of discrimination perceived and feel safe on campus
 - iii. Next steps
 - The President has asked the team to come forward with recommendations to improve these numbers.
 - The group will revisit the survey in 2 years to gauge improvements.
 - **If anyone has ideas or recommendations to improve employee satisfaction, please send them to Derek and he will forward to Helen prior to the start of the school year to try and implement.**
 - b. APC Elections-Justin Hiniker
 - i. **Elections are open as of today.**
 - ii. Nominations are as follows:
 - Vice Chair-Abby Davidson
 - Treasurer-Carol Larson
 - Council Representatives-Abby Davidson
 - Parliamentarian-Tracy Samora, Abby Davidson
 - iii. Nominations are still able to be written in on the ballot. Nominees must be employed for one full fiscal year.
 - iv. **Voting closes on 7/18 at 5pm.**
- III. Committee Updates
 - a. ULT-(Tracy) No meeting, next month
 - b. UBB-(Derek) No meeting, committee in flux for the time being, determining next steps
 - c. Handbook Committee-No updates
 - d. Social Events/Professional Development-(Tracy) Professional development opportunity, presentation uploaded on website “Generations in the Workplace”
 - e. APC Foundation Scholarship Committee-(Chad) Decided not to do an ad, will develop a website form for application
 - f. Search Committee- Instructional Designer hired for Extended Studies, Marketing Executive Director search ongoing, one candidate dropped out, update to come soon
 - g. Equity Committee- (Derek) 1% raise to all staff per President in January 2019
- IV. Upcoming Events
 - a. **Pride of the Pack, formerly known as Lobster Bake, will be held July 25th in the OSC, contact Haley Sue for more information.**
- V. Motion to Adjourn