

Administrative Professional Council (APC)
Meeting Minutes

Wednesday, February 14, 2018

Members present: Derek Lopez, Abby Davidson, Carol Larson, Monica Gallegos, Ryan Kendall, Karl Spiecker, Jennifer Quintana, Jeremiah Blaha, Sam Kelleher, Strider Swope, Michael Manos, Gina Ferguson, David Peralta, Ben Moore, Megan Gregorich, Sandy Brice, Heather Cornell, Sarah Lawson, Chad Pickering, Juliette Mogenson, Tracy Samora, Greg Hoye, John Sandoval, Linda Hannafous, John Redmond-Palmer, Mark Guerrero, Brenda Trujillo-Aranda, Tiffany Kingrey, Justin Streater, Justin Hiniker, Shawn Devine

- I. Motion to commence meeting (Derek)
 - a. Approve minutes from last meeting (postponed)

- II. Committee Updates
 - a. University Leadership Team (Tracy)-met last week, each member of ULT should be sharing departmental goals as they align with University goals, intent is to include everyone and show how we each can directly impact this result
 - b. University Budget Board (Tiffany)-no report
 - c. Equity Study Committee (Derek)-Jeremiah Blaha, Ryan Kendall, and Strider Swope is interested in joining, should reach out to Athletics to gauge their interest, the committee likely has 6 members
 - d. Professional Development/Social Events (Nicole)-see other section
 - e. Search Committee Updates-Registrar position will be hosting candidates, Steven Dominguez is now permanently in his position, Financial Aid will be seeking a new counselor, Web Content Developer is open, Search Committee Training will be occurring through HR, there are 38 active searches at the moment, CIO interviews were last week via Skype, CAE has a position for COSI Advisor, John Sandoval is now interim Director at CAE, Communications Operations in Admission has been offered
 - f. APC Foundation Scholarship Committee-(Chad/Megan) 1,380 raised by Crowdfunding Campaign, matching helped gain \$3,400, Thank you to everyone who contributed!

- III. New Business
 - a. Guest- Jennifer Quintana, Interim HR Director

No more paper leave calendars will be distributed after January.
Open enrollment closes tomorrow, insurance is not changing but vision will need to be enrolled in as it now stands alone. Jennifer has paper copies with her to complete.
Training is being conducted for classified employees at this moment but very little has been offered and the hope is to increase that offering.

S-positions will be implemented (substitute positions) to replace those leaving positions prior to their departure. The position must be a critical need and vacancy savings must be identified. Once the employee leaves, the position will be filled permanently by the person being trained for the position.

(Derek) Equity Committee is uncertain where to go from here. What are the next steps? Jennifer believes the committee must stay intact and determine the need for any present positions regardless of whether or not funding is present. We are currently working on the 2% COLA but are uncertain of any other pending increases. Jennifer has been given no funding at this time to distribute. (Tracy) This committee is supposed to meet twice per year with HR to address this. Derek will reconvene those meetings. (Karl) Suggest that adjustments can be made if a good case can be made and the work should be done for if/when there is overall funding available. There are some concerns about balancing the overall budget at this time. Uncertain where that may leave us but recommendations are helpful for Equity to have available. There are still quite a few unknowns at this time. We need to allow for Fort Collins to look at accounts and give us that calculation to give us our year-end adjustments. This is based on Spring tuition and unpayables from delinquent accounts. Spring is always less than Fall but we cannot predict what that difference may look like. It is approximately \$600,000 annually. Karl suggests the group determine a prioritized list of the need and share that with upper admin. (Derek) Approximately 50 people were given an increase as a result of the previous study. Faculty are working on this on their own area by cutting classes and sections to create more money for faculty. (Karl) Cabinet is aware there is a need to fix salaries on campus. Cabinet is working toward a solution. There is no revenue to support it as a result of enrollment. (Tiffany) It was understood that salary savings were not to be kept and reallocated but it appears that is what has happened in faculty. (Derek) Thank the guests for coming and for being transparent and sharing this information.

b. Upcoming Events

Holiday event December 13, 5-7pm at Thunderzone

Coffee Break-OSC Fireplace January 11, 8-9am

Self-Defense training, postponed until Spring

c. Next Meeting

- i. Still working to introduce new staff

IV. Motion to Adjourn (Abby/Nicole)

Minutes completed by: Nicole Ferguson, Secretary, APC

Submitted: November 14, 2018