

Administrative Professional Council (APC)

Meeting Minutes

Wednesday, March 10, 2019

Members Present: Jonathan Stephenson, Sarah Lawson, Megan Mueller, Justin Hiniker, Brianna Bueno, Carol Larson, Monica Gallegos, Jeremiah Blaha, Abby Davison, Greg Hoyer, Tracy Samora, Bonnie Fruland, Derek Lopez, Heather Cornell, John Sandoval, Jason Engle, David Herman, Chad Pickering

- I. Motion to commence meeting (Derek)
 - a. Approve Minutes
- II. New employees
 - a. Lisa Bacon, Business Manager in Facilities
 - b. Mary, IT
 - c. Dariana Roybal, Talent Search
 - d. Erica Wenchell, Talent Search
- III. Committee Updates
 - a. Professional Development-fun event after graduation, field day, will determine a date and let everyone know
 - b. ULT-met last week, discussed Commencement, it is still mandatory, don't forget to fill out the survey indicating when you can attend
 - c. Equity Study-will wait until we know more to report
 - d. Search Committees-Communications has made an offer for a Director but we cannot yet share who; Creative Director will start Monday; Registrar candidate, last candidate is tomorrow; Transfer Advisors are being reviewed now; Teacher Ed is hiring a Praxis Coordinator
 - e. APC Foundation-three applicants, awarded all 3 \$500
 - f. Fundraising-no updates
 - g. Upcoming Events-Graduation, May 4th; President's Gala May 18, Spring Football Game this Friday/Alumni Weekend; Next Wednesday, Take Back the Night, prevention and awareness for sexual assault awareness, Ballroom at 8pm; Finals for Disability Services, could use help and space, contact Justin Hiniker or Emma Mitchell
- IV. New Business
 - a. Brianna Bueno-FERPA
 - i. Federal law that we must abide by with regard to students' educational records
 - ii. Any student enrolled or has been enrolled in courses at CSUP, this includes high school, extended study, online, etc.
 - iii. An educational record is any record that contains information that is personally identifiable to a student
 - iv. Students have the right to request access to this information, we are required to provide this information, information may not be shared if student has a financial hold, a signature is required of the student for this access
 - v. Students can request an amendment to this information, but it must be done so in writing to the registrar
 - vi. Students have the right to allow this information to be released, i.e. written permission to release to parent
 - vii. School officials with legitimate interest in the information may have access, we can share those across campus; federal, state, and local authorities may have access; accrediting agencies may have access

- viii. Student has the right to file a complaint with DoE for failure to comply
- ix. Directory information will be released unless otherwise specified, this information is name, email information, major, etc.
- x. If account says “do not release” in AIS, we cannot share this information with anyone, this information should not be released on behalf of CSUP
- xi. Educational records are not directory information and should not be shared without a release
- xii. We can release this information to recruiters as authorized by federal law but that information should come from the registrar’s office
- xiii. If there is a release of information, a wavier can be completed, that must be completed through their PAWS account or via paper form on the website
- b. Bonnie Fruland/Keelan Bailey-Orientation
 - i. New overnight experience for students, out of state students and their families can come and stay on campus prior to classes beginning to help get them familiar with on campus housing
 - ii. Discover Downtown will be happening again, will be required, bussing will occur, other events will be happening downtown, B Street Bash, etc.
 - 1. Dinner vouchers, transportation, etc. will occur
 - iii. Mandatory online pack preview will be required of students, attending in person orientation is optional but HIGHLY encouraged
 - iv. June 21-22 overnight experience
 - v. July 26 one day orientation
 - vi. August 24 one day orientation
 - vii. New Student Convocation August 23, 3pm, Massari Arena
 - viii. Pack Family will still be happening simultaneously
 - ix. How to register
 - 1. Open now, CSU Pueblo events website is now live
 - 2. Students will need to sign up for “tickets” to register
 - 3. More info at csupueblo.edu/orientation

V. Motion to Adjourn (Derek)