Administrative Professional Council

Business Meeting Agenda

October 10th, 2022- 9:00am – 11:00am

In-Person: ASCSU Senate Chambers (LSC)

[Zoom](https://zoom.us/j/94073521262?pwd=K2dscldBNTZvTmh1M3lCTVB6Z29BUT09)

1. **Call to Order**
2. **Announcements**
	* Next APC meeting: November 14th - 9:00 a.m.-11:00 a.m. (Zoom and in Ammons Hall 226)
	* Speaker in November: CSU Accreditation: Laura Jensen, Mary Pederson, Susan Matthews
	* APC Headshots: Sign-up in Teams – 10/18, 10/19, 10/20
	* APC/CP
	* Benefits Fair: November 9th
3. **Speakers for October**
	* President Rick Miranda
		1. Wanting to talk through key priorities for this year
		2. Thinking about the business model for the university and who we are as an institution.
		3. At the center of what we do is who we are, including our assets, values, and faculty and staff members
			1. The 5 principles of community are central at this with other values that Rick added in
		4. The next ring out focuses on student success, and is what we aspire to do for our students
			1. If we do this well, we will see increases in enrollment and retention, and in turn this will lead to an increase in resources at the institution. And the cycle continues to repeat itself
		5. From there, we are allowed to focus on the outer ring of all of the benefits of our internal work
			1. Economic development, startups tech transfer, philanthropy, federal and private research funding, equity, democracy, alumni, extension, etc.
		6. Six Different Key Priorities
			1. Students
				1. Enrollment management, Financial Aid Strategies
				2. Student Success: Closing Equity Gaps Especially
				3. Curriculum: Nursing, Sustainability, Core, Certificates, Online
			2. Faculty, Staff, Teaching Assistants
				1. Compensation (overall, equity, and competitiveness), Staffing levels

We are doing 5 – 10% across the institution

* + - 1. Community
				1. Rural initiative, Activation of Spur, Collaboration Campus]

Already hired 10 – 15 folks in engagement/extension for this type of work

Bringing on third building down at the Spur Campus, this allows us to have a significant presence in Denver which will help with many of the goals above.

Starting collaboration spaces with local community colleges where students can do 2+2 or 3+1 programs locally and not have to move to Fort Collins

* + - 1. Research and Innovation
				1. New Leadership (CVMBS/WCNR/Eng/CNS/Grad)
				2. Themes: Sustainability/Climate/Health/Food-Water-Energy/Data-IT-CS/Democracy/Interdisciplinarity

Almost 450 million research dollars from federal sources

* + - 1. Operations and Facilities
			2. Clark/South Campus/Glover/Biomedical Discovery/Residence Hall/Foothills/Space Utilization
			3. Marketing and Branding/IT Projects/Budget Transparency/HR Projects
		1. Inclusive Excellence Momentum
			1. An overall focus, cross-cutting, DEI Goals throughout
		2. While these are Rick’s priorities, he wants to leave opportunity for the next president to work on.
		3. Questions or Comments
			1. Matt – if there is anything that APC can do to assist, please let us know!
			2. HR is a Hot Topic, have we named an interim director yet?
				1. Yes, Brett Anderson has accepted on an interim basis, given his history with the institution, we asked him to fill in the role.
			3. In the fall address, you mentioned creating more equitable pay scales for our lowest paid staff and GAs, are research staff included in this? Could you expand on those strategies and plans at this time?
				1. Compensation across the board is of interest. Two priority areas

One is our lowest paid staff, entry level GAs and other entry level roles

We have entire units that are well behind other peers and institutions.

We will be putting extra equity dollars in these places first

Two issues – one is internal equity, are people doing the same job being paid the same? Second is market competitiveness, both of those require attention

Looking at all of the different types of roles and classifications that go on.

Are we going to be use the AP framework that was done in the study of classifications of roles?

This could help with internal equity

If there are current salary savings can this be put towards supplemental pay for folks who are picking up the extra work?

This should already be done, and we are seeing a big uptick in supplemental pay, but it is not an across the board thing that can be done.

* + - * 1. How would you factor in years of service into equity pay within roles?

We would/should take this into account. If you have been here for years, hopefully your productivity is higher and would warrant a higher salary. We have a merit-based system not just on longevity only. This is a standard practice for businesses

The University has not done cost of living adjustments in the pass, is this something the institution would look at?

Raises have been low compared to inflation, most of the raises were around 3%. We would like to be able to give more money but need to be mindful of university dollars.

* + - * 1. Has a decision been made on the director of Sponsored Programs?

Not that I know of, this is a bit removed from my purview

* + - * 1. Earlier circle graphic indicated an increase in cost of higher education. How we balance the affordability of higher education with the access?

This is a high priority for not only the board, but the governor, etc. You can pay taxes or you can pay tuition. 80-90% of expenses at the institution are staffing. I do not think we are particularly bad on student services, we could do more if we had more resources. Despite the rhetoric around the cost of higher education, I believe it is one of the best investments you can make in yourself by finding and obtaining a degree from a university like us.

1. **Action Items & Discussion**
	* RA Ad Hoc Committee update (Kacy)
		1. Move to approve a RA Ad Hoc Committee established for FY23.
			1. Seconded and motion carried
2. **Speaker Discussion**
	* Discussion of speaker remarks
		1. I think we have a strong ally in President Miranda, he really listens and values our feedback as APC. I do think him coming back to present on the budget more in-depth would be useful.
			1. APC is looking to bring Rick in to talk further about the budget in the future
		2. It would be interesting to know how they are benchmarking compensation.
			1. A challenge with AP positions is there is not a consistent national database to look at for compensation.
			2. We should look along the entire Front Range as well since folks are able to look externally and make decisions to go towards the private sector
3. **Officer Reports**
	* Chair
		1. In the announcement of interim positions, there are a lot of searches going on. It has been acknowledged that there is a lot of anxiety around this, and ensuring that APC can get representation on as many of the searches as possible.
		2. Announcement of the social that is occurring on Wednesday evening for all councils
		3. There are continuing conversations around the presidential search, position is finalized and is in the hands of the search firm. A recommendation will be made to the board of 3 final nominees. Goal is to have a new president named by the end of the calendar year
			1. They’d prefer to have someone from an international perspective, we were unable to get someone from APC present on the search.
		4. More information is forthcoming about the budget in the next few months
		5. There are other on-going processes that are going on that will take time, including a new HR system.
		6. Thank you for allowing me to serve as your chair for the time that I have had!
	* Vice Chair
		1. We still have 14 open positions within APC, please send this to membership so that they can begin working towards filling these roles.
	* Secretary
		1. No Report, apologies I could not be present!
	* Treasurer
		1. Nothing major to report, if you need to request money, please let us know!
4. **Standing Committee Reports**
	* **AP Advocacy**
		1. Looking at creating a [spreadsheet](https://colostate.sharepoint.com/%3Ax%3A/s/APC_Administrative_Professional_Council/EYIcmGgnp3tPqQppvM9V-08BehJohzPhKWyZsin7FGZFRQ?e=TIvCCA) to collect feedback from the various constituent group and areas across campus
		2. We are asking that folks are inputting concerns into the spreadsheet, so that we can work to address concerns that are brought forward in the various areas.
	* **Communications**
		1. We have headshots scheduled for later next week, please ensure you are signing up for these
		2. Shared mailboxes, apologies for the blitz of emails, we wanted to ensure folks were able to connect with their areas. We are starting to roll these out for a more efficient way to communicate with individuals in respective areas
	* Equity and Social Justice
	* Membership
	* Policies and Procedures
	* Recognition
	* **Service and Engagement**
		1. Volunteering for the benefits fair will be going out later today and other updates will be coming out via email later on.
5. **Area Breakout Time: Discuss Recruitment Efforts and Area Communicators**
6. **University Committee Reports**
	* Request to give Updates

**University Committees**

* Assessment Group for Diversity Issues (Meg Skeehan)
* Campus Bicycle Advisory Committee (Catherine Douras)
* Classified Personnel Council (CPC) (Christie Mathews)
* CPC Leave Sharing Committee (confidential)
* Commission on Diversity and Inclusion (Karin Bright)
* Commitment to Campus (C2C) Advisory Committee (Matt Klein)
* Eddy/Kuder Scholarship Selection Committee (Brett Eppich Beal)
* Employee Appreciation Board (Lani Williams)
* Employee Hardship Loan Committee (confidential)
* Faculty Council – APC Representative (Sarah Olson)
* Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Matt Klein)
* Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)
* Housing Task Force (Christie Mathews)
* Multicultural Staff & Faculty Network Committee (Rickey Frierson)
* Parking Appeals Committee (Megan Boone and Theresa Todd)
* Parking Services Committee (Trish Torrez and Jess Dyrdahl)
* Physical Development Committee (Christie Mathews)
* President’s Council on Culture (Catherine Douras)
* President’s Sustainability Committee (Tammy Felton-Noyle)
* Professional Development Award Committee (Confidential)
* Social Norming Task Force (Shaun Case)
* University Benefits Committee (Dennis Anderson, Trish Torrez, Julie Paolucci)
* University Sexual Harassment Panel (a confidential pool of 10 APs)

**Ad Hoc Committees**

* Research Associate Ad Hoc (Kacy Paul, Heather Blair)