Administrative Professional Council

Business Meeting Minutes

December 12th , 2022- 9:00am – 11:00am

In-Person: ADM Ammons 226

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

1. **Call to Order**
2. **Announcements**
   * Next APC meeting: January 9th - 9:00 a.m.-11:00 a.m. (Zoom and in Ammons 226)
   * Speaker in January: Brett Anderson, VPHR
3. **Speakers for December**
   * Brandon Bernier, VPIT/CIO
     1. A year ago, we organized to become the Division of IT as opposed to three separate disjointed departments
     2. Brandon joined the CSU community from the University of Wisconsin four years ago
     3. Topic 1: Creating the Division of IT
        1. Create a highly functioning, collaborative, and cohesive new Division of IT that is strategic, innovative, and future focused leveraging the power of our division teams as opposed to historical structures
        2. Wanted to move from a more reactive approach to proactive measures so that we could do more and go farther together
        3. The work that we did was staggered looking at the following
           1. Gathering of Ideas – Informs the Future

Peer Benchmarking

Employee & Campus Stakeholder Engagement

* + - * 1. Implementation – Creates the Future (this occurred in July of 2021)

Proof of Concepts & Feedback

Final Draft & Feedback

* + - 1. What we look like
         1. Experience & Collaboration

Academic Technology

Research IT

Application Development & User Support Services

Software Licensing

* + - * 1. Cybersecurity & Privacy

Identity & Access Management

User Awareness & Training

Incident Response

Security Governance, Risk & Compliance

Cybersecurity Internship Program

* + - * 1. Strategy & Planning

Project Management Office

Campus Communication & Engagement

Enterprise Architecture

* + - * 1. Enterprise Applications and Infrastructure

Student Applications

Administrative Application

Business Intelligence & Data Integrations

Infrastructure & Databases

Network Security Operations

* + - 1. Current purpose statement for the Division
         1. Innovating IT, Empowering CSU
      2. New Division of IT Values
         1. Community
         2. Collegiality
         3. Reliability
         4. Service
         5. Simplicity
      3. Question: Did you have to add a lot of FTE during your reorganization?
         1. We at the time were not adding FTE because it was during the middle of the pandemic. We had a go/no go decision point because we were navigating transitioning the university to fully virtual means. We decided that if we pushed forward now, and got things done, it would situate us to have a more positive outcome on the other side of the pandemic. We have been working to back fill positions that became vacant slightly before or during the pandemic.

Thankful that we have been able to move through search processes much more quickly.

* + - 1. Question: With cybersecurity and untangling the “bowl of spaghetti” where are we currently?
         1. The next section we are talking about is just that topic!
    1. Topic 2: Creating a Strategic Plan
       1. Thinking back to the creation of CST, all of our colleges and divisions should also have a strategic plan. We want to do a campus-wide IT plan to ensure that all voices across colleges and departments were included in this process.
       2. We were not headed in a direction in a couple different areas that campus approved of so we course corrected
       3. Three year plan
          1. Why Stage – discovering our vision
          2. What stage – determining our strategic areas and goals
          3. How stage – building our action plans roles, and metrics
       4. Different areas
          1. Student Success
          2. IT Security
          3. IT Governance
          4. Operational Excellence
       5. Question: Does CSU have a lot of cybersecurity threats?
          1. Tens of thousands every single day
       6. Question: How has the pandemic continued to influence the learning environment and the future of classroom technology?
          1. We are still continuing to learn based upon faculty and what they have learned and need from IT
          2. This is an area where we needed grow and some new perspective in this area, this is why our Director of Academic Technology was one of our first hires
    2. Topic 3: Aligning IT Across the CSU-System
       1. This is the alignment across the three different campuses for CSU, and this was an opportunity for us to really come together
       2. This allows us to be purposeful and proactive with the alignment of our services. We are currently 20% alike and 80% different and we would like to flip those percentages over the course of the next three years.
    3. Question: What can APC do to help you and your area with the initiatives you are working on?
       1. A couple of things, looking at the strategic plan for IT, having campus stakeholders buy-in and ability work on a wide variety of the initiatives.
       2. We value and utilize feedback folks provide us in order to improve the various areas of the strategic plan
    4. Question: Is there similar alignment for CSU Global?
       1. Not right now, it could expand if it makes sense, but it is not on the docket for the time being.
  + CSU Accreditation: Laura Jensen, Mary Pederson, Susan Matthews @ 9:40AM
    1. Reaffirmation of Accreditation
    2. Purpose of Accreditation/Reaccreditation
       1. Validates the quality of academic programs (all degree levels)
    3. Evaluates the institution as a whole, including:
       1. Soundness of governance and administration
       2. Adherence to mission
       3. Sustainability of finances
       4. Sufficiency of resources
    4. Oversights
       1. Rick Miranda
       2. Jan Nerger
    5. Planning Team
       1. Laura Jensen
       2. Susan Matthews
       3. Mary Pedersen
    6. Steering Committee
    7. HLC Guiding Values
       1. Focus on Student Learning
       2. Education as Public Purpose
       3. Education for a Diverse, Technological, Globally Connected World
       4. A Culture of Continuous Improvement
       5. Evidence-based Institution Learning and Self-Presentation
       6. Integrity, Transparency, and Ethical Behavior or Practice
       7. Governance for Well-being of the institution
       8. Planning and Management of Resources to Ensure Institution Sustainability
       9. Mission-centered evaluation
       10. Accreditation through peer review
    8. HLA Criteria for Accreditation/Reaccreditation,
       1. Mission
       2. Integrity, Ethical and Responsible Conduct
       3. Teaching and Learning: Quality, Resources, and Support
       4. Teaching and Learning: Evaluation and Improvement
       5. Institutional Effectiveness, Resources and Planning
    9. Work groups
       1. Inclusive Excellence
       2. Student Success
       3. Research and Creative Artistry
       4. Teaching and Curriculum
       5. Assessment of Student Learning
       6. Operations and Planning
    10. Timeline and Activities
        1. Spring 2022 (Planning)
           1. Orient Leadership
           2. Create Web Site
           3. Plan Campus Engagement
        2. Fall 22 (Gather Evidence)
           1. Work Teams (6)
           2. Employee Councils
           3. ASCSU
           4. Open For
        3. Spring 23 (Write)
           1. Work Teams (6+)
           2. Campus Engagement
           3. Draft Argument
        4. Summer 23 (Submit)
           1. Finalize Argument
           2. Submit (July)
        5. Fall 23 (Campus visit)
           1. September 18 – 19
    11. If APC has any ideas on ways to engage and be a part of the process, please let Laura know. They are looking to have feedback from each of the respective councils
    12. Question: Do the site visits involve any form of audits?
        1. Yes, there are assumed practices and federal compliance. We submit our data to ensure we are meeting these pieces, most of these audits are complete remotely, but there are certain ones that they will ask for evidence of while they are here on site as well. There is not much leeway and are far more objective. They will more-so want to talk with people to understand there is a shared understanding of the materials we have submitted.

1. **Action Items & Discussion**
   * November Meeting Minutes
     1. **Approved**
   * President Parsons being named the new University President
     1. Faculty Council went ahead and created a new survey that was anonymous so that feedback could be forwarded along to the board for review. APC was invited by President Miranda to give feedback on the new president and to have a meet & greet type of meeting.
     2. Comment: Been hearing through Area 5 that there has been worry about the candidate not having a research or a teaching background. It did say in her introduction that she had experience teaching in a master’s program here at CSU.
     3. Comment: A lot of the concern that came forward from Faculty Council was that she did not have a faculty background, and that they wanted to be able to take a vote as to whether or not Amy would be able to assume the role. Justin shared with FC that as of now, they are the only council who does have a vote on these matters and they did vote in support of her as the candidate. If there are more specific questions, Justin can work to answer them since he was present for the
     4. Comment: This role is a different type of skillset from faculty, and it appears that Amy is coming from a background of AP and working in leadership previously.
     5. Question: Is the survey just for faculty or can anyone respond?
        1. It was edited over to be for all staff types at CSU instead of just faculty.
     6. Comment: We understand that there have been concerns because she has a JD as opposed to a traditional PhD program. As mentioned it seems that there needs to be a balance of faculty skills and other skills for this role and it appears that Amy has both of these.
     7. Comment: I think for Area 5 it seems like it is more the process that happened, because we were unable to know the other finalists in the process. A lack of transparency was felt during the entirety of the process. When we had Sarah leave, we were not allowed to add another member to the search.
     8. Comment: They were intentional with not sharing out the entirety of the pool because it could harm the president in their current role/institution.
     9. Comment: If there are other things folks want to share please direct these to Matt and he will pass them along. Please know that the survey closes today so work to get it in
   * Volunteer Service Proposal
     1. This would allow members of the CSU community to volunteer and receive community service hours up to 8 per year.
        1. Comment: This would be treated similarly to our professional development days, it would allow for flexibility of members as well to do either a full day or two half days depending on what works best for the employees schedule.
        2. Comment: This is simply a proposal and would need to still move up the chain to be approved and implemented.
     2. Approved
2. **Speaker Discussion**
   * Discussion of speaker remarks
     1. No further comments
3. **Officer Reports**
   * Chair
     1. Update – Monthly meeting with Brett and Brandon, this replaces the meeting with Robyn and Lynn
        1. If there are items you need brought up, please let Matt know and he can do that.
   * Vice Chair – No Report
   * Secretary – No report
   * Treasurer – No Report
4. **Standing Committee Reports**
   * **AP Advocacy**
     1. We are looking at the AP/Faculty Manual and hoping that we can hear back from a few more areas before we make the decision about whether or not we would want to split this manual into two separate documents.
   * Communications
   * Equity and Social Justice
   * Membership
     1. Approval of Cheryl Bolton to be a Rep for Area 16
        1. Approved
   * Policies and Procedures
   * **Recognition**
     1. The awards are now open for nomination, if you need more information please check the website
   * **Service and Engagement**
     1. Thank you everyone who participated in the coat drive!
     2. Look for options for volunteering in the spring!
5. **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)
* Inclusive Physical & Virtual Campus Committee (Hosam Ahmad)
* 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)