Administrative Professional Council Retreat August 8th, 2024 - 9:00am – 3:00pm
August Retreat Minutes Passed in September 9th Meeting

- Executive Committee Introductions:
  - Matt Klein, Chair
  - Trish Torrez, Vice Chair
  - Emily Schmieding, Secretary
  - Julie Paolucci, Treasurer

- Shared Governance Introductions & Overview:
  - Joseph DiVerdi, Vice-Chair, Faculty Council
  - Jim Abraham, Chair, Classified Personnel Council
  - Ali Raza, Chair Elect, Multicultural Staff and Faculty Network

- Area breakouts:
  - APC representatives broke out into their 16 areas to discuss area communication
  - See areas and members here
  - Area communicators were chosen, which you can view here

- Evan Welch, Training & Development
  - Fall schedule recently came out
  - Action Plan breakouts for APC FY24-25 guiding principles:
    - Prior to meeting, representatives highlighted areas of importance
    - Breakout groups highlighted priorities in 3 areas
    - Breakout groups then wrote priorities in a shared document to work from

- Human Resources Update
  - Eric Ray: HR Strategic Plan
  - Tracy Hutton: Performance Management
  - Bob Meehan: Career Framework
  - Nick Cummings: Workday Project (new HCM, or Human Capital Management, system)

- FY24-25 APC Initiatives and Goals
  - APC representative goals brought to attention:
    - Negotiation over increasing 9 credit hours
    - SALX
    - Recreation center pricing increase
    - Clear communication about policy updates
    - Remote (and SPUR campus) employee benefits
    - AI use for efficiency
    - Working together on commencement changes

  - Exec goals:
    - Engagement
    - HR initiatives
    - Advocacy for compensation
    - Accountability and transparency

- Back to Basics
  - Monthly meetings are held on the second Monday of each month, 9-11 am

- Meetings are hybrid but in-person is encouraged
- We will be sending out meeting invites shortly
- Meeting outline: announcements, speakers, action items, standing committee reports, officer reports, university committee reports

- Standard operating procedures & standing committees
  - Teams Channel has SOPs
  - Executive committee or membership can help with how to use Teams if needed
  - APC How To page on the website is helpful for onboarding

- Meeting minutes
  - Minutes will be on Teams and on the website
  - Working with communications to create an easy template for Area Communicators to get out to representatives

- Communication format
  - Advocacy spreadsheet – add areas of interest for your area
  - Shared Mailboxes are in the commonly used files

- Standing committee breakouts:
  - Groups set meeting times
  - Groups chose chairs and co-chairs
  - Groups set goals for standing committees