

Administrative Professional Council
January 12, 2025- 9:00am – 11:00am
Virtual ONLY

I. Call to Order – Vice Chair Brittany Runyan called the meeting to order at 9:01 a.m.

II. Announcements

- a. Next APC Meeting: February 9th - 9:00 a.m.-11:00 a.m. (Hybrid/Teams)
- b. February Speaker ○ VPUO/CFO Brendan Hanlon – budget version 3
- c. Next all Council Meet & Greet – Wednesday, February 4 1:30-3:00 (in person only)

III. Speaker for January

- a. May 2026 Commencement Information
 - a. Cara Egan provided updates for commencement for 2026
 - 1. Feedback was gathered throughout the summer and we will continue to improve year over year.
 - b. The University-wide commencement dates will be the week of May 16th, with the ceremonies taking place on Friday and Saturday.
 - 1. Noted there will be no Friday finals that week to help ensure campus is not too crowded.
 - 2. The University-wide ceremony will be on Saturday morning and the smaller recognition ceremonies will take place on Friday and Saturday.
 - 3. The University-wide commencement is not ticketed. Parking permits will not be required and there will be several lots available for ADA parking. Students will also RSVP for this event, which will be done in Ramweb.
 - 4. There will be twenty (20) smaller ceremonies across three (3) locations across Moby Arena, the LSC Grand Ballroom, and a tent next to the Rec Center.
 - c. There are commencement coordinators in each college, as well as communication coordinators. These individuals help answer any questions that students may have and ensure each college is represented for their recognition ceremonies.
 - d. Encouraged members to get involved through volunteering.

IV. Standing Committee Reports

- a. AP Advocacy
- b. Communications
- c. Equity and Social Justice

d. **Membership**

- a. Ross Madden put out a call for anyone interested in an executive team role for APC for next year and to start asking questions.
 - b. Official call for nominations will be presented at the February APC meeting.
- e. Policies and Procedures
- f. Recognition
- a. Robyn Goldy reported that the Winter Gear Drive was successful, collecting over 130 bags for Homeward Alliance. They received so many donations that they were able to share surplus with other local nonprofits who served our unhoused communities.
 - b. The blood drive is coming up in February. Members were encouraged to share out the flyer and either sign up or support.
 - c. A link was shared for a sign-up for the AP celebration to collect donation prices. A story will go out soon about the AP celebration and RSVPs will go out near the end of the month.
- g. Service and Engagement

V. Officer Reports

- a. Chair
- a. No formal report today.
- b. Vice Chair
- a. There are a few spaces open on University committees that need to be filled:
 - 1. Two spaces on the Parking Services Committee
 - 2. One spot on the President's Sustainability Committee
 - 3. One spot on University Benefits Committee
 - b. The Communications Committee is holding an area communicators meeting later this month. Encouraged members to reach out if they did not receive this information or are interested in participating in that meeting.
 - c. Faculty Council Chair Melinda Smith has been hired as the new Vice Provost for Faculty Affairs, as Sue James is stepping down.
 - 1. It was noted that a special election will be held at the February Faculty Council meeting to fill the remainder of Chair Smith's term.
- c. Secretary
- a. No formal report today.
- d. Treasurer
- a. Julie Paolucci reminded members to send their receipts for any committee meetings.
 - b. Planning is starting for the APC recognition ceremony.

VI. University Committee & Work Group Reports

- a. Request to give updates.

VII. Action Items & Discussion

- a. Approval of December meeting minutes
- b. Discussion prompts provided with this documentation
- c. Other items not otherwise included

University Committees

- Assessment Group for Diversity Issues (Louise Allen)
- Budget Redesign Steering Committee (Matt Klein)
- Campus Bicycle Advisory Committee (Nate VanderBroek)
- Career Framework Advisory Board (Kathy Kioussopoulos)
- Classified Personnel Council (CPC) (Heather Bellotti)
- CPC Leave Sharing Committee (confidential)
- Commitment to Campus (C2C) Advisory Committee (Beth Messier)
- Eddy/Kuder Scholarship Selection Committee (Kelli Clark)
- Employee Appreciation Board (Lani Williams)
- Employee Hardship Loan Committee (confidential)
- Faculty Council – APC Representative (Nicole Olson)
- Faculty Council Committee on Strategic & Financial Planning CoSFP (Trish Torrez)
- Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)
- Housing Task Force (Heather Bellotti)
- Inclusive Physical and Virtual Campus Committee (Hosam Ahmad)
- Multicultural Staff & Faculty Network (Lani Williams)
- Parking Appeals Committee (Theresa Todd)
- Parking Services Committee (TBD and TBD)
- Physical Development Committee (Beth Etter)
- President's Sustainability Committee (TBD)
- Professional Development Award Committee (Confidential)
- University Benefits Committee (Julie Paolucci, TBD, Nate VanderBroek)
- University Sexual Harassment Panel (a confidential pool of 10 APs)

Ad Hoc Committees

- HR/Business Realignment Work Group