

Administrative Professional Council
September 8, 2025- 9:00am – 11:00am
In-Person: ALVS Main Conference Room 381A
Virtual: [Join the meeting now](#)

- I. Call to Order** – Chair Trish Torrez called the meeting to order at 9:07 a.m.
- II. Announcements**
- Next APC Meeting: October 13th - 9:00 a.m.-11:00 a.m. (Hybrid/Teams)
 - October Speakers - TBD
 - September 15 Joint Council Open Forum: 1-2:30; LSC 312 (Teams available)
- III. Speakers for September**
- AI: David Edwards, Jim Cox, Steve Juarez, Wisdom Senolos
 - i. There will be an AI Symposium on October 14th in Fort Collins and on October 15th in Pueblo. A save-the-date has gone out and registration should be coming out soon.
 - ii. AI affects the University in three (3) main regions:
 1. Research – developing new AI tools and techniques
 2. Teaching & Learning – students and faculty figuring out how to integrate AI into the curriculum in a way that makes sense for everyone
 3. Productivity – a demo of RamGPT was presented for APC members.
 - iii. Generative AI versus traditional AI
 1. Generative AI creates items and content based on patterns.
 2. ChatGPT is the main AI.
 3. Most generate images or do content creation.
 4. We are also looking at things like tutor bots, where the AI mechanism would be given information about a class and it would create instructions on how to tutor.
 - iv. It was noted that this system is far from perfect, and you will want to look at everything being generated because it may not necessarily be accurate. Biases can emerge and it may not sound like you.
 - v. For CSU, there are also some ethical implications. We are trying to provide these tools to allow everyone a level playing field so everyone has the same access to these tools.
 - vi. The other issue is security. When you upload items to Otter AI or ChatGPT, they store that information to further train their models and have access to that information. It may not be a big deal with public information, but there are concerns with uploading items such as research documentation.
 1. RamGPT would exist within our Microsoft tenant. Nothing that is uploaded would be available by an outside company.
 2. It was noted that Microsoft CoPilot is also available through use of your CSU eID. A green shield will be visible while in use once logged in, which ensures your data is secure. Microsoft has contractually stated that they do not use this information for training purposes.
 3. Microsoft Teams Premium also has AI capabilities to create meeting recaps.
 - vii. An overview was provided for the various agents for campus information through RamGPT and options for use with the AI.
 - viii. Communications are being worked on to communicate to campus to describe and build awareness around RamGPT. There is also the AI symposium in October.

- ix. It was emphasized that this is not being used for academic-related activities, just administrative.

IV. Action Items & Discussion

- Approval of June meeting minutes
 - i. Approval of the June meeting minutes were deferred to the October meeting to allow members time to review.
- Membership vote
 - i. APC members approved the elections of Jeanine Reiss for Area 3 and Vanessa Selwyn for Area 14.
- Policies updates
 - i. Logan Bell provided an update on the Free Speech and Peaceful Assembly policy.
 1. It was updated in August and has a new section on employee speech. APC members were encouraged to familiarize themselves with the new policy.
 2. A link for feedback regarding this policy will be provided. Faculty Council is managing the survey for feedback.
- Shared mailboxes discussion and training – Brittany
 - i. Vice Chair Brittany Runyan gave an overview of shared mailboxes.
 1. The preference is that we communicate through shared e-mail boxes.
 2. Provided a document to walk everyone through the shared inboxes.
 3. Everyone who is an area representative or alternate should be able to get into the shared inbox. We ask that at least one person is checking the area e-mail.

V. Standing Committee Reports

- AP Advocacy
- **Communications**
- Equity and Social Justice
- **Membership**
- **Policies and Procedures**
 - i. There are additional changes to the Academic Faculty and Administrative Professional Manual that are in the pipeline.
 1. We had conversations in the spring regarding multiple appointments, which is being discussed with Human Resources to get clarification.
 2. The other changes are being influenced by the Workday implementation, which will go live in January.
 - ii. Beth Etter provided an overview of the University Policy Review Committee and the typical process for review of policy revisions.
- Recognition
- **Service and Engagement**
 - i. Robyn Goldy discussed some initiatives of the committee.
 1. Volunteer service hours program
 - a. We want to try and expand this beyond the region for non-local employees. This has been discussed with Human Resources and they indicated that anyone can submit suggestion forms for organizations to qualify for volunteer service, including non-local organizations.
 2. Winter gear drive
 - a. The dates for this are November 3rd through December 5th. An email will be sent to council members.
 3. Sponsoring and hosting a campus-wide blood drive
 - a. The Garth England Blood Center will be here from February 17th through February 18th from 9:00 a.m. to 5:00 p.m. each day in a ballroom. There will

also be a mobile truck available on February 16th and 19th to bookend the event.

4. Cans Around the Oval kicks off on September 15th.
5. Another initiative of the committee is to compose bi-monthly emails around service opportunities. It will highlight timely or relevant service opportunities taking place on or around campus.
 - a. It would feature the Volunteer Service Hours program, the Winter Gear Drive, Cans Around the Oval, Rams Against Hunger, and other opportunities in resource centers and otherwise.

VI. Officer Reports

- Chair
 - i. Will send information to APC members regarding the Blue Envelope Program.
 1. This program is designed to enhance communication between law enforcement and community members who may have a condition or disability that may impact communication during an interaction.
 - ii. The summer was filled with changes in the federal landscape, some impacting us directly, such as with research funding.
 - iii. Provided an update on the budget situation.
 1. With the state budget, things are pretty dire, and higher education is one of the items they can pull from.
 2. Matt Klein indicated that a document was shared by Vice President Brendan Hanlon that outlines the state budget information in a digestible way. Members were encouraged to educate themselves on how the state budget works.
 3. Higher education falls into what is determined as a discretionary category, so when there are budget cuts, those discretionary categories is where they will go first.
 - a. The cut to higher education is roughly \$12 million, with CSU System's portion being \$2 million. Chancellor Tony Frank indicated that this would be covered by one-time funds from the Board of Governors, and then that cut would need to be built into future budgets.
 - iv. With the Human Resources and finance realignment, there have been meetings with Accenture, who is the consultant on this as well as Workday.
 1. A lot of feedback has been compiled to get perspective of how this is impacting people across campus.
 - v. The University Grievance Officer has stepped down due to personal reasons.
 1. We are in the process of making a recommendation for someone to complete this year in the capacity, with an election to be held in the spring.
 - vi. One of the themes of this year is clearer and transparent communication.
 - vii. We continue to have meetings with the Incident Management Team (IMT) and will send updates as they are available.
- Vice Chair
 - i. Will send information on the standing committees list. Asked members to check that they are listed for the correct committees and that the co-chair information is accurate. There is also space on the spreadsheet for meeting times.
 - ii. There are some positions on University committees that need to be filled.
- Secretary
 - i. No report at this time.
- Treasurer
 - i. Provided the APC budget for the coming year.
 - ii. There is additional scrutiny about how money is being spent on the campus.

VII. University Committee & Work Group Reports

- University Budget Redesign
 - i. Work has been happening over the summer to get a version of the template we are trying to design for the budget redesign.
 - ii. University forums are being planned for this fall.

Meeting was adjourned at 10:41 a.m.

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 Niebaum)
- 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, Skyler Miller - chair, TBD)
- University Sexual Harassment Panel (a confidential pool of 10 APs)

Ad Hoc Committees

- HR/Business Realignment Work Group