



**AP Committee Meeting Agenda  
Tuesday, February 20, 2-3pm**

Jason Cronkrite (Vice Chair)	CECI, PCEC	2024
Myesha Gholston	Academic Affairs Student Support Units	2026
Derek Johnson (Secretary)	Central Admin, Development, I&E	2024*
Michelle McCloud	BCOIS, CLAS	2026
Justin Melick	Information Technology	2024
Bobby Nielsen	Student Affairs	2025
Michael Przydyzial	Student Affairs	2025
Mike Stoll	CHS, KCON	2024*
Brent Tavis	Finance & Admin	2024
Daniel Vainner (Chair)	Enrollment Development	2025
Quincy Williams	CECI, PCEC	2024*
<b>Ex-Officio</b>		
Mary Albrecht	Provost Office Liaison	
Tara Bivens	HR Liaison	
<b>Sub-Committee Chairs</b>		
Keigh-Cee Bell	Social Justice Sub-Committee Chair	
Shannon Dale	Awards Sub-Committee Chair	
Chelsea Ridge	Salary & Benefits Sub-Committee Chair	
Hannah Schoenfeld	Professional Development Sub-Committee Chair	

1. Approval of Meeting Minutes
  - Motion to approve minutes – Justin Melick,
  - Second - Brent Tavis
  - Minutes approved
  
2. Elisa Ortega-Schultz (15 mins)
  - Providing us with an update in advance of the annual report. She just hired a support person so she has more capacity.
  - She has started to track things in more specific ways now.
  - She’s going to start reporting data in more ways that provide more meaningful ways including by staff category, race, gender and sexual orientation in this next reporting cycle.
    - o Year 1 - 214
    - o Year 2 - 336
    - o Year 4 – 443
  - Main reasons that AP staff are going to see the Ombuds – coaching on dispute resolution, feeling unfairly treated, don’t know how to proceed. These categories are similar across all employee categories.
  - She’s seeing a lot more men that are unhappy with their work lives
  - Supervisor effectiveness is still an issue with AP supervisors
    - o She’s seeing a lot of adjunct AP staff that don’t realize that they don’t have benefits and things get really messy

- o She's suggesting education and transparency in terms of policies and benefits.
- o Lack of training about how to have difficult conversations
- HR is overwhelmed and the implementation of Workday has significantly impacted the capacity of HR to be proactive
- A new collegiality and retaliation policy is moving forward
- She suggest that the AP committee get involved in the policy review process, as well as create a way to serve as advocates for staff members bringing forth complaints and issues with supervisors
- She will doing semester reports moving forward
- She wants to partner and be more collaborative with the AP committee to address some of the things that are coming across her realm of influence.
  - o Suggested a strategic retreat in the summer

### 3. Committee Updates

- a. Social Justice
  - No update
- b. Salary and Benefits
  - Next monthly meeting is this week. They will determine if they will issue another salary memo. More information will be provided at the next meeting
- c. Professional Development
  - Hannah says that the Excel 101 training is full
- d. Awards
  - Nominations were due last week.
- e. UAS Liaisons
  - Two key issues that have been discussed the last few weeks:
    - New adult learning initiated by VP Kara VanDam
    - Holistic admissions policy. UAS taskforce produced a report based on the policy
- f. President's Council/[SLT Meeting](#)
  - Building great relationships with SLT
  - Met with SLT last Thursday, notes are in the link above
  - Discussed ways to communicate better
  - They loved the idea of a fall forum – want it to have a positive theme
  - If we have issues that we want Jason and Dan to bring forth, we should let them know
- g. UAS - Equity and Inclusion (EIC)
  - No update
- h. Public Safety Liaison Committee (PSLC)
  - No update
- i. Activation & Accountability Leadership Team (AALT)
  - Justin was at the meeting with VP Sanial. Very constructive feedback provided from VP Sanial about how to approach the salary information.

### 4. Old Business

- a. AP Forum
  - i. May 7 3p-5p

- ii. Update on format  
Rooms booked. We haven't done much else yet. We will be meeting soon to do further planning
  - b. Professional Headshots
    - HR is going to request that everyone has a headshot in Workday by the Spring. Tara confirmed this.
    - If headshots are not uploaded then ID pictures will be used.
    - We will keep pushing for this to be provided for all staff.
  - c. Adjunct Representation (Bobby, Mike P)
    - Nothing to report
  - d. Newsletter
    - i. February:
      1. Chair Note
      2. AP Forum
      3. Meeting minutes
      4. HR Updates
      5. University Development-Anna Davis
- 5. New Business
  - a. Elections
 

Coming up soon. We have a couple of open positions that we won't fill given the proximity to election

    - We need a list of AP staff from HR
    - Mike will be moving forward with the election ballot creation
  - b. AP Survey
    - i. Send in summer?  
Should we move up so that subcommittees can focus on their goals sooner? We will move forward.
    - ii. Demographic Info
  - c. Committee Openings
    - i. Executive Committee
      1. Should be filled by SCB/Library or University Relations
      2. 2 interest forms from Finance and Admin submitted
    - ii. Awards Committee
      1. Will fill during elections
  - d. AP Handbook (Jason, Mary, Keigh-Cee?, Justin)
    - We do need forward with this. The website is not helpful.
    - Mary and Justin agreed to help with the evaluation of this tool
    - Mary mentioned that the University Policy website has a section that is specifically focused on policies related to AP staff members
    - This will be a spring/summer project
    - Tara will have Chelsea from her office work on cleaning up the landing page that the AP handbook leads people to. It hasn't been updated since 2020
  - e. Other Items
    - i. Reach Higher Showcase

Meeting	Guest	Meeting Prep
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3/5/24	VP Sanial	
3/19/24		
4/2/24	VP Bernal	
4/16/24		
5/7/24		
5/21/24		
Potential Guest: VP Truss		

<b>Board of Trustee Meetings (Committee Meetings at 8, Full Board at 11)</b>	
Friday, February 23, 2024	Seidman
Friday, April 26, 2024	Seidman
Friday, July 12, 2024	Kirkhof
Friday, October 18, 2024	Kirkhof