



AP Committee Summer Planning Meeting Agenda
Wednesday, June 18, 11am-12:30pm
JHZ 2012

Name	Group	Expiration Term
Kyle Barnhart	Central Admin/Development/I&E	2027
Cassonya Carter	CHS, KCON	2027
Melanie Rabine-Johnson	CECI, PCE, CoC	2028
Myesha Gholston	Academic Affairs Student Support Units	2026
Jaime Guizor	Finance & Admin	2027
Michelle McCloud	BCOIS, CLAS	2026
Justin Melick	Information Technology	2027
Justin Wickenheiser	University Relations	2028
Bri Slager	Student Affairs	2028
Heather Taylor	Finance & Admin	2027
Fran Golden	Enrollment Development	2028
Jen Torreano	SCB/Library or University Relations	2027
Jason	Departing	
Ex-Officio		
Mary Albrecht	Provost Office Liaison	
Tara Bivens	HR Liaison	
2023-24 Sub-Committee Chairs (optional)		
Keigh-Cee Bell	Social Justice Sub-Committee Chair	
Erica Herwig (Outgoing)	Awards Sub-Committee Chair	
Jon Dean	Salary & Benefits Sub-Committee Chair	
Paul Cullen	Professional Development Sub-Committee Chair	

Member present in person

Member present virtually

Member not in attendance

- **Introductions**
- **Welcome!**
 - Fran Golden - EDEO
 - Melanie Rabine-Johnson - AA - CECI, PCE, CoC
 - Bri Slager - Student Affairs (Not in attendance)
 - Justin Wickenheiser - University Relations



- **Departing words of wisdom**

- Jason: Make a difference, advocate! Recognizing successful changes of the committee for the last few years

Committee Cadence & Activities

- **Typical Year**

- Retreat July 22nd (All AP Committee)
- Spring Survey
 - Sent out first week of June and closes on Friday
 - Recommend a 2nd final reminder
- December meeting with President Mantella (All AP Committee)
- AP Awards in the Spring
- AP Professional Development Social
- AP Forum after the Winter semester ends
- Elections in May
- AP EC meeting in June to select Officers for next year
 - Change for next year?

- **Recap of the Year**

- Professional Development sessions
 - Four sessions – two each semester
 - Discussing an “AI Day of Play” combined with PSS – supported by Provost’s office
 - Show off tools, discuss concerns
- Social
 - Successful & well attended
- Memos
 - Compensation
 - AP Survey Quant
 - AP Survey Executive
 - FLSA (drafted not needed)
- President’s Council/Reach Higher Collaborative Leadership Network
- Establishing a relationship with PEC and Dr. Shorty
- Forum
- Multiple invited guests to discuss projects: Workday Student, Campus Vibrancy, Success Framework



- **Nomination and Election of Officers**

- Describe the process and position, then vote
- Chair
 - Expectations: participate in President's Counsel (RHCLN), optional weekly AO call, regularly scheduled meetings with VP PEC, BRG committee seat, schedule all meetings and create agendas, etc
 - Conversation: role of the Vice Chair and plausibility of a Co-Chair role.
 - Table for future consideration as it would need a bylaw resolution
 - Fran Golden nominates Justin (incumbent). Michelle McCloud seconds. Motion is approved
- Vice Chair
 - Michelle McCloud nominates Jen Torreano. Jaime Guizor seconds. Motion is approved
- Secretary
 - Michelle McCloud nominates Heather Taylor (incumbent). Justin Melick seconds. Motion is approved

- **Other roles to be assigned**

- Website: Justin Wickenheiser expresses interest and group affirms
- Newsletter: Bri Slager provided written interest before the meeting. Melanie Rabine-Johnson would like to assist. Group affirms
- UAS Rep(s): Jaime Guizor and Michelle McCloud (incumbent) express interest and group affirms
- UAS - Equity and Inclusion (EIC). Unfilled last year.
 - **Action Item**: Social Justice Committee is requested to ask if anyone on that committee is interested. If not, Melanie Rabine-Johnson has expressed interest
- Activation & Accountability Leadership Team (AALT).
 - **Action Item**: Keigh-Cee will be asked if she is interested in staying on as the incumbent. If not, this will be added back to the agenda
- Public Safety Liaison Committee (PSLC). Heather Taylor expressed interest and group affirms

- **Subcommittee Appointments**

- [Please review this list of nominees and their statements of interest](#)
- Motion to accept the appointments of the subcommittee members who are eligible per the bylaws. Ineligible nominees will remain for the next round.



■ Jen Toreano moves, Melanie Rabine-Johnson seconds, motion carries

- **Updates from 6-16 meeting with Dr. Shorty**

- Justin Melick, Jason Cronkite and John Dean met with Dr Shorty
- PEC Strategic Plan, AP committee involvement
 - PEC Strategic Visioning to begin this summer with resulting work to commence in August (or the Fall)
 - Invitation for AP Committee involvement focusing on Professional Development, Salary & Benefits and Executive More information regarding details.
 - **Action Item:** Paul Cullen & John Dean will discuss this with their subcommittees
- Unified Awards Process
 - Could the President's office bring all winners from the various areas together for a group occasion?
- Changes to communication around raises
 - Anticipate a statement rather than a letter showing data including merit percentages, compression information, and growth over time Everyone will receive a document, raise percentage on merit, compression information & growth over time
 - Possible changes to delivery of information – in-person conversations with supervisors?
- Response to salary memo
 - Considering alternative options to a written response from VP PEC. TBD

- **Sub-Committee updates**

- Social Justice
- Awards
 - Erica will invite newly appointed members to the next meeting
- Salary & Benefits
 - Working on Fall memo, to get out earlier this year
 - Would like to draft a Spring memo
- Professional Development
 - Summer retreat will be July 8th, introduce newly appointed members
 - Lindsay Desarmo's last day was Monday, Natalie Trent will be new HR liaison



- Of the 9 members, six will term out at the end of the academic year. Consider a potential term extension, if needed. This will require a resolution

- **Working Group Updates**

- Adjunct AP – Jen
 - Spoke to current and former adjunct APs, met with HR to discuss policies, procedures & structures
 - The team will bring forward recommendations at a future meeting
- Current Survey
 - Chair, Vice Chair, 2 other members
 - Fran Golden, and Heather Taylor (HT specific to anonymizing) expressed interest, and the group affirmed
- Survey Overhaul
 - CC, ~~Jane~~, Susan Mendoza, Chris Cirefice, Melanie Rabine-Johnson

- **Meeting pattern**

- 2 meetings a month
 - Consider but not confirmed adding in an occasional downtown option at Siedman
 - Consider but not confirmed making some agenda-only meetings all zoom, but keeping guest meetings in-person
- Date/Time
 - Convert to 90 minutes in lieu of 60?
 - Propose morning meetings to ease travel burden
- What university leaders do we want to meet with?
 - Dr Shorty more frequently?
 - Some AVPs rather than VPs as appropriate?
 - Provost (August) – preview Academics Affairs Strategic Plan
 - Pres Mantella (December)

- **Communication**

- Zoom Channel?

- **Ideas for Retreat ([Last year's agenda](#))**

- Suggestion form on website



- Reignite Campus Culture group