



The Academic Professional Advisory Committee

Agenda, Monthly Business Meeting

October 8, 2014 from 12:30 PM to 2:00 PM

Room 4175, CMRB

Conference Number: 1-877-402-9753 Access Code: 5893537#

I. Introductions

Ahlam Al-Kodmany, Colleen Piersen, John Brach, Julie Kong, Margaret Moser, Mary Berta, Michael Moss, Nester Komolafe, Kate Pravera, Kathy Stauffer; On the phone: Jacqueline Berger, Marelet Kirda

II. Approval of September Minutes

- a. Michael motion, seconded by Kate. Minutes approved.

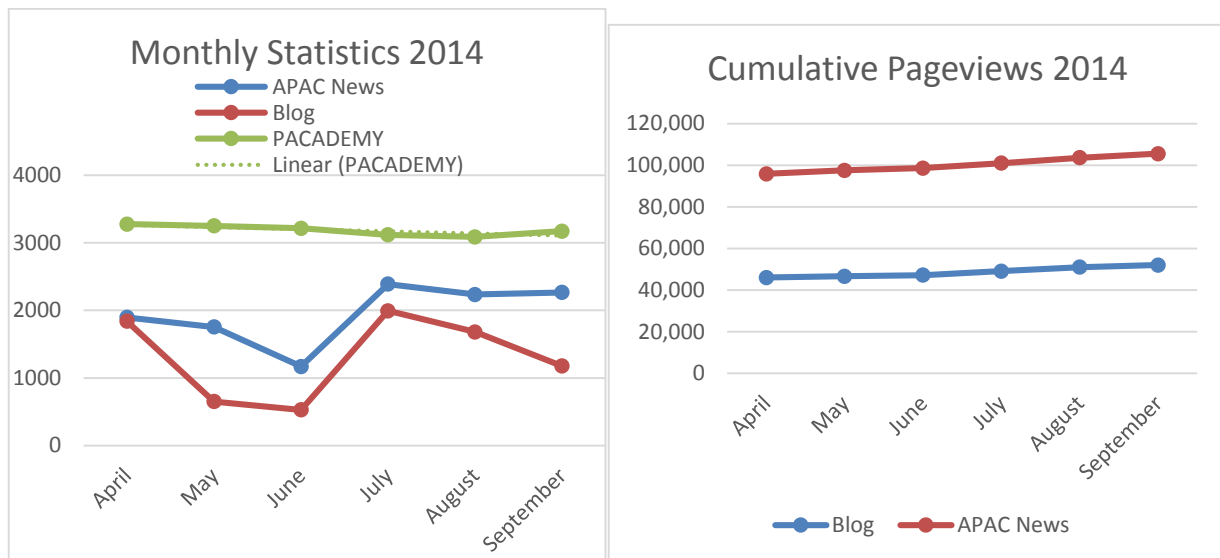
III. Subcommittee Updates:

- a. Bylaws
- b. Exec Committee
 - i. Kathy and Kim need to officially decide if they would like to join APAC as committee members.
 - ii. What is the process for the Executive Committee to add them as APAC members?
- c. APAC News
 - i. Bill absent.
 - ii. Article about President Easter town hall would make good future article including questions/concerns gathered during registration
- d. Building Community/Education
 - i. Marelet new chair.
 - ii. Pension topic town hall potentially in Feb/Mar after elections and new University leadership.
- e. Professional Development
 - i. Don stepped down from APAC, need new leadership.
 - ii. Speed networking next Friday at the library.
- f. CAPE
 - i. Award ceremony in November
- g. UPPAC
 - i. Meeting in November.
 - ii. Sent a copy of the President's presentation to them.

IV. Liaison & Partnership Updates:

- a. SUAA Liaison
 - i. Would they want to co-sponsor the town hall in Feb/March?
- b. SURS Board
 - i. Returns were 18.2% - good year for SURS.
 - ii. Executive Director is retiring in March.
 - iii. Elections are going to open in October for new board members, if anyone is interested.

V. Website and Listserv Statistics



VI. Budget Update

- a. Allotted budget: \$3,100 (07/2014-07/2015)
- b. Available Balance: about \$1,000 left to spend for fiscal year

VII. New Business

- a. President's Town Hall
 - i. Good turnout.
 - ii. Attendance may have been compromised due to announcing webcast.
 - iii. Someone at the event write up a paragraph or two to use for an article (Ahlam).
- b. HR Academy
 - i. Table filled for the day. Thanks to everyone who volunteered.
- c. APAC Recruitment Efforts
 - i. Kate discussed outreach efforts.
 - ii. Good to be proactive and transparent about APAC to build interest.
 - iii. Ice Cream social in the past on the West campus was difficult for people to get to if they worked on East side.
 - iv. Facilitate a few smaller events to talk about APAC
 1. Plan events by college?
 2. Plan events by side of campus?
- d. Vice Chancellor for Health Affairs Search Committee
 - i. Clarify with Teresa that they would like an AP to serve on Committee.
 - ii. Clarify deadline for nomination (Margaret on a call with her to speak about it).
 - iii. Volunteer from the group in case – Colleen.
- e. Survey
 - i. IRB approval request sent out
 - ii. Pull questions from the last survey to recycle.
 - iii. Edits from last time pulled into survey.
 - iv. Michael sent to SRL to find out the cost to approve it, plans to follow up for an estimate.

- v. Posting online to finalize before it goes out.
- vi. Group to finalize the questions about a week before committee meeting.
- vii. Marisa to check Qualtrics capabilities to divert paths of survey.

VIII. Action Items:

- a. Write up a process related to recruitment efforts.
- b. Margaret to clarify with Chancellor's Office regarding Vice Chancellor search committee.
- c. Kathy to set up meeting for survey.
- d. Ahlam capturing 1-2 sentences from committee on President Easter event.
- e. Marisa checking on Qualtrics.
- f. Michael following up with SRL regarding survey costs.

IX. Next Meeting November 12, 12:30 – 2:00, 2750 UH

X. Adjourn