**ACADEMIC PROFESSIONAL ADVISORY COMMITTEE**

Minutes

January 14, 2016

9:00 AM. BRK 204D

1. Call to Order
	1. Meeting called to order by James Burgdorf at 9:05am
	2. Members present: James Burgdorf, Donna Haynes, Sophia Gehlhausen; Ashley Edge; Kim Gonzalez-Beeson; Gina Massie, Raymond Barnett; Brian Moore (CSAC), Maureen Hoover; excused: Matt Panich
	3. Guests: Natalie Taylor, Clayton Bellot
2. Approval of Agenda
	1. Motion to approve by Donna Haynes
	2. Seconded by Gina Massie
	3. Motion approved
3. Approval of Minutes
	1. Motion to approve by Gina Massie
	2. Seconded by Sophia Gehlhausen
	3. Motion Approved
4. Treasurer’s Report
	1. $8.19 in fund
	2. Compared the distribution list and the report received from HR. There are discrepancies; will send to Melanie Trimm to clarify
5. New Business
	1. Executive team met Jan. 11th to discuss the information received from campus stakeholders.
	2. Executive team Jan. 12th Campus hiring processes meeting - Discussion held on meeting with HR. From the email sent to the campus there were 4 issues reported. Most of the conversation was about the excel spreadsheet provided by HR. From that the idea was to get together to pull together what the process is to deliver to the campus. Goal is timeline and workflow of the process and guide to process. We will follow-up with HR and meet again with HR and firm up the process and discuss issues brought up by the stakeholders. HR stated that as of today there is no backlog on jobs in HR. We will reference links and job aids on the APAC website to assist the campus in the hiring process.
	3. Review and discussion of Research Board candidates both are highly qualified, vote was taken and it was decided to elect Nancy Barrett to the Research Board
	4. APAC sympathy notices – discussion held on whether APAC should send a sympathy card or message as a council however the majority felt that this should be an individual responsibility;
	5. Cyber Security brown bag luncheon –mid-February – Clayton Bellot will take care of logistics and give date at next meeting
	6. Cultural Competence brown bag luncheon – was well attended last year. Last year’s presentation was more faculty and classroom focused. This year would like to focus on the campus interaction. Ashley has contacted the director, Kim Omichinski to present. She will contact her after the semester begins and also have a panel to answer questions. Once Ashley has a date Raymond will reach out to the Provost to provide refreshments. It was suggested that Ashley reach out to Food Service to have an individual session. The presentation was recorded last year so we may be able to record this year also.
	7. Other new business – no other new business
	8. CAPE Award – met with Barbara Cass to talk about the CAPE Award process and will talk with her about electronic process. Shooting for mid-April for CAPE Award and no one had any objections; week to avoid is SpringFest.
6. Old Business
	1. Executive Team report out on Jan. 12th HR Stakeholder Meeting
	2. Tracking AP Concerns/questions/issues in BOX – Remember to add any interaction with APs concerning any issues that are brought up so that we can report out to the campus community.
	3. Other old business – Raymond brought up the concern about the budget and the possible cuts. Discussion was held concerning value in volunteering one or quarterly furlough
7. Committee Updates
	1. CSAC  no report(Brian Moore)
	2. Other MS of Data Analytics approved. New BA in Theater, conversation about university policy training – student morale; earth week April 25 -29,2016
8. Comments: Are there procedures on campus about shooting on campus is there a plan? Maybe have a brown bag on how to secure your area, etc.
9. Adjournment – 10:30 a.m.

Motion to Adjourn – Raymond Barnett

Second – Donna Haynes

Next meeting February 11, 2015 - 9:00 a.m. Brookens 204D