



# Administrative Professional Executive Committee Meeting Minutes

12/16/2022

Attended: [Haaven Carlson](#), Kathleen Brown, Andrea Williams,  
Lori Baird, LeeAnn Case

Absent: Kerry Thompson

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## Call to order:

### Approval of Meeting Minutes

Motion to approve 11/17/2022 minutes Kathleen Brown

Second the minutes Andrea Williams

Vote to approve no Abstentions

## 1. Open Campus Communication (News and Events)

- Have Lacy Karpilo come to next meeting to talk about Moonshot in January. Will be coming in January with Julie Keniry. (How can we help support?)
- January 9-10 Hiring agency wants to sit down with APEC and share the wants and needs of what we want with a president. (Add question to survey.)
- Survey to be more intentional in our support. (Send out by Haaven by December 19th) (Add description of what APEC is to the survey with the deadline on January 3rd.)
  - What support would you like to see from your APEC committee?
  - How best can we communicate with all AP employees from the committee?
  - How best can we represent your needs? What specific ideas would you want us to focus on this year?
  - What do Administrative Professionals want in our next president?

## 2. Shared Governance Voting (Need to communicate back to APEC so all APs know what is being discussed if it is needed.) How do we create a summary each month so we can communicate from our Shared Governance committees.

{University Council, Diversity Committee, Budget and Planning} (Lori Baird)

- University Council Samantha Crist position replace Emily Sharratt (21-24)
- University Council Holly Chason position replace Jordan Withers (22-25)
- Diversity Committee Danny Bailey position replace Bennie Moses (22-24)
- Diversity Committee Mika Morton position replace Jordan Withers (22-23)

### 3. Administrative Professional Website

- Updates that we have discussed. Kathleen will reach out to potential bio people. Write questions. With possible launch in January. (Kathleen)  
<http://webdev1.it.eou.edu/ap/>
  - APEC minutes (only have the last three years on the website. (Add 2022/2023 minute)
  - APEC Membership is last year's group (needs updated to 22/23)
  - Share Governance update needed (needs updated to 22/23)
  - Does the Employee handbook have any updates since 2020?
  - Add a section for anniversaries (Haaven reports anniversary dates)
  - New Employee section
  - Pictures or APEC group (relaxed picture)  
Name/Title/Department/Alumni
- Make sure that Jeff is bringing us the information for Cabinet + (LeeAnn will talk to Jeff)

### 4. December Anniversaries

#### a. Tammy McEnroe 35 Years

### 5. New AP Employees

### 6. New AP Retirees-None

### 7. AP Employees resigning (Note from APEC Physical Letter sent) (Haaven will draft a letter)

### 8. For The Good Of The Order: None

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**Next APEC Meeting:** January 12, 2023 Meeting 10:00-11:30