



Administrative Professional Executive Committee Meeting Minutes

1/12/2023

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

Absent: LeeAnn Case

Call to Order:

Approval of Meeting Minutes from December. Motion Lori Baird, Second by [Andrea Williams](#) 100% approved

1. **Campus Survey:** Review the results of the campus AP Survey.

Received responses Priorities include:

- Payscale
- Merit Pay increase
- Quarterly updates (Communication)
- Separation from EXEC Leadership (presence for upper administration)
- How is AP different? (What makes a position an administrative professional and what makes someone a classified staff?) How can we support the people in these roles to create work/life balance and healthy boundaries.
- Pay ladders for PD or making awareness amongst AP (Talking to directors to see what might be possible for all areas for PD.) [Kerry Thompson](#)
- 40 hours of vacation as a benefit for APs annually (report of loss vacation time data pull)
- Can there be expectations conveyed to directors and APs so their is an understanding of balance. [Haaven Carlson \(send updated to everyone\)](#)
- Transparency and updates to the AP handbook, including the salary ranges.
- On boarding for new AP employees (15 minutes at the beginning of the meetings to ask any questions.)

2. **Julie Keniry & Lacy Karpilo:** MoonShot (Joining at 11)

- EOU has intended to participate in Moonshot for many years, and has developed other grant opportunities to coordinate with Moonshot
- Lots of synergy between grants

- Shared platform/language between EOU/BMCC/TVCC - utilize the Navigate software
- EAB is our partner in Moonshot - they mostly provide support. Connect us with Subject Matter Experts, do surveys, provide information and best practices
- Focus on effective practices that are known to close the equity gaps on college campuses
- Staff and faculty can engage in Moonshot by participating in practice teams and/or providing content expertise
- Currently, we are identifying 3-4 best practices on which to start work (currently looking at our student “hold” process and analyzing that)
- Lacy and Julie have been presenting Moonshot across campus to inform the community about it

3. January Anniversaries:

One Year

Elizabeth Peterson – Head Start

Three Year

Marisa McCaskey – Head Start

Five Year

Haaven Carlson – Human Resources

John Garlitz – Facility Operations

Twenty Year

Elizabeth Upshaw- COB/COE

4. New AP Employees:

Julianna Hernandez – Admissions Counselor

Kaitlyn Gekeler – Retention Coordinator

Christine McNichols – Clinical Counseling

5. AP Employees resigning (Note from APEC)

6. For the good of the Order:

Next APEC Meeting: February 9, 2023 Meeting 10:00-11:30