



Administrative Professional Executive Committee Meeting Minutes

3/9/2023

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

Absent: Lori Baird, Kerry Thompson

Call to Order:

Approval of Meeting Minutes from January and February. Motion by Kathleen to approve minutes and Lee Ann seconded. Vote approval unanimous.

1. How do we stay recognized as a group?

- What do we look at to make sure we have a voice for APEC?
- Make sure that we are talking to Jeff for University Council so he can remind people of our voice.
- Set up a meeting to meet with Lara in April. (How do we represent everyone? Should we be doing more diversity initiatives with AP?)

2. What part of our goals have we accomplished?

- Survey
- Website updates
- Bios of AP

3. What's next?

- March- Website/BIO push/Survey for a \$5 to help with final party
- April- President appreciation/AP Salary (state of economy updates)/Plan AP final party
- May- Continue final event planning (June 15 possibly 3:00-5:00 in area in front of Gilbert) [Make sure to invite headstart] \$500 from HR (Lori can check on what UA does.)
- AP-Professional of the Year (Nominations and decision made)- Open Apr 1, 2023 and then do a bio for the person chosen. (invite family to the party)..... Add the previous list to our web page. (plaque and gift) Haaven and Kathleen will take care of.

4. March Anniversaries:

One Year

Tyler Thamert

Shawna Elsberry

Peter Larson

Five Year

Terry Andrews - Security

Mauro Arroyo Valenzuela - Information Technology

Next APEC Meeting: April 13, 2023 Meeting 10:00-11:30