

**Regular Monthly Minutes**  
**July 27, 2017**  
10:00am – 11:00am

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**Advisory Council:**

Brigitta Jozefowski, Chair  
Maria de Jesus Dixon, Treas/Sec  
C.Brandon Chapman  
Craig Cole  
Karla Ealy-Marroquin  
Karen Garrett, NCPS Liaison  
Sue Gilchrist  
Stephanie Rink  
Casey St.Clair  
John Sullivan

**Excused**

Ray Acuna-Luna Past Chair  
Lauralea Edwards Vice Chair  
Cindy Armstrong, WSU Puyallup  
Toni Broyles  
Cheryl Hansen  
Nikki Hinshaw, WSU Vancouver  
Pam Loughlin, WSU Everett  
Adam Williams

**Alternates**

Randi Wasik

**Alternates**

Anna McLeod  
Naghmana Sherazi

**Meeting called to order at 10:00am**

**Welcome and Introductions**

Welcome to Craig Cole who moved up to replace Mary Ohnemus.

The AP welcome letter was updated to send out to the newly hired APs. It was decided to send a printed out letter vs and email letter.

Please note that our Vice Chair, Lauralea Edwards is eligible for shared leave.

**Chair's Report**

The AP welcome letter was updated which gets sent out to the newly hired APs. It was decided to send a printed out letter vs and email letter.

Please note that our Vice Chair, Lauralea Edwards is eligible for shared leave.

**Approval of Minutes: Postponed for regular September meeting.**

## Committee Deliverables

### Sub-Committees

- Marketing/Communication: Stephanie Rink/Sue Gilchrist
  - Prepare and send out the monthly newsletter
  - Assist with communications/advertising for sub-committees as needed
  - Update website as needed
  - Explore using Mail Chimp as a way to measure user participation and gather data

Note: Professional Photos for all members are requested. Gayle will contact photo services on the Pullman campus and members on other locations will need to arrange services. APAC will pay for these photographs.
  
- Training/Professional Development: Ray Acuna Luna/Karen Garrett
  - Plan a robust AP appreciation week
  - Develop mentoring program
  - Establish monthly training opportunities to supplement professional development
  - Develop yearly APAC Seminar.
  
- Bylaws/Election/Strategic Plan: Adam Williams/Ray Acuna Luna – No report
  
- Tuition Waiver: Lauralea Edwards/Casey St.Clair
  - Goals to expand partnerships with other universities
  - Continue to focus on pursuing tuition waiver for global/on-line classes for WSU staff
  
- Salary Compensation: Randi Wasik/Maria de Jesus Dixon
  - After meeting with HRS, it has been agreed that they will set up a small group comprised of Administrative Managers to assist with data on position comparisons. It is anticipated that information will be available in August.  
Note: AP input for the new enterprise system is needed to ensure the system meets functionality needs. Please provide input by August 3 so Randi can bring forth information to the August 4/5<sup>th</sup> meeting.  
This committee will ask HRS to review (if it has a positive effect only) about AP exempt employees getting the same annual leave accrual as civil service for years of service.