



MINUTES

The Administrative Professional Advisory Council (APAC) on Tuesday September 9, 2025, in Center for Undergraduate Education (CUE) Conference room 518 and via Zoom. Council members present: Executive Team: A. Robbins, K. Balmforth, D. Desormier; Council members: B. Andriesen, L. Becker, M. Carolus, A. Dedman, P. Escalera, S. Gilchrist, M. Gotch, G. Iacoboni, C. Johnson, K. Lembke, C. Mancebo, S. McGrath, T. Niccoli, E. Pesis, C. Potter, A. Ramberg, Z. Rost, A. Senter, L. Szymanski, and L. Welch.

1. 9:00am – Call to order

- A. *This meeting is being recorded and can be accessed through the APAC agenda online.*
- B. *If you wish to share, we ask that you raise your hand using the reactions tool.*
- C. *Closed captioning is available.*

2. APAC Report – APAC Chair Amy Robbins

- A. APAC retreat update
- B. Monthly meeting schedule
APAC council needing additional time at monthly scheduled meeting to conduct business. Survey to be sent to council members asking preference for extending the meeting a half-hour before or after the currently scheduled meeting.

3. Committee Updates

- A. Budget Report
Worked with leadership to identify the APAC budget for FY26. Developed goals for the year. First committee meeting is later this month. Will have more to report at the next meeting.
- B. Diversity Equity & Inclusion Report
Committee met for the first FY26 meeting last week. Focused on reviewing the strategic plan to identify high-level goals and objectives for the committee. Proposed alternate committee name for APAC vote and have identified a speaker for the Elevating Cougs Conference in October – Holly Ashkannejhad, Director, Title IX Coordinator, Compliance & Civil Rights.
 - a. Request to change DEI committee name to “Access and Opportunity Committee”
Motion approved; 25 approve, 0 reject
- C. Election & Bylaw Report
Held first committee meeting last week. Looked at Strategic Plan and APAC Bylaws to identify areas of the document that need to be revised. Working to identify APAC Mission Statement. All agree it should be easy to memorize and reflect what APAC does.
- D. Professional Development & Events Committee Report



Committee met several times already to discuss the strategic plan and committee goals to include "promoting AP participation and engagement". Working to secure a monthly speaker for upcoming APAC meetings. Have developed a process in conjunction with the Marketing committee to distribute a monthly blast in addition to the newsletter sent to APs to help increase meeting attendance.

E. Marketing & Communications Report

Committee worked to assist APAC PA to build and publish the monthly APAC newsletter. Working with PD&E committee to coordinate communication of monthly speakers and activities.

4. Speaker presentation (9:45 am) – WSU President Cantwell

The President was delayed due to travel and was unable to attend. President Cantwell anticipates being available to speak to APAC in December.

5. Constituent Concerns:

Tuition Waiver for online courses – All WA state employees have an employee benefit for in person instruction for a \$50 fee. Employees can take online courses (no master's level or fee-based courses) at many peer institutions. One issue people are running into is some in-person courses were mistakenly coded as online classes because there was not a "meeting time" provided for the class. This automatically disqualifies the employee for this course.

Question: a lot of work has been done on this by APAC council members; how do we move this forward if we want to address this as a council?

The APAC council will need to be discuss and a motion will be voted on if the council would like to move this forward.

6. Meeting Adjourned: 9:47 AM