



November 18, 2025, APAC Meeting Agenda

The Administrative Professional Advisory Council met in CUE 518 Conference Room in Pullman on **Tuesday, November 18, 2025, at 9:00 am in person and via Zoom.**

1. **9:00am – Call to order: 9:00 am**
 - 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. Approval of APAC October 14, 2025, meeting minutes (PDF)
Approval by consensus
3. **APAC Report – APAC Chair Amy Robbins**
 - **System-wide Directors’ Meetings**
 - *Attended two meetings (October & November) organized by President Cantwell.*
 - *Key topics: fiscal updates, athletics transition, travel policies, legislative session updates.*
 - *Emphasis on directors sharing meeting information with their teams.*
 - *Listening sessions with President Cantwell postponed until after legislative session (likely March–April 2026).*
 - **Academic Strategy & Futures Thinking Group**
 - *Discussed accreditation process (Year 6; submission due March 2026).*
 - *Exploring updates to general education requirements (unchanged for 45–50 years).*
 - *Conducting DiSC assessment to strengthen leadership team collaboration.*
 - **Board of Regents Presentation**
 - *Shared APAC initiatives:*
 - *Mission Alignment: Align APAC mission with WSU’s six strategic pillars.*
 - *Strategic Voice: Ensure APAC’s role in university decisions.*
 - *Council Identity: Position APAC as collaborative and influential.*
 - *Engagement: Create professional development events.*
 - *Visibility: Host inclusive events highlighting administrative professionals.*
 - *Representation: Fill five council and five alternate seats; maintain campus representation ratios.*
 - **Next Steps**
 - *Continue attending system-wide meetings and report to Board of Regents in November.*
 - *Monitor upcoming listening sessions and accreditation submission.*



4. Committee Updates

A. Budget Report

Approved budget request for photo contest prizes.

B. Access & Opportunity Report

Laura Welch stepped into the chair position vacated by Christina Mancebo

Committee drafting two (2) documents

- 1. Advocating salary-based parking permit fees*
- 2. Extending tuition waiver benefits to Global campus courses*

Next steps – committee will submit proposals to APAC Executive team for review.

C. Election & Bylaw Report

The committee supports the proposed updated mission statement on the agenda with a proposed correction to add the word “The” in front of Board of Regents as indicated below.

Committee worked with the longer mission statement proposed and revised it into guiding principles, now part of Article 2 in the APAC Bylaws.

Committee also reviewed and revised the APAC Charges and Responsibilities:

- i. APAC will meet regularly with WSU senior administration, the Board of Regents, and relevant committees.*
- ii. Develop and annually review a clear list of goals and objectives.*
- iii. Create marketing and communication strategies to ensure constituents understand APAC’s mission and engagement channels.*
- iv. Promote professional development for AP employees through resources, guest speakers, seminars, scholarships, events, workshops, and online tools.*
- v. Provide routine opportunities for feedback from AP employees system wide.*
- vi. The APAC Council will position itself to be viewed as a peer community addressing issues and exploring opportunities for AP employees.*

D. Professional Development & Events Committee Report

Committee has launched the APAC photo contest. Currently we have four (4) submissions. Entries will be posted on APAC website soon for viewing.

- i. Prizes:*
 - o First place: \$50 gift card*
 - o People’s Choice: \$50*
 - o Second: \$35*
 - o Third: \$25*
- ii. Submission details:*
 - o Email photos to apac@wsu.edu*
 - o Up to 3 photos per person*
 - o Deadline: December 5, 2025*



iii. *Voting:*

- *All APs can vote in early December*
- *Winners announced at **January APAC meeting***
- *A webpage will showcase submitted photos.*

Additionally, the committee is working on upcoming speakers, including Julian Ankey (presenting today) and President Cantwell in December.

E. Marketing & Communications Report

Continuing to work standing projects such as monthly email blasts, newsletter materials, and social media content.

Initiated project to streamline and access social media accounts. Currently, we have multiple social media channels and working to identify one content creation software that will allow us to push everything at the same time for any social media blast.

Working with PD&E committee on events such as photo contest and marketing the monthly APAC meeting.

5. APAC Business:

a. Proposed updated APAC Mission – *Motion Approved; 19 approve, 0 reject*

- *The Administrative Professional Advisory Council (APAC) cultivates relationships with AP employees, Councils, Committees, [The Board of Regents](#), and WSU senior administration to advocate for communication, collaboration, inspiration, professional development and service.*

- 6. Speaker presentation (9:30 am) – Julian C. Ankney, Director of Native American Programs, WSU Vancouver. "Holding the Keys to Who We Are: a Place-based Pedagogy"**
- 7. Constituent Concerns:** *Due to time constraints, constituents encouraged to send any concerns to the apac@wsu.edu email*
- 8. Meeting Adjourned: 10:00 am**