

Monday, Jan 30, 2017, 2:30 p -4:00 p, Kettler Hall, HR Training Room

In attendance: Bruce Arnold, LV McAllister, Alison Rynearson, Steve George, Cassandra Bracht, Kara Papaik, Shawn Peterson. **Absent:** James Velez, Kayla Klimasko, Kim Myers, Allyson Schreiber

- Meeting called to order by Cassandra at 2:40pm
- **W.L. Report, Steve & Shawn**
 - a. Working with Aramark to determine meal plans for students.
 - b. Campus Housing will be managed by IPFW completely.
 - c. Updates from Purdue regarding FLSA, Purdue determined not to press forward, even though other Big 10 schools have.
 - d. Not able to present IPFW changes to Purdue as their meeting ran over time.
 - e. Working on making over 1,200 processes more efficient at Purdue.
 - f. Contact Business Process Organization office at Purdue to report suggestions/concerns regarding processes that occur at IPFW.
- **Secretary's Report, Kara**
 - a. APSAC Listserv updated
 - b. Working on documents for Excellence Award nominations, as well as leading the committee.
- **HR Updates, Dimples-** not able to be present at meeting.
- **APSAC Business:**
 1. Committee Assignments:
 - a. Diversity Council – Kim – not present
 - b. University Council – Cassandra – no update or contact
 - c. SCOA – Kayla – not present
 - d. URPC – Shawn – Reported wanting to add a faculty member to the space committee. Looking at key policy for locked computer labs.
 - e. Campus Traffic Appeals – Allyson – “At the meeting held on January 4th, we had 5 appeals – 2 were dismissed, and 3 were upheld”.
 - f. Budget – Cassandra – Steve George presented at UBC
 - g. Campus Calendar – LV – No update or contact
 - h. Homecoming – James – not present
 - i. Food Service Committee – LV – No update or contact
 - j. Health Fair Committee – Bruce – March 22, 2017, still in need of volunteers, but at this point it's not a university sponsored event so staff would have to take time off work
 - k. Staff Recognition- Alison & Kara- planning is underway, “Spring” theme and new way to reserve whole table for event.

- **Treasure's Report, Allyson** (completed via email, please see below) Kara moved to accept treasure's report. Shawn 2nd the motion. Approved Dec & Jan report at Jan 30 meeting, as there was not a quorum to vote at December meeting.

OrgKey	Date	Obj Desc	Trans Desc	Credit	Balance
8007116 - APSAC Discretionary Fund				Beginning Balance	\$ 1,944.80
8007116 - APSAC Discretionary Fund	9/10/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,945.30
8007116 - APSAC Discretionary Fund	10/8/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,945.80
8007116 - APSAC Discretionary Fund	11/10/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,946.30
8007116 - APSAC Discretionary Fund	12/11/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,946.80
8007116 - APSAC Discretionary Fund	2/8/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,947.30
8007116 - APSAC Discretionary Fund	3/2/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,947.80
8007116 - APSAC Discretionary Fund	3/9/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,948.30
8007116 - APSAC Discretionary Fund	4/13/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,948.80
8007116 - APSAC Discretionary Fund	5/18/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,949.30
8007116 - APSAC Discretionary Fund	6/16/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,949.80
8007116 - APSAC Discretionary Fund	10/4/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,950.30
8007116 - APSAC Discretionary Fund	10/14/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,950.80
8007116 - APSAC Discretionary Fund	11/14/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,951.30
Balance					\$ 1,951.30
51011397 2002008005 APSAC Professional Development			12/19/2016		\$1,302.07
\$5 donation for Nov					
62011804 2003006000 APSAC Dependent Scholarships			12/19/2016		\$535.85
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			12/19/2016		\$ 1,479.98
22020459 2002008005 APSAC Events			12/19/2016		\$43.58

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8007116 - APSAC Discretionary Fund	11/14/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,951.30
8007116 - APSAC Discretionary Fund	12/15/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,951.80
Balance					\$ 1,951.80
51011397 2002008005 APSAC Professional Development			1/30/2017		\$1,307.07
\$5 donation for Dec					
62011804 2003006000 APSAC Dependent Scholarships			1/30/2017		\$535.85
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			1/30/2017		\$ 1,425.04
\$54.94 in-state travel					
22020459 2002008005 APSAC Events			1/30/2017		\$43.58

7. Misc.

- a. Discussion regarding writing a proposal to the Chancellor for a budget for APSAC. Recommend a computer update cycle for staff members, not only faculty. Also professional development, or items to assist with improving moral on campus.
- b. Discussion regarding lack of communication throughout the campus for “transition meetings”. Recommended inviting Kim Wagner to clarify some issues that have arose recently.

8. Adjourn meeting at 4:10 pm

- a. Moved by Alison
- b. Second by Kara

Next meeting: Monday, February 20th from 2-3:30pm in the HR Conference Room (KT G06)

Upcoming Events: Fall Fest 2016, Staff Recognition Luncheon: April 19, 2017, Homecoming February 6-11, Health Fair March 22, 2017.
