

# Indiana University-Purdue University Fort Wayne

# APSAC

## Administrative/Professional Staff Advisory Council

Monday, April 16, 2018, from 1:00-2:30pm in KT G06

1. Call to Order / Questions about Minutes – Cassandra: Started meeting at 1:06 p.m.. Members present: Cassandra Bracht, Beth Iserman, Allyson Schreiber, Bruce Arnold, Kayla Klimasko, Karen Burtnette, Julie Creek, Alison Rynearson, Steve George, Kim Myers. Members absent: LV McAllister, Amanda Seilheimer.
2. Presidential Update - Cassandra: Please promote elections. IPFW commencement is coming up. April 28 starts Advising and Registration days.
3. HR Updates - Melissa: Success Factors live date January 2019. How can HR partner for more professional development? Amy Jagger is putting together a survey for CSSAC and APSAC to review to find out what presentations and training is desired. APSAC will receive the same funding as CSSAC. Working on LinkedIn presence for hiring. Perhaps HR can conduct a session on tax implications of Purdue Global's free tuition.
4. W.L. Report – LV: This is Steve George's last official meeting but he will return to future meetings if there is important information to share (At 1:55 Karen motions to invite Steve and Bruce seconds).
5. Treasurer's Report - Allyson: See below.

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	10/3/2015	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
8007116 - APSAC Discretionary Fund	12/15/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,951.80
8007116 - APSAC Discretionary Fund	1/11/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,952.30
8007116 - APSAC Discretionary Fund	2/10/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,952.80
8007116 - APSAC Discretionary Fund	3/29/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,953.30
8007116 - APSAC Discretionary Fund	4/28/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,953.80
8007116 - APSAC Discretionary Fund	5/24/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,954.30
8007116 - APSAC Discretionary Fund	6/23/2017	Promotional Items	T-Shirts Summerfest 2017	\$ (512.00)	\$ 1,442.30
8007116 - APSAC Discretionary Fund	6/28/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,442.80
8007116 - APSAC Discretionary Fund	8/3/2017	Promotional Items	T-Shirt Reimbursement	\$ 512.00	\$ 1,954.80
8007116 - APSAC Discretionary Fund	9/29/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,955.30
8007116 - APSAC Discretionary Fund	11/10/2017	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,955.80
8007116 - APSAC Discretionary Fund	11/22/2017	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,956.30
8007116 - APSAC Discretionary Fund	1/22/2018	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,956.80
8007116 - APSAC Discretionary Fund	1/22/2018	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,957.30
8007116 - APSAC Discretionary Fund	2/16/2018	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,957.80
8007116 - APSAC Discretionary Fund	3/16/2018	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,958.30
Balance					\$ 1,958.30
51011397 2002008005 APSAC Professional Development \$5 donation			4/16/2018		\$1,570.07
62011804 2003006000 APSAC Dependent Scholarships will be awarded for Fall Term			4/16/2018		\$535.85
21010000 2002008005 APSAC General Fund \$54.30 in-state travel			4/16/2018		\$ 1,048.47
22020459 2002008005 APSAC Events			4/16/2018		\$43.58

6. Campus Awareness Project – ALL members:
  - a. APSAC professional development ideas/opportunities (workshops, in-house presentations) – Kayla, Amanda: The HR survey will help. What else can we do to boost morale? After elections, hold first event in new location.
7. APSAC Business: Committee Assignments

- Budgetary Affairs – Julie: Deferred to next meeting.
- Campus Traffic Appeals – Karen: Deferred to next meeting.
- Diversity Council – Julie: Meeting will be April 20.
- Administrative Excellence Award – presented to Kayla Klimasko at Staff Recognition Luncheon.
- Professional Development - Amanda and Kayla: Deferred to next meeting.
- Faculty Senate – LV: Deferred to next meeting.
- Food Service - LV: Deferred to next meeting.
- Health Fair - Bruce: Higher attendance this year.
- Homecoming - Julie: Nothing to report.
- MAAS (Athletics) – Beth: The committee has not met since the last report.
- Staff Recognition - Allyson & Alison: Luncheon is on schedule and will be held April 25.
- Summerfest – ALL members: CSSAC and APSAC will meet jointly on April 20. Marketing continues (logo for t-shirts and website). Will release logos after April 26.
- University Budget - Cassandra: Perhaps one time 2% bonus in July, non-recurring.
- University Council – Cassandra: Meeting will be April 19.
- URPC – Amanda: Deferred to next meeting

8. The meeting was adjourned at 2:00 p.m.

Next meeting: Monday, May 21, 2018 in the HR training room.

**Upcoming Events: Staff recognition luncheon is April 25. APSAC elections are open until May 4, 2018.**