

Indiana University-Purdue University Fort Wayne

APSAC

Administrative/Professional Staff Advisory Council

Monday, September 18 from 1:00-2:30pm in KT G06

1. Call to Order / Questions about Minutes-Cassandra: The meeting opened at 1:04 p.m. and the minutes were approved. Members present: Karen Burtnette, Alison Rynearson, Allyson Schreiber, Cassandra Bracht, Beth Iserman, Kayla Klimasko, Bruce Arnold, Julie Creek, Amanda Seilheimer, Steve George, LV McAllister. Members absent: Kim Myers
2. Chancellor's Search, general: The new Chancellor, Ronald Elsenbaumer, was selected a few days after the meeting.
3. Executive Director of HR & OIE Search, Steve: Cynthia Springer has been selected.
4. HR Updates, Dimples: Not present. Ask Dimples to invite Cynthia Springer to an APSAC meeting.
5. W.L. Report, Steve: PWL is now focusing on in-state enrollees (supposed to have 50% enrollment from Indiana). Steve will follow up with Cynthia about APSAC/CSSAC job family structure presentation of the new HR software similar to the one at PWL. Success factors will replace Taleo, working with Julie Yoder on faculty component; this involves the hiring process from start to finish. People will approve, rather than gather signatures, using SAP and emails and instructions will be triggered along the way for each stakeholder. Beta testing at IPFW mid-November for certain cases here and all live January 1.
6. Treasurer's Report, Allyson: Allyson distributed the report. Cassie motioned to approve 1:13 p.m. and Karen seconded the motion.

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	2/6/2016	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	4/26/2017	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 Summerfee	\$ (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 Reimburseme	\$ 512.00	\$ 1,954.80
Balance					\$ 1,954.80
51011397 2002008005 APSAC Professional Development			9/18/2017		\$1,535.07
\$5 donation, \$59 Bake Sale, \$105 Dessert Auction, \$24 T-Shirt Sale					
62011804 2003006000 APSAC Dependent Scholarships			9/18/2017		\$535.85
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			9/18/2017		\$ 1,584.02
\$436.26 APSAC Campus Visit, \$31.73 in-state travel					
22020459 2002008005 APSAC Events			9/18/2017		\$43.58

7. Campus Awareness Project – ALL members:

- a. APSAC professional development opportunities, fundraising, grant writing, banners – Allyson, Bruce:
 - Bruce will reach out and ask about how Purdue handles fundraising.
 - Bruce mentioned that PWL APSAC is accepting applications for professional development grants for which the maximum reward amount is \$750, \$11,700 available for one semester
 - We didn't do any awarding last year (Allyson). APSAC decided that maybe we should use funds for something everyone can benefit from instead of a few individuals.
- b. APSAC retreat: Cassie will follow up on retreat idea.
- c. APSAC Qualtrics web survey (like CSSAC) – LV: Following up with Todd Raines in ITS about how he set up the CSSAC survey. The vehicle is fair, simple and efficient.
- a. Summerfest moving to chancellor's committee: LV reports that we need to hear back from Kim Wagner on next steps, discussion is still needed and be prepared to keep it if necessary. Alison says we have a day reserved. We will work on picking a chair and a theme to start.

8. APSAC Business: Committee Assignments

- **Budgetary Affairs – Julie:** Missed the first meeting and will follow up.
- **Campus Traffic Appeals- Karen:** No scheduled meetings yet.
- **Diversity Council –Julie:** Stay tuned. Contingent upon new Chancellor.
- **Excellence Award – Allyson:** Nothing yet.
- **Food Service- LV:** Two meetings set up for the fall term. Forwarded feedback (negative) to Cyndy Elick of Aramark experience from staff member.
- **MAAS–(Athletics) – Beth:** Missed the first meeting and will follow up.
- **Health Fair- Bruce:** Meeting again next month. Are people happy with the health fair? Please send suggestions to Bruce.
- **Homecoming-Julie:** Have not met yet but will start soon. Tentatively February 19-24, theme may be "Dawn of a New Era."
- **Revenue – Alison:** Is this committee Faculty Senate based? Chair is Todor Cooklev. Last year's charge was changes in tuition structure. This year's charge will examine how other campuses raise revenue and present to Chancellor and/or Faculty Senate. Forward examples of what other campuses do to Alison.
- **Staff Recognition- Allyson & Alison:** Has received invite for Staff Recognition Planning Committee, meeting October 10 (Allyson and Alison). Ceremony is usually mid-April.
- **Summerfest – ALL members:** Start thinking of a theme, something you haven't seen before, perhaps incorporating homecoming theme.
- **University Budget- Cassandra:** Not applicable right now – to be tackled in October.
- **University Council – Cassandra:** Meets September 28.
- **URPC – Amanda:** Charge, "How would IPFW measure success of intercollegiate athletics?" Investigating tools to help with financial metrics. A different committee is tasked with the student side of defining success.

9. Other Business:

- a. Group picture – ALL: Picture was taken by Kent Lawson of Continuing Studies, on the Helmke Library staircase on September 26 and will be added to the APSAC website presently.
- b. HLC Visit: Cassie thanked everyone for attending and contributing to a rich and informative conversation.
- c. Purdue Today "Committee Spotlight": Julie is a veteran reporter and will create the vision, focus/copy. We have taken the group photo. We will need infrastructure (survey/website) and development of details before the article is released.

- d. Family Picnic: (Allyson) Great. Seemed to be well attended. Nice variety of activities for the kids (bounce house, balloon animals, face painting, etc.). Blu Spoon catered, with a dessert bar, caramel corn and cotton candy spun for guests.
 - e. Mastodon Job and Internship Fair: (Kayla) October 21. You can stop by for free headshots. Please tell your students about it. 135 companies registered and will increase to about 150. Students can log into a handshake account (up on website). The fair is free to the public, and non IPFW students and alumni are welcome to attend.
 - f. Faculty Senate Meeting: Cassie met with Jeff Malanson and Andy Downs. LV will be the APSAC representative who attends along with a CSSAC representative. Representative will have speaking privileges but not always on the agenda, Mondays at noon. We will add this to our list of committees.
 - g. Upcoming events clarification:
 - Fall Convocation: Still postponed.
 - Fall fest: Still TBD.
 - h. Big Brothers Big Sisters: Please assist by promoting this event. Friday September 29 at 9:00 a.m. (coffee and donuts), Thursday, October 5 at noon (pizza and soft drinks) and at 4:00 p.m. (cookies and refreshments) all in KT G06.
 - i. Joint APSAC/CSSAC meeting: Cassie talked to Josh after the meeting. A Doodle poll has been sent out to members to schedule a good time to meet jointly.
10. Meeting adjourned at 2:30 p.m. Moved by Julie, seconded by Bruce.

Next meeting: Monday October 16, 2017 in the HR training room

Upcoming Events: Mastodon Job and Internship Fair, September 21st