

# Indiana University-Purdue University Fort Wayne

# APSAC

## Administrative/Professional Staff Advisory Council

Monday, December 18, 2017, from 1:00-2:30pm in KT G06

Call to Order / Questions about Minutes-Cassandra: The meeting opened at 1:05 p.m. Members present: Cassandra Bracht, Alison Rynearson, LV McAllister, Allyson Schreiber, Steve George, Bruce Arnold, Karen Burtnette. Members absent: Beth Iserman, Kim Myers, Amanda Seilheimer, Julie Creek, Kayla Klimasko.

1. Introductions of committee members and guests: Guests included Leslie Clark, Karen Lenfestey, Anita Vannatta, Ranada Clark, Melinda Haines, and Regina Gordon.
2. HR Updates, Melissa: Welcome Melissa – APSAC HR Liaison. On January 1<sup>st</sup>, communications about January 1<sup>st</sup> changes will be sent out shortly. There is no probation period for the Transform Purdue Initiative. Per the reduction in workforce, previous employment will not be grandfathered in. A RIF employee can return but will not share previous seniority.
3. W.L. Report, Steve: Board appointment – McCartney as VP and CIO will head up the effort to centralize IT services when possible. New U – Figuring out how it work. Seek HLC approval by April 1st. Kaplan is being purchased by Purdue (not a partnership). There has been an increase enrollment at PWL in areas like Sciences, Management, etc.
4. Treasurer’s Report, Allyson: Little changes, as before. Karen motioned to approve and Bruce seconded.

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
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 Summerfest 2017	\$ (512.00)	\$ 1,442.30
8007116 - APSAC Discretionary Fund	6/23/2017	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
Balance					\$ 1,956.30
51011397 2002008005 APSAC Professional Development			12/18/2017		\$1,550.07
\$5 donation					
62011804 2003006000 APSAC Dependent Scholarships			12/18/2017		\$535.85
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			12/18/2017		\$ 1,522.15
22020459 2002008005 APSAC Events			12/18/2017		\$43.58

5. Campus Awareness Project – ALL members: Suggestion offered of having the next one at a different campus location.
  - a. APSAC professional development opportunities, fundraising, grant writing, banners – Allyson, Bruce: No Update
  - b. APSAC retreat - Cassie:
  - c. APSAC Qualtrics web survey (like CSSAC) – LV: Form is setup and process called for review with a later vote to accept into adoption.

- d. APSAC Open House Recap: All agreed it was a good effort and responses has been noted illustrated by the many guest at this current meeting. Awareness of APSAC is growing.
  - e. Welcome invitation for new APSAC members: No Update
  - f. CSSAC/APSAC meeting with the Chancellor: It went well. The format was more of an introduction of the two groups. Chancellor noted he has been all over campus and very excited to be here. He mentioned that the enthusiasm of Both APSAC and CCSAC is just the right stuff he need for the challenges of the future. Cassie and Josh addressed the future management of Summerfest with Chancellor. The result was that APSAC/CSSAC will maintain management for at least the next year. Future discussion shall be had as to making Summerfest better. The question of funding for APSAC was addressed in meeting. Strategy of how to present this suggestion needs to be developed.
2. Campus Awareness – It is generally felt to be increasing as many committee members are being asked to sit on other committees.
  3. Winter Recess Staffing – Committee members have been receiving questions of the reasoning, logistics and of special recognition of the scheduled staff and about underscoring their sacrifices under such short notice.
  6. APSAC Business: Committee Assignments
    - Budgetary Affairs – Julie: No Update.
    - Campus Traffic Appeals- Karen: October 24 appealed, 21 upheld, November 6 appealed, 5 upheld.
    - Diversity Council –Julie: No Update.
    - Excellence Award – Allyson: No.
    - Faculty Senate – LV: Review of Consultants report of our Athletics Program and recommendations for next 3-5 years.
    - Food Service- LV: No update.
    - Health Fair- Bruce: Preparations for this year’s event are underway.
    - Homecoming-Julie: No update.
    - MAAS (Athletics) – Beth: No Update.
    - Revenue – Alison: No update.
    - Staff Recognition- Allyson & Alison: the team met 2 weeks ago. Working on decorations theme.
    - Summerfest – ALL members: Will start to schedule planning meetings.
    - University Budget- Cassandra: With enrollment down much greater than expected, last Friday’s meeting charged departments to adjust budgets by another 1% reduction. Revised budgets are due by January 5<sup>th</sup>. The question of why two chancellors are being paid came up. The response was that it is normal practice in academia to do so. With Chancellor Carwein leaving in December, IPFW will not pay the customary year’s compensation.
    - University Council – Cassandra: No update.
    - URPC – Amanda: No update.
  7. Other Business:
    - a. Purdue Today “Committee Spotlight”: This item is to be retired from Agenda as the article was published in November.
    - b. Joint APSAC/CSSAC meeting: “United” idea: Future activities will foster continued conversations along these line.

Next meeting: Monday, January 22, 2017 in the HR training room

**Upcoming Events:**