

Indiana University-Purdue University Fort Wayne

APSAC

Administrative/Professional Staff Advisory Council

Thursday, May 19, 2016

HR Training Room

IPFW APSAC Meeting Minutes

In attendance: Alison Rynearson, Bob Brewer, Roy Danielian, Cyndy Elick, Steve George, LV McAllister, Rhonda Meriwether, Jennifer Oxtoby, Dimples Smith, James Velez, Lisa Zerkle

Absent: Mary Anne Stailey, Dave Peterson,

Guest Presenter: Melissa Helmsing

- Meeting called to order at 11:03am by the President
- Parent Program (Melissa Helmsing)
 - Present proposed changes to the New Parent Program to make is more inclusive. Program will expand to include grandchildren, stepchildren and children beyond age 5. The goal is to make this program open to everyone. Program will include Brown Bag Lunch Meetings, Special Events, etc. Changes scheduled to go into effect on July 1st.
- West Lafayette Report (Jennifer/Steve)
 - The last meeting was a transition luncheon for outgoing/incoming members.
 - Discussion regarding Freshman class at WL: Diversity is up, Residents are up, SAT's are up, GPA is up, overall numbers are up.
 - FLSA discussion was a large part of the meeting.
- Treasurer's Report
 - Cyndy distributed the Treasure's report. No major changes.

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	Cain, Mary Ann	\$ 0.50	\$ 1,945.30
8007116 - APSAC Discretionary Fund	10/8/2015	Contributions Income PEP	Cain, Mary Ann	\$ 0.50	\$ 1,945.80
8007116 - APSAC Discretionary Fund	11/10/2015	Contributions Income PEP	Cain, Mary Ann	\$ 0.50	\$ 1,946.30
8007116 - APSAC Discretionary Fund	12/11/2015	Contributions Income PEP	Cain, Mary Ann	\$ 0.50	\$ 1,946.80
8007116 - APSAC Discretionary Fund	2/8/2016	Contributions Income PEP	Cain, Mary Ann	\$ 0.50	\$ 1,947.30
8007116 - APSAC Discretionary Fund	3/2/2016	Contributions Income PEP	Cain, Mary Ann	\$ 0.50	\$ 1,947.80
8007116 - APSAC Discretionary Fund	3/9/2016	Contributions Income PEP	Cain, Mary Ann	\$ 0.50	\$ 1,948.30
8007116 - APSAC Discretionary Fund	4/13/2016	Contributions Income PEP	Cain, Mary Ann	\$ 0.50	\$ 1,948.80
Balance					\$ 1,948.80
51011397 2002008005 APSAC Professional Development			5/19/2016		\$661.42
\$5 donation for April					
62011804 2003006000 APSAC Dependent Scholarships			5/19/2016		\$535.85
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			5/19/2016		\$ 740.74
In-state travel \$46.85 4/29/2016					
22020459 2002008005 APSAC Events			5/19/2016		\$43.58

- Motion for approval of Treasure Report: James, 2nd Jennifer.
- Secretary's Report
 - APSAC Membership has been updated in the mailing list.

- April 20, 2016 meeting minutes were distributed to APSAC members on May 16, 2016 via email.
- Election Results:
 - President Elect: Cassandra Bracht
 - Treasurer: Allyson Schreiber
 - Secretary: Andrea Ogubi
 - At-Large: Kim Myers, Kayla Klimasko, Shawn Peterson, Bruce Arnold
 - Lisa will notify election winners and send the constituency a notification email.
 - The next APSAC meeting will be the Transition Meeting.
- Human Resources (Dimples)
 - Discussion on new FLSA ruling. The exempt/non-exempt threshold is now \$47,476.00. Compliance date is Dec 1st. The regulation changes are being reviewed by HR/OIE and they plan to meet with both employee groups as they get closer to a planned approach.
- APSAC Business
 - Summerfest (James/Lisa)
 - Planning continues. Next meeting May 20th.
 - Six Sigma Training Report (Alison)
 - Steve, LV and Alison attending the Six Sigma intro training course in Auburn. They felt the training was quite good and would be beneficial to the APSAC membership. Six Sigma is designed to help improve your processes.
 - Diversity Council: Steve
 - No meeting.
 - University Council: Alison
 - No meeting.
 - SCOA: Roy
 - No meeting.
 - URPC: Cyndy
 - No meeting.
 - Campus Traffic Appeals: Lisa
 - No meeting.
 - Campus Calendar Committee: Dave
 - No report
 - University Budget Committee: Alison
 - No meeting.
- USAP Report (Jennifer)
 - The 2015-2016 USAP Task Force Recommendations Overview:
 - Build an organizational culture focused on continuous improvement
 - Costs savings and efficiencies: including evaluating Academic Program Efficiencies and Administrative/Auxiliary Service Efficiencies.

- Invest to Generate Revenue
- High Potential Areas for moving IPFW Forward including: aligning with regional needs, new or repositioned programming, improving student experience from recruitment to post-graduation.
- Meeting adjourned at 12:30pm.

Next Meeting: June 20th at 11:00am, RMC 235

Upcoming Events: SummerFest July 27, 2016