

Monday, February 21, 2021 1:30-3PM – Virtual Zoom meeting

COUNCIL MEETING MINUTES

Members present: Laura Zeigler, Christina Egbert, Christa Van de Weg, Kristine Frye, Chozie Thorp, Regina Gordon, Gage Blust, Renan Reilly, Chozie Thorp, Lindsay Butcher

Member absent: Sharon Wight, Giang Petroviak, Ranada Clark, Sable Robinson

HR Representative: Melissa Helmsing

Consulting group members: Crystal Milton

Call to order:

1. Approval of Previous Month's Minutes:
 - 1.1. Request for 7.17.2 to be more specific by documenting-20% positivity rate
 - 1.2. No other objections or corrections -all in favor approval for January minutes with update to 7.17.2
2. Subcommittee Reports.
 - 2.1. APSAC Professional Development Committee: Kris Frye, Regina Gordon, Chozie Thorp
 - 2.1.1. Reported there is lots of positivity around the topic. Follow up workshop on March 21st to discuss how to create impact and integrate this message across campus. Unfortunately, Dr. Hammonds will not be present at March 21st workshop. Recommendation for OIE to find adequate support for hosting the March 21st workshop or reschedule.
ACTION ITEM: Sub-committee members will work with OIE to determine next steps for March.
 - 2.2 APSAC Scholarship Committee: Laura Zeigler
 - 2.2.1 Laura shared no update re: Scholarship. Handed off to Renan to share Fundraising experience.
 - 2.2.2 Fundraiser update-Renan Reilly Information can be found here:
https://www.mikescarwash.com/pages/form_fundraising Renan will be working with Bursar, Christina and Development to determine next steps. There are options for both voucher or e-coupons. The goal is to have the entire processes online. Past funding commitment is no longer available -it was a 5 year only commitment. Questions and general discussion regarding what APSAC should be supporting financially: Scholarships and/or Professional Development. A vote to determine how to use funds will be held at the next meeting.
ACTION ITEM: vote at next meeting regarding use of funds
ACTION ITEM: discuss if APSAC wants to request funds from VCFA in the future
 - 2.2.3 Treasury Report shared as it relates to available funds
 - 2.2.3.1 Report shared via screen shot and line items discussed.
ACTION ITEM: Copy of report will be shared with Feb Meeting Minutes for Committee to Review.
 - 2.3 Budgetary Affairs Committee: Christa Van de Weg -no update.
 - 2.4 Campus Master Plan: Laura Zeigler -nothing to report
 - 2.5 Campus Traffic Appeals: Laura Zeigler -Committee has been revamped and APSAC representation is no longer required.
 - 2.6 DEI Diversity Council: Ranada Clark -no update

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- 2.7 Faculty Senate: Sharon Wight -no update
- 2.8 Food Service Committee: Sable Robinson
 - 2.8.1 Alladin Campus Dining has removed half of the grab and go and the salad bar is back!
 - 2.8.2 Alladin Campus Dining added a Mongolian station and healthier beverage options
 - 2.8.3 Alladin Campus Dining worked with a compost organization and all organic waste is now composted. At the end of the year they get a portion of the compost back and they will donate it to biology or agriculture program.
 - 2.8.4 Don Dollars really caused a boost in traffic at the dining locations and Tuesday and Thursdays are their busiest days at Dons at Walb Café.
 - 2.8.5 Einsteins is always busy due to being in Kettler
 - 2.8.6 Java Spot has its regulars but due to less customers between 5:30 and 9, they now close at 6.
 - 2.8.7 Alladin Campus Dining feels like the food services will stay going strong in March and April
 - 2.8.8 The only issues facing Alladin Campus Dining at this point are catering prices, staffing issues, and vendor availability. The college schedule makes it hard to keep employees and COVID has not helped.
 - 2.8.9 This vendor welcomes all feedback and please let them if you have had any issues with any of the locations on campus. The vendors motto is, if no one tells him anything, he can't fix it.
 - 2.8.10 One big announcement they had is that we will have a hog roast for finals week.
- 2.9 Employee Recognition and Excellence Award Committee: Giang Petroviak and Lindsay Butcher -no updates
- 2.10 Well-being Team: Christina Egbert -event will be virtual and face to face -body screening available – waiting to hear back on Healthy Boiler give-a-ways -no massages due to COVID -must have an appt may not have walk-ins. Shoot out in Gates and painting with a twist during the evening hours.
- 2.11 Mastodon Athletic Subcommittee: Renan Reilly -Committee meets as needed -recently met and voted over the past weekend.
- 2.12 Strategic Planning Committee: Laura Zeigler -no updates.
- 2.13 Summerfest: Laura Zeigler – It has been determined that APSAC and CSSAC will coordinate a meeting to speak with Leadership regarding concerns -pros/cons of hosting Summerfest. Meeting scheduled for Feb 23 at 9 a.m. all committee members welcome to participate.
- 2.14 University Budget: Laura Zeigler -no updates.
- 2.15 University Council: Renan Reilly –no updates.
- 2.16 University Resource Policy Committee: Sharon Wight -not present to report.
- 2.17 West Lafayette Representative: Regina Gordon, Christina Egbert
 - 2.17.1.1 Performance reviews -Success Factors -Employee/supervisor training coming
 - 2.17.1.2 Care service extend till June
 - 2.17.1.3 Encouraged everyone to sign up for Healthy Boiler
 - 2.17.1.4 Clifton Personality Strength Leaders training was done by the committee.
- 2.18 PFW Prepared Committee: Renan Reilly -meet on Wednesday -first of each month. Lead by Greg Justice. Very dynamic group – nothing to share at this time. We still stand with Masks till Spring Break.
- 2.19 Unfinished Business-
 - 2.19.1 Open position for Parliamentarian -who would like to serve? At this time, no member is interested.
- 2.20 Review status of committees; are they all viable moving forward?

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Discussion to remove subcommittees that are not active. A vote to remove inactive committees at next meeting.

ACTION ITEM: Laura will create list of inactive subcommittees

Question regarding how to learn about new meetings to join.

ACTION ITEM: Renan to reach out to Kim to inquire on how APSAC can have a stronger presence serving in other committees across campus.

- 2.21 All Professional Staff Advisory Committee name change update -status re: next steps -Laura
 - 2.21.1 Discussion if a vote is needed by campus. It was determined to learn from HR next steps for advancing name change as APSAC reports to HR then to VCFA.
 - 2.21.2 ACTION ITEM: Laura will reach out to HR rep to determine if a campus vote is required.
 - 2.21.3 ACTION ITEM: Name is officially changed. All other documents need to be updated accordingly.
 - Scholarship -Laura will work with Development to amend scholarship for name change
 - Constitution -Laura will update Constitution and submit document for approval to Administrative Staff Council at next meeting.
- 3.1 Does APSAC have a Qualtrics account? Qualtrics account used is tied to a person. This is a challenge as committee members change. Kris offered use of a vendor tool used by Library and can be set up for the committee if desired.
- 3.2 Elections and Website - A timeline needs to be determined as new terms start in July. It is recommended to get information out earlier than later. Goal for website to be up by March 3rd. Committee needs to find out how PWL, has inquiries to be submitted/concerns. Currently, Sharon answers emails to APSAC. It is reported APSAC only received emails if there was an announcement that someone has a questions/concern about the topic.
- 4 New Business-
 - 4.1 Remote work options for staff/departments -Open discussion regarding impact for team members who do/don't have access to work from home. Obstacles for front line staff as they are forward facing. Options for staff to request for a flex day to work from home one day a week. Challenges as they relate to supervision and IT support were shared. Concerns are a result of the pandemic and how staff now want to balance life style and work environment where some staff can others can't work from home. Overall concern of equality and equity in options for remote work if desired on a flexible or permanent basis - specifically as it is tied to the discretion by a supervisor which is seen as a very blurred and subjective decision.
 - 4.2 Inclement Weather Policy -Open discussion regarding what it means as essential and working from home. Equitable concerns regarding being mobile. Heard that people were told when university is closed others do not have to work they had a "snow day." Others use personal phones to do work. While others were expected to work from home. Everyone's job is important and a conversation regarding what's expected when there is a closure is unclear. Some staff work in another county and the level being red may be different than a staff member who lives in Allen County or out of state. Request to be proactive vs the day prior to a big snow storm. There were other challenges for some offices who were expected to answer general phone lines while the campus phone line was closed. Some offices have created their own policies if closed. Overall frustration with policy that is so vague that it has been interpreted differently across campus which is then applied unfairly and poorly across campus.

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ACTION ITEM: Due to expectation of working from home not being consistent across campus or equitable, committee members believe there is a need to push for a policy dependent on structures of forward-facing vs those who can work from home. There is also a need to learn more information on how Inclement Weather Policy impacts offices (ex: phone issue with Holiday schedule). Some concerns included issues with accessing university data/student data on a personal computer. Or, staff having adequate internet access at home -whose responsibility is it to ensure a traditional in office team member is expected to work from home on a “snow day”. Renan and Laura will share these topics/concerns with Melissa to discuss next steps -recommendations to take to Chancellor.

- 4.3 Discussion/concerns with office budgets and computer rotation. It was shared that Warranty are up every 3-5 years for staff and paid out dept funds. However, for Faculty it is covered out of VCAA budget. Faculty are always getting computers updated and other offices struggle getting updated technology on limited budget. An inquiry regarding the use of budget technology & professional development line. Response was if technology lines would get pulled are getting pulled from professional development/travel line Dept heads would have to build technology into budget every year.

ACTION ITEM: Recommendation to centralize Technology line to one budget like they did phones years ago.

- 4.4 APSAC website: <https://www.pfw.edu/committees/apsac/> -Laura

4.4.1 Goal for website to be up by March 3rd.

4.4.2 Discussion to add a button for ask APSAC

5. Announcement –Future meetings will be held on Mondays from 1:30- 3 p.m.

March 21

April 18

6. Closing remarks/Adjournment at 3:40 p.m. -Laura Zeigler