

Staff present highlighted in yellow:

Members present: Laura Zeigler, Christina Egbert, , Kristine Frye, Chozie Thorp, Regina Gordon, Gage Blust, Renan Reilly, Sharon Wight

Member absent: Giang Petroviak, Ranada Clark, Lindsay Butcher, Sable Robinson, Christa Van de Weg, Lindsay Butcher

HR Representative: Melissa Helmsing

Consulting group members: Crystal Milton

Meeting Agenda:

1. Call to order -Laura Zeigler
2. Approval of Meeting Minutes – Kris motioned and Christina second
3. Treasury Report -Christina Egbert
 - a. .50 collected in PFW Foundation account.
 - b. All other items remained the same.
4. HR Update -Melissa Helmsing
 - a. Nothing to report
 - b. Introduction of Kathy Workman from purchasing -generalist.
 - i. Primary function Employee Relations
 - ii. Will help back up with Amy Jagger
 - iii. Additional responsibility with Immigration has recently returned to HR
5. Subcommittee Reports-
 - a. APSAC Professional Development Committee: Kris Frye Regina Gordon, Chozie Thorp
 - i. Zoom conversation with Dr. Hammonds regarding Impact of skills and topics shared in book workshop
 - ii. ACTION ITEM -Laura will invite Dr. Hammonds to come and speak with APSAC Committee
 - iii. Laura and Regina share updates from Zoom conversation
 - b. APSAC Scholarship Committee: Laura Zeigler -No funds
 - i. Fundraiser update-Renan Reilly
 1. Mikes Car Wash -April 4-29th -all locations
 2. Market Place Store online sales will take place
 3. \$9- The Basic Wash, e-voucher
 4. \$9.15 -The Basic Wash paper voucher
 5. \$20 The Ultimate Wash e-voucher
 6. \$20.15 The Ultimate Wash -paper voucher
 7. No return policy
 8. Once purchase is complete they will get a confirmation and thank you email. Vouchers will be delivered within 5 business days after fundraising closed.
 9. Once event closes half the funds go to Mikes Car Wash.
 - c. Budgetary Affairs Committee: Christa Van de Weg -no updates
 - d. Campus Master Plan: Laura Zeigler- no update
 - e. Campus Traffic Appeals: Laura Zeigler -no update/committee redesigned
 - f. DEI Diversity Council: Ranada Clark -no present/no updates
 - g. Faculty Senate: Sharon Wight

- i. Discussion about communication in general
 - ii. Review and discussion of HEERF Funds and payment of student balance
 - iii. Review of Website updates and direction of website moving to focus on potential students.
 - 1. Website -future direction/ SharePoint internal platform.
 - 2. One concern -not enough staff to maintain SharePoint site.
 - 3. Concern about how to share dept information with current students.
 - h. Food Service Committee: Sable Robinson -Per Ben no updates.
 - i. Employee Recognition and Excellence Award Committee: Giang Petroviak and Lindsay Butcher -not present no update
 - j. Well-being Team: Christina Egbert
 - i. Flyer detailing all offerings at the Summit this Wed starting at 7:30 a.m.
 - ii. Meeting today.
 - k. Mastodon Athletic Subcommittee: Renan Reilly
 - i. No communication/no updates
 - l. Strategic Planning Committee: Laura Zeigler -no update
 - m. Summerfest: Laura Zeigler –
 - i. Attach email to Kim
 - n. University Budget: Laura Zeigler -No update
 - o. University Council: Renan Reilly
 - i. No updates. Communication coming.
 - p. University Resource Policy Committee: Sharon Wight
 - i. Library Collection -passed last month
 - ii. Wrote a Printing Services Referendum -reaction/action being changed to only be hosted at PWL – will be presented next month.
 - iii. Budgetary Affairs & Revenue Committee -one committee URPC due to information flow to the Executive committee.
 - q. West Lafayette Representative: Regina Gordon, Christina Egbert
 - i. Met on 3.8 -Mitch Daniels & Jarome Adams discussed %5 increase for undercompensated people and pay band transparency. Question was raised - will this occur at PFW?
 - ii. Regina, asked Melissa about the status of this. Melissa directed to Kirk Tolliver
 - iii. Health Equity -Jerome Adams, Director of Health Equity at PWL spoke.
 - r. PFW Prepared Committee: Renan Reilly
 - i. Large committee
 - ii. Exchange dropped mask -vote
 - iii. Communication via email
- 6. Unfinished Business-
 - a. Treasury Report -Vote to determine use of funds. Does the committee want to continue supporting both Scholarships and Professional Development?
 - i. ACTION ITEM: HR will review past documents to determine what percentage is to go towards Scholarships vs Professional Development.
 - ii. Possible email vote once information is shared.
 - b. Review status of committees
 - i. Reviewed action items
 - Vote to remove committees no longer reporting as active groups.
 - ACTION ITEM: Laura will send email for vote to have committees removed.

- Update from Renan regarding APSAC having a stronger presence serving on other committees across campus.
 - IF PFW Prepared Committee may merge into a new Committee if so can an
- c. All Professional Staff Advisory Committee name change update -Laura Zeigler
 - i. Reviewed action items and discussed next steps.
 - ii. ACTION ITEM: Laura -Scholarship Name change -Laura to work with Development
 - iii. ACTION ITEM: Constitution -Laura will update.
- d. Elections -Determine a timeline for voting
 - i. Update Qualtrics & what positions are available.
 - ii. Secretary position and At-Large nominations
 - iii. Laura will contact nominees, and ask if interested in running, then follow up with top candidates to determine if they would like the position.
 - iv. New position starts July 1st.
 - 1. Recommendation for Nominations requests out start of April
 - 2. 2 weeks to nominate
 - 3. ACTION ITEM: Sharon push out requests for nominations.
- e. Remote work/Inclement Weather Policy
 - i. REVIEW ACTION ITEM -Renan and Laura meet with HR to share/discuss concerns.

7. New Business-

- a. Recommendation for APSAC Elections Committee to be created -Laura Zeigler
- b. MaPSAC Emeritus position -Regina Gordon
 - i. Regina was requested to have a Emeritus position.
 - ii. Discussion to add as a new position.
 - iii. Permanent position -still need a secondary position.
 - 1. ACTION ITEM: Regina will follow up with PWL to learn more about the position and expectations. Regina's position is up in May.
- c. Website updates -Renan Reilly
 - i. Website updated
 - ii. Kris will proofread the website.
 - iii. Crystal Milton has made updates.
 - iv. ACTION ITEM: Committee to send data numbers to Renan
 - v. Discussion of hosting Action items for special topics/fundraiser on website
 - vi. Auction Items -ACTION ITEM: Laura will check with Development if requesting donations for online action is a viable option if we need to supplement income since we may be replacing Summerfest fundraiser event.
- d. Quality of Place Action Planning Team -Laura Zeigler
- e. New Business -Quality of Place Action Planning Team
 - i. In the coming year, one of our primary areas of focus and effort for refreshing and implementing the university strategic plan will be the aspiration to Enhance Quality of Place. Rather than selecting a single strategic activity for implementation, we are going to form a Quality of Place Action Planning Team that will spearhead an effort to both (1) prioritize the goals of the strategic plan and (2) identify new activities based on the university's current context and

needs. A planning theme supporting all of this Quality of Place work will be Belonging.

I am reaching out today to invite someone from the All Professional Staff Advisory Council to serve on the team.

Our goal is to form and charge the action planning team this semester, but most of its work will take place during the 2022-23 academic year.

Timeframe/commitment: my mindset with teams like this is that it is important to let the members shape the meeting schedule and between meeting work expectations to give them greater ownership over the work and process. With that being said, I do anticipate the team meeting with some regularity and assume that there will at least occasionally be work required between meetings.

Depending on how quickly the team comes together, I anticipate the team meeting two, maybe three times this semester to organize itself and lay the foundation for future work and then establishing a regular meeting schedule in Fall 2022.

If you would like to chat more about the team before suggesting a name, please let me know.

Thank you for your consideration,
Jeff Malanson

Action ITEM -send out email with deadline; how many are interested... then determine next steps.

New Business: Renan Reilley- First Aid -Welcome Kit with card and mention of name change.

8. Announcement –
 - a. Future meetings will be held on Mondays from 1:30- 3 p.m.
 - i. April 18
9. Closing remarks/Adjournment -Laura Zeigler