

Monday, September 11th, 2023 1:30-3PM – TEAMs Meeting

COUNCIL MEETING AGENDA

APSAC Committee Members 2023-2024: Christina Egbert, Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Sable Eldridge, Laura Zeigler, Tina Grady, Danielle Dickow, Benjamin Rueger, Lindee Mason, Michele Shawver, Shay Purba, Tami Smith, Tom Utnage, Tracey Hanton, Stephanie Patrick, Tracy Mitchener, Regina Gordon

Members present: Christina Egbert, Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Sable Eldridge, Laura Zeigler, Tina Grady, Danielle Dickow, Lindee Mason, Michele Shawver, Shay Purba, Tami Smith, Tom Utnage, Tracey Hanton, Tracy Mitchener, Regina Gordon, Benjamin Rueger (late)

Members not present: Stephanie Patrick,

HR Representative: Tina Grady

Call to order:

1. Approval of Previous Month's Minutes: Tom, seconded by Laura
 2. Special Guest/New Representative: Tracy Mitchener
 3. HR Updates: Tina Grady
 - HR will be on campus in Kettler – 8 a.m. – 5 p.m. – next to Einstein's. Will be over there starting next week
 - Working as a committee with Pathways to Resolutions, perception is that people do not reach resolutions, or don't know how to access it – looking to outline them in a way that people understand the process and outcomes, issues with confidentiality should be cleared up
 4. Treasurer's Report: David – ensure that you type in the correct numbers when submitting payments from IOs
 - 4.1. PD Budget: \$2203.82
 - 4.2. Operating: \$1,746.04
 - 4.3. Foundation: \$3,809.49
 - 4.4. APSAC Scholarship: \$0.0
 - 4.5. Total funding: \$6,013.31
 5. Old business:
 - 5.1. Committee Spreadsheet for tracking APSAC sub-committee contacts.
 - 5.2. Follow up to conversation regarding: Standardize "leave early to begin Holiday" -Kris
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- Some vice chancellors release early on Fridays around holidays but others do not – how can we make this equitable – Polly
- Tina will talk to university leadership around “early release” and then report back, there has been a conversation on Quality of Place at the leadership level – it’s worth the ask
- Polly – issue is the short notice of early release, we only have about an hour or so of notice to complete work and not be rushed. Can it be more regularly scheduled ahead of holidays

5.3. Constitution -Laura

- Danielle will send a list of options on what others can assist with
- Emeritus terms and elections are the items that need attention

6. Committee Reports

Committee Assignments

6.1. APSAC Professional Development Committee: **Polly, Roy**

- No new updates today, work in progress – will report back next meeting
- Campus tours for new employees – *need to add to Old Business for next meeting*
 - David Reynolds, Danielle Dickow, Laura Zeigler, Lindee Mason and Nicole Welsh are willing to give tours, just reach out – Roy offered the Admissions golf cart
 - Use new hire list and reach out to welcome and offer a tour

6.2. APSAC Scholarship Committee: **Laura**

- Not currently active.
- No fundraisers at the moment so no movement from this committee

6.3. APSAC Technology Team: Website Updates/Maintenance & LISTSERV: **Laura, Alex, Nicole**

- Need updated list of committee members, positions, etc. for website from Danielle
- Need dates for spring semester 2023 meetings from Danielle
- Updated minutes on the website and upcoming meetings for 2023 - Alex
- Using new hire list (Kathy Worthman) to update the listserv – Laura

6.4. APSAC Elections Committee: **Laura**

- Will need to know who the support team is – Jan/Feb would be the timeline
- Send out publicity/emails and what positions will be open, update the Qualtrics
- Would recommend hosting the in person open house/info sessions for APSAC

6.5. APSAC Fundraising/Marketing Committee: pending 2023-2024 academic year

- Looking at Mike’s Car Wash idea – pre-built via the internet

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Administrative and Professional
Staff Advisory Council (APSAC)

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6.6. Campus Master Plan (APSAC/CSSAC Presidents): **Laura**

- Not currently active.
- *Vote to remove inactive committees from agenda next meeting*

6.7. Chancellor's Diversity Council: **Nicole, Dave**

- Nothing on when the next meeting is

6.8. Employee Recognition and Excellence Award: Karen, Dave, Roy

- **Need the employee list to send the information out**
- The recognition will be in the spring, date has not been determined yet
- When should be send this out to employees this fall or table it until spring? With the recognition not taking place until Spring – Laura
 - Name/award would be a part of the event so it would be up to APSAC to release it in newsletter or hold the announcement until the recognition event
 - Tina will discuss with the event committee and get back to Danielle

6.9. APSAC Affiliate Member to the Fort Wayne Senate: **Nicole**

- Carol Lawton is the new presiding officer, Nash Younis is the deputy presiding officer
- Strategic enrollment plan, will start in January

6.10. Fort Wayne Senate: Budgetary Affairs Subcommittee: **Polly,**

- Hasn't met yet for fall semester

6.11. Fort Wayne Senate: Mastodon Athletic Subcommittee: **Alex, Karen, Roy**

- Hasn't met yet for fall semester

6.12. Fort Wayne Senate: University Resource Policy Committee: **Laura**

- Hasn't met yet for fall semester

6.13. Food Service Committee: **Sable**

- You can tip the food service employers
- Use Catertrax as your go to for all catering needs
- Dustin is in general manager, hiring for catering manager (hired – April)
- Currently short staffed – need like 6-7 positions filled
- Einstein's close at 7:30 p.m.
- Lunch and dinner service at Holiday Inn
- Students and student organizations can place orders through Catertrax

6.14. Well-being Team: **Roy, Dave**

- Food pantry is going wild – very busy on Thursdays
- Mastodon Market – Thursday 11-2 under the skybridge, through September

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- Kayaking/Outdoor Rec – launched with RecFest, 24 kayaks, 9/15, 10/3, 10/9 excursions – 4-hour commitment

6.15. Strategic Planning Committee: ~~Kris~~, Nicole, Polly

- No updates from committee
- Strategic Planning University Wide Meeting – October 30th
- Will get more information moving forward, hopefully will be put out soon for university community to mark their calendars

6.16. Employee Recognition Event Planning Committee: Tina, Karen

- Moved from fall to spring

6.17. University Budget: **Dave**

- Not currently active

6.18. University Council: **Laura**, Nicole, Alex

- No longer active.

6.19. West Lafayette Representatives: **Karen and Regina**

- SuccessFactors mobile app available
- Purdue Indianapolis – recruiting for new positions
- Tech compensation for those who work remotely – additional wifi cost, etc. HR will report back
- Leadership development series – webinar date and content to come
- Discount code for rental cars – on purdue travel discount page
 - If you book through Concur, it will auto apply to your rental when you schedule - Lindee

6.20. PFW Prepared Committee: Dave, **Alex**, Kris, Nicole

- *Name needs to be updated to Campus Safety Committee next meeting*
- Emergency preparedness plan is on the new campus safety website
- Building deputies program is in the works with university leadership and HR – more to come
- Threat Assessment team in adding in ability to track this within Maxient
- Future issues to discuss are Blue Light Phones, Security Cameras, Reemergence of COVID, Building Access
- Safety Expo – September 28th 1-4 p.m. Science Mall

6.21. Quality of Place: **Kris**

- No report

7. New Business:

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7.1. New committee assignments

- Danielle is working on it

7.2. Professional Development -Human Library

- Regina
- 10/2 at Q Center event will be on campus

7.3. Bosnian Student Organization Event – September 30 - showcase for dancing (folklor)

- Reach out to Danielle if you want a color printed version of event flyer

8. Motion to Adjourn:

Meeting Adjourned: 2:27 p.m.

Next meeting will be: Monday, October 9th, 2023 1:30-3 p.m. via TEAMS