

Monday, November 18, 2019 1:00-2:30PM – KT G06

COUNCIL MEETING MINUTES

Members present: Crystal Milton, Doug Hess, James Cashdollar, Julie Creek, Karla Yauchler, Larry Temenoff, LV McAllister, Melinda Haines, Peg Speshyock, Regina Gordon, Bobbi Shadle, Kristine Frye

HR Representative: Melissa Helmsing

Consulting group members: Christina Egbert

1. Call to order: 1:06 PM
2. Approval of Previous Month's Minutes: Melinda, Karla 2nd
3. APSAC Consultants Group Concerns: none to report
4. Treasurer's Report: Peg
 - Operating: \$1,544.83
 - Professional Development: \$2,589.64
 - Foundation: (Summerfest) \$1,964.80
 - APSAC Scholarship: \$3,141.15
 - Of this money, \$1,544.83 is unrestricted and \$5,735.79 is restricted for a total of \$7,280.62
 - Travel to WL APSAC meeting is expensive and we need to find another way to do it. CSSAC uses a rental car; we need to look into doing this, as well, as it's a savings of \$1,114.68 to use a rental car instead of a personal vehicle. Easier to use the P Card for gas, as well. If we collect unrestricted money, we could apply it to this kind of expense from the budget.
 - When we're doing fundraisers, we want to be good stewards of the money, but choose unrestricted ways to collect—and then apply—the money. CSSAC treasurer wrote up a document about how funds are collected; Peg is editing it for APSAC use.
 - Financial advisors recommended that APSAC and CSSAC shouldn't carry a balance from year to year. This supports collecting money in unrestricted ways—it allows us to apply the funds as we see best. We still need to follow through in how we say we'll use money, and how money given to use is dictated to be used.
5. HR Updates: Melissa
 - Response to Overload Policy Questions from last month's meeting: Allyson Mills met with Julie Yoder, and the policy is derived from our campus. The general understanding is that staff are not to teach during regular work hours, but exceptions are granted on a case-by-case basis. Business Managers and Account Clerks are aware of the policy, but they simply prepare the paperwork when requested to do so. The policy is also sent out to supervisors, deans and VC's and they should be aware of this when choosing who will teach. Further questions should go to Julie Yoder.

- Melissa made Cynthia aware of concerns we raised last month regarding the clinic, especially walk-ins. She has asked the clinic if someone calls and asks if they can walk-in, the answer should be yes. If there are more issues, we should contact HR.
- More info from Larry: the clinic used to have student nurses working, but no longer. Calling first before a walk-in will help, but they're trying to work through staffing issues and ask for patience as they do that. New policy from Purdue states blood draws must be done by a practitioner—and that's affecting their ability to assist us. Also must bring driver's license—State ID is required—for assistance.

6. Committee Reports

- West Lafayette Representative: Melinda Haines & Regina Gordon
Proposal name from APSAC to MAPSAC at WL is still in progress. Also, they are starting a Professionals of Purdue meet-up, trying to establish lunches where APSAC folks meet casually once a month (6 on campus, 6 off campus).
Open enrollment: expected 12,000 to complete and they came very close. Felt extra communication helped.
Climate survey is system-wide, not just PFW.
New staff promotions process rolled out on WL; will be here, too: 2 cycles for promotion in place Jan 1 & July 1. All supervisors received information. This is especially to assist folks in their job for a long time. (Have sent info to a list on this campus, but the program isn't ready to roll out yet.)
Trying to rework the total rewards statement (what you get by working at PU; more than just salary) and make it more meaningful.
Need to consider rotation of PFW APSAC members attending; Melinda thinks this would be good, but WL APSAC is specific about attendance.
- Faculty Senate: Julie Creek
Much of content was about Faculty questions for the South Campus purchase. Chancellor made a list of unavoidable expenses: \$3.85 mil purchase price, and \$2.8 mil already raised; the University used reserves funds to complete the purchase, which will be replenished by fundraising efforts. The Board of Trustees approved the purchase. Questions about maintenance and what happens when Dormer moves were asked.
Retention—Ann Livschiz asked if we should be open access or not. Discussion followed about life getting in the way and why students don't stay here, as well as students that admitted late, are unsuccessful, and then leave burning up their financial aid and can't get it when they return.
Next mtg Dec 6.
- Food Service Committee: Melinda Haines
meets tomorrow
- Chancellor's Diversity Council: Julie Creek
on hold pending hiring of diversity leadership position.
- University Council: LV McAllister
have not met since last APSAC meeting. Will meet next Thursday
- Mastodon Athletic Subcommittee: LV McAllister
no meeting yet.
- University Resource Policy Committee: Sharon Wight

- The discussion was largely with Jeff Malanson on a proposal for new program metrics. This was only supposed to take about 1/3 of the meeting, but took all but the last 10 minutes.
- There was a proposal submitted by the Revenue Subcommittee in regards to allowing additional individuals onto the subcommittee – that is still going through a vote at the URPC level.
- Short discussion on relationships between subcommittees and URPC (about 30 seconds, I suspect Gordon had planned on this taking longer)
- Campus Traffic Appeals: Bobbi Shadle
22 appeals; 20 upheld; 2 dismissed. After the meeting, an email from Tim Potts asked how the committee is structured, operates, how people are appointed, etc. Jennifer Schillo is secretary and will look into it; Tim is not in charge of the meeting, just there to interpret. Larry said it seemed to be harsh, and is concerned that first offenses will begin to build and cause issue. Feels first-time offenses should be forgiven.
Parking fines are also preventing students from registering for classes. Lots of worry about harshness of committee, and how judgements are being handed out. Meet once per month on Tuesdays (maybe)
- University Budget: LV McAllister
Met today. Presentation from Peg. Lots of understanding access, but concentrated on information needed to do the job. Will meet weekly through February. Steve George & Jeff Malanson led last time, talked about how the budget must change as the Strategic Plan changes. Will be looking at bottom-line totals, where the deficits are, what needs to be shelved, and what can move ahead.
- Budgetary Affairs Subcommittee: Crystal Milton
haven't heard from committee
- Health Fair: Regina Gordon
haven't met yet. Will be March 25
- Employee Recognition & Excellence Award: Maureen Linvill & James Cashdollar
first meeting Dec 3
- Summerfest: Crystal Milton
nothing yet. Talk in November—will reach out to see what they're talking about
- Scholarship committee (APSAC): Maureen Linvill and Kris Frye
not met yet
- Fundraising committee (ASPAC): Melinda Haines & Karla Yauchler
need to move forward. Asked Kim Wagner if we can do special fund raising—every time we ask, we're told no. Want to send out an email for automatic deductions. Will send info so it can be added to the website and then added to APSAC signature. We would like to raise the funds unrestricted, but current options in SF dictate money must go to Scholarships or Professional Development. A motion was made to move forward to begin payroll deduction campaign. Also looking at another sack lunch fundraiser or similar option—looking at reserving space, and encouraging a department to come together and have lunch.
- Professional Development committee (APSAC): Regina Gordon, Crystal Milton, & Kris Frye
not met yet

- Strategic Planning Committee: LV McAllister
campus climate survey—be sure to participate and encourage others to do so. Activity planning committees are working. Need to have reports by Dec. 6.
- Master Plan (APSAC/CSSAC presidents): LV McAllister

7. New Business: Did not get to new business.

8. Motion to Adjourn: Larry

9. Meeting Adjourned: 2:30 pm