

Monday, February 17, 2020 1:00-2:30PM – KT 204A

COUNCIL MEETING MINUTES

Members present: Doug Hess, Christina Egbert, James Cashdollar, Larry Temenoff, LV McAllister, Maureen Linvill, Peg Speshyock, Ranada Clark, Regina Gordon, Sharon Wight, Kristine Frye, Bobbi Shadle

HR Representative: Melissa Helmsing

Consulting group members present: Karen Burtnette

1. Call to order 1:04
2. Approval of Previous Month's Minutes. Will send LV's edited version back out for approval.
3. APSAC Consultants Group Concerns
Nothing to bring forward
4. Treasurer's Report

AVAILABLE FUNDS SUMMARY			
Summary of Fund Type	Off Univeristy Books PFW		
	Unveristy Books	Foundation	Total
Unrestrictce	1,399.73	2,051.39	3,451.12
Restricted	5,250.79		5,250.79
Total All Funds	6,650.52	2,051.39	8,701.91

(see pages 3 & 4 for full report)

Review today and approve by email

5. HR Updates
Nothing to report
6. New Business
 - 6.1. Staff Survey – De-brief
LV has been in communication with Dimples Smith about the staff survey that was sent. They feel the response to the survey was strong—somewhere in the 60% response rate. This was a staff survey and it allowed staff members to express concerns and praise, which was different from the campus climate survey where many staff members felt it didn't apply to them, only to faculty or positions that interact highly with students. There was some confusion in the staff survey about who was meant by "The Administration," whether that meant WL or PFW. According to HR, the questions were intended to be about our campus administration. The comments section at the end was also appreciated to clarify points. MEETING COMMENTS:

- 6.1.1. This survey went to faculty administrators and staff, so there was confusion about their position as “staff”. For example, are Deans considered to be staff?
Yes. They have some teaching responsibilities, but they are also considered to be administration/staff.
- 6.1.2. Was the report driven by HR?
Yes. Bottom line, the survey was for us, and it was intended to let our voices be heard.
- 6.2. Invited Guest – Questions
LV sent an email to the APSAC Officers, asking for questions to be posed to guests invited to our next meeting (intended to be David Wesse and Chief Potts). Since there were no questions, LV didn’t ask them to attend this meeting. LV will resend the request for questions, soliciting topics/issues we would like discussed or addressed during their time in the meeting. Larry proposed to invite Chief Potts first, given the discussions we’ve had in previous meetings. LV asked, and general assent was voiced, that we would be okay with a representative coming in their place or an email response to questions should they not have the time to attend.
- 6.3. Employee Resource Fair (APSAC/CSSAC Initiative): a planning session was held to sketch out a proposal to present to the Chancellor about a United Way/Arts United fundraising awareness event in combination with a Resource Fair for employees to be held next fall. Julie Miller has already reserved the Classic Ballroom and WU 114, on Wed 9/23/20 to ensure there is space available; the date and time can be adjusted later.
Many expressed they felt the United Way/Arts United campaign this year didn’t feel “right”—last year had much more participation. The thought behind this new proposal is to loop a series of events together that would support the fundraising campaign and build on each other to gain momentum. The new rep from the United Way is much more engaged already. Julie will write a draft of this idea for us to review and send on to the Chancellor.
- 6.4. APSAC Open House – Update
Planning open house March 17 in the IDEASpace. Ranada is trying to come up with food ideas, and looking to see if there’s swag we can give away. Thinking T-shirts. The Open House is intended to address the concern that most of our constituents don’t know who we are or what we do. She is looking to have the Chancellor come to speak about being involved on campus during the event, as well. The hope is this will also feed the election since that will be begin soon after the Open House. LV will be doing a presentation with pictures of past APSAC meetings. Regina will assist with marketing for the event. LV will be working with Bobbi to send out a message to campus constituents about APSAC.
We are also looking for more ways to get the information about APSAC out to the campus. Forming a subcommittee to focus on this was proposed. We could also look in to becoming a part of new employee orientation. Amy Jagger has a packet for employee onboarding, and we might be able to get information into that packet or the welcome bag. LV will pull a list of employees who joined PFW within the last three years to especially target for the event.
- 6.5. Discussion on restricted/unrestricted monies
Need to sort out what monies in the foundation account are restricted and what is not. That will dictate how we can use the money. All fundraising money must go to the foundation account, and we cannot connect an online marketplace store to the foundation accounts.
- 6.6. APSAC Constitution – Update
Bobbi sent a document to an APSAC subcommittee and talked to Kirk Tolliver about the constitution. There is an issue with the title of APSAC no longer representing the correct structure of the university (the positions are no longer administrative and professional as reflected in APSAC). Once the edits to the constitution are made, it will need to be voted on and approved by all APSAC members (campus-wide). We are Management and Professional level staff, so we need to think about what our new title

could be—if we choose to change it; there is a lot of name recognition to APSAC that would be lost with a change.

- 6.7. It was proposed that Christina Egbert take the rest of Melinda Haines' term on ASPAC as an At-Large Rep through June 20 of 2020, and then continue on for an additional term. Sharon made a motion to approve this proposal, Larry seconded. Vote: unanimous in favor of the proposal. Christina will be a member to replace Melinda Haines as a current At-Large Representative, and complete a 2020-2022 term as an At-Large Representative.

7. Committee Reports:

- 7.1. APSAC Fundraising committee: Melinda Haines & Karla Yauchler
Not present
- 7.2. APSAC Professional Development committee: Regina Gordon, Crystal Milton, & Kris Frye
Nothing to report
- 7.3. APSAC Scholarship committee: Maureen Linvill and Kris Frye
Signatures for change in number of words done approved. Ready to publicize for beginning of March, so a decision can be made by April and initiate the payments by June. We're hoping to award more money this year than last year.
- 7.4. Budgetary Affairs Subcommittee: Crystal Milton
Absent
- 7.5. Campus Master Plan (APSAC/CSSAC presidents): LV McAllister
Complete. Next meeting will be after the board of trustees have reviewed the plan.
- 7.6. Campus Traffic Appeals: Bobbi Shadle
Committee disbanded and being reformed
- 7.7. Chancellor's Diversity Council: Ranada Clark
On hiatus
- 7.8. Employee Recognition & Excellence Award: Maureen Linvill & James Cashdollar
Ready to go out in Inside PFW. March 13 deadline for RSVP. The APSAC Excellence award winner receives a plaque and \$250. Event date April 16.
- 7.9. Faculty Senate: Doug Hess
No report
- 7.10. Food Service Committee: Regina Gordon
No report
- 7.11. Health Fair: Regina Gordon
Looking for volunteers. Advertisement in Inside PFW. Will section off parking at fieldhouse for vendors. 60 vendors have responded so far. Non-profit vendors have no charge for a booth; For-profit vendors are charged \$60.
- 7.12. Mastodon Athletic Subcommittee: LV McAllister
Haven't met
- 7.13. Strategic Planning Committee: LV McAllister
Haven't met
- 7.14. Summerfest: Crystal Milton
Absent
- 7.15. University Budget: LV McAllister (Larry Temenoff back-up)
Busy season. Plans for FY 1 needs to be completed by end of May
- 7.16. University Council: LV McAllister
Meeting Thursday
- 7.17. University Resource Policy Committee: Sharon Wight
Haven't met. Gordon (Committee Chair) is reaching out to other subcommittees to be sure of their roles. Sharon may need a back-up in case she's out when the next meeting is called.

7.18. West Lafayette Representative: Larry Temenoff (Regina Gordon back-up)
Nothing to report

8. Motion to Adjourn Sharon. Second Larry
9. Meeting adjourned 2:43pm

Next meeting will be March 16 in VA 110.

10. Funded Program	11. Commitment Item	12. Prior Report 10.21.19	13.	14. YTD Revenue/Expense at 11.18.19	15. YTD Revenue/Expense at 12.16.19	16. January 2020 Activity	17. February 2020 Activity as of 2/17/2020	18. Revenue at 2/17/2020
20. 3200005411 - APSAC Operating	21. 495001 - REC Orig Alloc Gen	22. 1,080.00	23.	23.1.1.1,080.00	23.1.2.1,080.00	24. -	25.	26. 1,080.00
	29. 423900 - External Income - Other Merchandise Sales	30. 271.08	31.	31.1.1.1,271.08	31.1.2.271.08	32. -	33.	34. 271.08
28.	37.	38. 1,351.08	39.	39.1.1. 1,351.08	39.1.2. 1,351.08	40. -	41.	42. 1,351.08
36.								
44.	45. Carryforward	46. 622.47	47.	47.1.1.1,622.47	47.1.2.622.47	48. -	49.	50. 622.47
	53.	54. 622.47	55.	55.1.1.1. 622.47	55.1.2. 622.47	56. -	57.	58. 622.47
52.								
	61. 535215 - Employee - Blanket/InState Travel	62. (142.68)	63.	63.1.1.(142.68)	63.1.2.(142.68)	64. -	65.	66. (142.68)
60.	69. 535215 - Employee - Blanket/InState Travel	70. (145.10)	71.	71.1.1.(145.10)	71.1.2.(290.20)	72. -	73.	74. (290.20)
68.	77. 535215 - Employee - Blanket/InState Travel	78. (140.94)	79.	79.1.1.(140.94)	79.1.2.(140.94)	80. -	81.	82. (140.94)
76.								
84.	85. Total Travel	86. (428.72)	87.	87.1.1. (428.72)	87.1.2. (573.82)	88. -	88.1.1.1. -	89. (573.82)
91.	92. Other Expenses	93.	94.	95.	96.	97. (362.26)	97.1.1.362.26	98. -
100.	101.	102. (428.72)	103.	103.1.1. (428.72)	103.1.2. (573.82)	104. (362.26)	104.1.1. 362.26	105. (573.82)
107. 3200005411 - APSAC Operating Total	108.	109. 1,544.83	110.	110.1.1. 1,544.83	110.1.2. 1,399.73	111. (362.26)	111.1.1. 362.26	112. 1,399.73
114.			117.	118.	119.	120.	121.	122.
124. 3600001325 - APSAC Scholarship	125. Carryforward	126. 3,641.15	127.	127.1.1. 3,641.15	127.1.2. 3,641.15	128. -	128.1.1.1. -	129. 3,641.15
	132. 558020 - Undergraduate Scholarship	133. (500.00)	134.	134.1.1. (500.00)	134.1.2. (500.00)	135. (500.00)	135.1.1.1. -	136. (500.00)
131.								
138. 3600001325 - APSAC Scholarship Total	139.	140. 3,141.15	141.	141.1.1. 3,141.15	141.1.2. 3,141.15	142. -	142.1.1.1. -	143. 2,641.15
145.	146.	147.	148.	149.	150.	151.	152.	153.

155. 7600000546 - APSAC Professional Development	156. 466900 - Other Gifts	157. 15.00	158.1.1.1. 20.00	158.1.2. 25.00	159. 5.00	159.1.1. 5.00	160. 35.00
162.	163. Carryforward	164. 2,574.64	165.1.1. 2,574.64	165.1.2. 2,574.64	166. -	166.1.1.1. -	167. 2.50
169. 7600000546 - APSAC Professional Development Total	170.	171. 2,589.64	172.1.1. 2,594.64	172.1.2. 2,599.64	173. 5.00	173.1.1. 5.00	174. 2.60
176.	177.	178.	180.	181.	182.	183.	184.
186.	187.	188.	189.1.1. 1,964.80	189.1.2. 1,964.80	190.	191.	192. 1.90
194.	195.	196.	198. 446.35	199. 446.35	200.	201. -362.26	202. 2.50
204.	205.	206. 1,964.80	207.1.1.1. 1.00	207.1.2. 1.50	208. 0.50	208.1.1. 0.50	209. 2.50
211. PFW Foundation	212.	213. 1,964.80	214.1.1. 2,412.15	214.1.2. 2,412.65	215. 0.50	215.1.1. (361.76)	216. 2.00
218.	219.	220.	222.	223.	224.	225.	226.
228. Grand Total	229.	230. 9,240.42	231.1.1. 9,692.77	231.1.2. 9,553.17	232. (356.76)	232.1.1. 5.50	233. 8.70