

Monday, April 20, 2020 1:00-2:30PM – Virtual WebEx meeting

COUNCIL MEETING MINUTES

Members present: LV McAllister, Christina Egbert, Crystal Milton, James Cashdollar, Karla Yauchler, Larry Temenoff, Maureen Linvil, Ranada Clark, Regina Gordon, Bobbi Shadle, Sharon Wight, Doug Hess

HR Representative: Melissa Helmsing

Guest: Chancellor Elsenbaumer

1. Call to order 1:04 pm
2. Approval of Previous Month's Minutes. Will send LV's edited version back out for approval.
3. APSAC Consultants Group Concerns
No members present
4. Treasurer's Report
Absent
5. HR Updates
 - 5.1. Due date for manager assessment portion of the supervisor evaluations pushed back. See Dimples for more information. Manager review Due by May 29, final scores entered by end of June.
 - 5.2. Employee Recognition Banquet cancelled and is not likely to happen this year. Honorees all received catalogs to choose gifts, and certificates will be sent out to campus when we return. Want to do a call-out to all the honorees through email
 - 5.3. Telework: 402 employees working remotely. Some are still working on campus (essential) and some are on approved leaves. For those who are not able to do their work from home, they are still being paid.
 - 5.4. All recruitment is on pause for now. Approximately 3 positions were approved prior to the stay-at-home order and are posted, and some were in the offer stage, but all hiring decisions must be approved by the Vice Chancellor & Chancellor. Faculty positions are being approved on case-by-case basis. This information is listed clearly on the job search web page: campus is still accepting applications, but postings say they won't be advanced on for consideration at this time. This will allow us to keep a talent pool for each position so when we can move forward, we are ready. The pause is also for student workers and GAs.
 - 5.5. Larry Asked: conference call to APSAC in WL. They are concerned about layoffs, and wanted to know if the same thing would be happening on this campus. Melissa said that's not a call they can make for us right now—it will depend on enrollment.
6. New Business
 - 6.1. APSAC Elections: we can pursue electronic election online, or we can delay elections until June or July. Larry proposes to wait until June. Regina said wait until June. Kris would like to have something sent out to get a feel for interest and who would like to be on the ballot. Sharon agrees with getting an idea of who

would be interested in being on the ballot. Send out an announcement: Due to COVID, we're pushing elections back until June. However, we are interested in finding out who would be interested in joining APSAC. This also gives us time to hold the open house and increase interest.

- 6.2. Open House: on pause for now, but will hold it after we return to campus
- 6.3. Majority of voters wanted to keep the name as APSAC (All Professional Staff Advisory Council): received 76 votes total, 48 agreed, 5 didn't agree, 23 didn't have a preference. Sharon (parliamentarian) called for a vote to accept the votes of our constituents. Larry moved to accepted. Regina seconded. Passed unanimously.
- 6.4. Administrative Excellence Award: Christa Van De Weg was the winner. Contacted Inside PFW and was told we weren't able to publish non COVID-19 info for now. Maureen will send info Melissa so we can get the info into Inside PFW when we're able to publish there again.
- 6.5. Chancellor: wanted to check in with everyone and thank everyone for our flexibility in working in these circumstances. Things are going surprisingly well, despite some hiccups. Summer I will be more of the same. Summer II is hoping to bring some face-to-face, but don't know that yet. Fall we're hoping to be more back to normal. Will still be concerned with safety and health, but are actively engaged in conversations about health and wellbeing of returning to campus. Continuing to monitor health agencies and governor's recommendations about stay-at-home and gradual reopening in our communities. Q&A as follows:
 - 6.5.1.Kris: wondering if there was a possibility of campus coming together for a kind of memorial. Something that could be entertained or thought about on campus. Everyone probably knows someone who has been severely impacted by the virus.
 - 6.5.2.Larry: wondering about health as we come back.

Answer: A Campus Health Safety Committee is forming on WL. We are having conversations with them so we can be actively engage in that committee, and create a similar committee on this campus so we can take good practices and recommendations from health professionals about how we can reopen, what that will look like, and what precautions will we need to take as we go through the fall, winter, and spring of next year. We need to be prepared as a campus to keep everyone as safe as possible and exercise safe practice that we're keeping everyone safe. Actively engaged in those discussions and decisions.
 - 6.5.3.LV: some of the work Career Services has been doing on LinkedIn and social media, honoring our staff members. The staying in contact through electronic means has been very good for our teams. Chancellor: good point! Having leadership meetings by WebEx so we can see each other and have some type of normalcy. It helps a lot! Been on the phone since 7 am and it hasn't stopped! We need to have an opportunity for breaks and casual conversation so we can catch up with our co-workers. We still need to behave like colleagues and do more than just "what are you going to do for me today?"
 - 6.5.4.Sharon: Can't emphasize enough that the VOIP project needs to move as quickly as possible. Colleagues are using personal phones to call students for registration, and it would make life much easier if she could make and receive something other than her personal phone to call students. Chancellor: exactly right, and my hat is off to all who are on campus. We don't like for people to go in to campus, so it's not ideal. Hat's off to those who are making it work with other options. We wish things were different, but glad that people are making it work.

Larry: SB will be the first building completely VOIP after we return, hoping to roll that out at the end of the summer.

6.5.5.LV: COVID-19 has changed the face of academia for the future. APSAC should be part of that conversation. There are conversations we need to have in the future so we don't find ourselves lacking, and we want to have a seat at that table for future conversations.

Chancellor: Agree. We need to have all of the campus voices participate to voice for their constituencies, to make sure we are sensate to all needs from all corners of campus and our visitors—how do they feel about our campus if they are invited in.

6.5.6.Chancellor: wanted to give APSAC a head's up: an announcement very soon about a merit pool.

President Daniels has indicated WL has postponed salary merit considerations. PFW is going to do something different. We're going to postpone until Jan 2021 to have the opportunity to look at fall and spring enrollments. Nervous about decline in enrollments due to COVID-19. Seeing some signs of being successful, but that doesn't mean we won't have some decline in fall. Will revisit merit in January to make a better-informed decision. Announcement will come out today or tomorrow regarding this decision. We want to recognize our good performers on campus, and don't want to miss an opportunity to do that. Annual performance evaluations are very important, and help us inform every unit head should merit opportunities become available.

7. Committee Reports:

- APSAC Fundraising committee: Karla Yauchler
No fundraiser due to circumstances. Once we return to campus, we can revisit this.
- APSAC Professional Development committee: Regina Gordon, Crystal Milton, & Kris Frye
Have not met.
- APSAC Scholarship committee: Maureen Linvill and Kris Frye
Only one person has applied for the scholarship. Gone out through the Listserv several times, tried to get it out in Inside PFW, but no one is applying. Will send out another email to listserv.
- Budgetary Affairs Subcommittee: Crystal Milton
Has not heard from committee.
- Campus Master Plan (APSAC/CSSAC presidents): LV McAllister
- Campus Traffic Appeals: Bobbi Shadle
Committee disbanded and being reformed. Kris: student still had a registration hold on her account and couldn't register.
- Chancellor's Diversity Council: Ranada Clark
On hiatus. the DEI committee will begin meeting weekly starting April 24th from 12-1pm to keep things moving forward until the CDO is hired.
- Employee Recognition & Excellence Award: Maureen Linvill & James Cashdollar
Covered in New Business
- Faculty Senate: Doug Hess
Spoke about how things are going, concerns with orientation moving online, want to know how we will spend the relief money (we are receiving \$5.5 million) from the government. Still working on that plan—once we figure that out here, it will need to be approved by WL.
- Food Service Committee: Regina Gordon
There has been a selection made regarding on-campus food vendor. Don't have the name yet.
- Well-Being Team: Regina Gordon
Nothing to Report
- Mastodon Athletic Subcommittee: LV McAllister
Met Friday. Light discussion about impact of COVID-19. Asked how the strategic plan affecting athletics—folks not coming on campus to enjoy our events. July 1 officially Horizon League, no longer Summit League.

- Strategic Planning Committee: LV McAllister
Meeting this Friday. March meeting canceled due to COVID, which has also put much of the work on hold. Prelim draft of the implementation plan created. SA strategic plan moving forward.
- Summerfest: Crystal Milton
Lindsey sent out a message asking what to do with funds as many vendors have cancelled. Asked if we would be ok with donating money to the student COVID relief fund, and then do something in the fall on a smaller scale.
- University Budget: LV McAllister (Larry Temenoff back-up)
- University Council: LV McAllister
No meeting.
- University Resource Policy Committee: Sharon Wight
Have not met all semester. Received email last week from Gordon, trying to get feedback from all the URPC committees, but has officially disbanded committee until start of next school year
- West Lafayette Representative: Larry Temenoff (Regina Gordon back-up)
Asked of chancellor in the meeting—merit

Action Items: communicate to constituents the name has been finalized, and will need to have the constitution revisions approved.

8. Motion to Adjourn Karla. Regina Second.

9. Meeting adjourned 2:34 pm

Funded Program	Commitment Item	Prior Report 10.21.19	YTD Revenue/Expense at 11.18.19	YTD Revenue/Expense at 12.16.19	January 2020 Activity	February 2020 Activity as of 2/17/2020	YTD Revenue/Expense at 2/17/2020	Comments
3200005411 - APSAC Operating	495001 - REC Orig Alloc Gen	1,080.00	1,080.00	1,080.00	-		1,080.00	
	423900 - External Income - Other Merchandise Sales	271.08	271.08	271.08	-		271.08	Summerfest 2019 T-Shirt Sales
		1,351.08	1,351.08	1,351.08	-		1,351.08	Revenue before CF
	Carryforward	622.47	622.47	622.47	-		622.47	Prior Year Carryforward
		622.47	622.47	622.47	-		622.47	Total Revenue with CF as of Oct 3, 2019
	535215 - Employee - Blanket/InState Travel	(142.68)	(142.68)	(142.68)	-		(142.68)	Travel to WL Melinda Haines Aug 2019
	535215 - Employee - Blanket/InState Travel	(145.10)	(145.10)	(290.20)	-		(290.20)	Travel to WL Melinda Haines Sept & Nov 2019
	535215 - Employee - Blanket/InState Travel	(140.94)	(140.94)	(140.94)	-		(140.94)	Travel to WL Regina Gordon Oct 2019
	Total Travel	(428.72)	(428.72)	(573.82)	-	-	(573.82)	Total Travel
	Other Expenses				(362.26)	362.26	-	Summerfest Pmt to CSSAC from Foundation; request sent to BsMgr to kept activity in Foundation
		(428.72)	(428.72)	(573.82)	(362.26)	362.26	(573.82)	Total Expenses
3200005411 - APSAC Operating Total		1,544.83	1,544.83	1,399.73	(362.26)	362.26	1,399.73	Unrestricted GF Balance
3600001325 - APSAC Scholarship	Carryforward	3,641.15	3,641.15	3,641.15	-	-	3,641.15	Prior Year Carryforward
	558020 - Undergraduate Scholarship	(500.00)	(500.00)	(500.00)	(500.00)	-	(1,000.00)	A&P Dependant Scholarship
3600001325 - APSAC Scholarship Total		3,141.15	3,141.15	3,141.15	-	-	2,641.15	Restricted Balance
7600000546 - APSAC Professional Development	466900 - Other Gifts	15.00	20.00	25.00	5.00	5.00	35.00	Payroll Contribution \$5 per mo (1 employee)
	Carryforward	2,574.64	2,574.64	2,574.64	-	-	2,574.64	Prior Year Carryforward

7600000546 - APSAC Professional Development Total	2,589.64
	1,964.80
PFW Foundation	1,964.80
Grand Total	9,240.42

2,594.64	2,599.64	5.00	5.00	2,609.64	Restricted Balance
1,964.80	1,964.80			1,964.80	PFW Foundation Report Balance at 10.21.19
446.35	446.35		-362.26	84.09	Summerfest FY2019
1.00	1.50	0.50	0.50	2.50	UDO Gifts Oct & Nov
2,412.15	2,412.65	0.50	(361.76)	2,051.39	Unrestricted_PFW Foundation Report 11.18.19
9,692.77	9,553.17	(356.76)	5.50	8,701.91	Grand Total at 2.17.2020