

Monday, May 18, 2020 1:00-2:30PM – Virtual WebEx meeting

COUNCIL MEETING MINUTES

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

HR Representative: Melissa Helmsing

1. Call to order: 1:04
2. Approval of Previous Month's Minutes: Updates and changes to Kris by Wednesday; otherwise approved
3. APSAC Consultants Group Concerns

4. Treasurer's Report

Not a lot of spending activity right now. Scholarships will be coming out soon; additional discussion under committee report.

AVAILABLE FUNDS SUMMARY			
Fund Type	Off University Books		
	University Books	PFW Foundation	Total
Unrestricted	768.87	2,170.95	2,939.82
Restricted	5,265.79	-	5,265.79
Total All Funds	6,034.66	2,170.95	8,205.61

5. HR Updates

- 5.1. Reminder: supervisor evaluations are due May 29. Dimples is holding sessions with more information about the unit calibration stage, which is where the data goes to the Chancellor and VCs to look at how scoring was done—essentially a “grade normalizing” process.
- 5.2. Employee Recognition event: Chancellor and VCs are interested in moving this to the fall since it was canceled for spring due to the pandemic, but things have not been decided, especially considering guidelines for gathering sizes. Some awards normally given at convocation may be pulled and moved to this event in order to include faculty, which may draw in additional people—which may be an issue this year due to the pandemic.

6. Committee Reports:

- APSAC Fundraising committee: Karla Yauchler
Brainstorming for fall as we receive clarification about what fall will look like on campus.
- APSAC Professional Development committee: Regina Gordon, Crystal Milton, & Kris Frye
Pandemic has suspended travel, and travel money has been pulled for the next year due to COVID-19,

so we recommend moving money from the professional development fund over to the scholarship fund.

- APSAC Scholarship committee: Maureen Linvill and Kris Frye
Money has been awarded for Fall 2020 & Spring 2021 semesters. \$2,641 is in account; checking in to moving money from the foundation account over to the scholarship account so all 6 people applicants can be potentially awarded \$500 (pending confirmed eligibility and approval from Financial Aid).
- Budgetary Affairs Subcommittee: Crystal Milton
nothing to report.
- Campus Master Plan (APSAC/CSSAC presidents): LV McAllister
Plan is progressing through approvals
- Campus Traffic Appeals: Bobbi Shadle
 - LV received an email from Chief Potts: Appeals are taking place on a monthly basis and are decided on by a team from around the university: athletics, housing, student affairs, Finance and admin, IU, student government representation—and the police as a non-voting member. They review and vote on the appeals. Police will then contact the person with the outcome, and communication is quick with the person after the meeting is concluded. Parking regulations were approved by the policy committee, and mirrors the WL policy.
 - We're wondering about holds being changed from registration holds to transcript holds for those not in the appeal process but have old holds on their records. Crystal pulled a report a while back that shows approximately 40 students with parking holds that would prevent students from registering, but no one is sure if that is being addressed. A similar issue is happening with the Title XI training in HR—students who have not completed the Title XI training have a registration hold on their account.
 - LV charge to Bobbi: get in touch with Chief Potts and see what the process is, and to discover what the status is with the folks who were in appeal when the committee was disbanded. LV would like Crystal to follow up on the hold situation.
- Chancellor's Diversity Council: Ranada Clark
DEI committee is meeting during the Diversity Council's hiatus; met today. Will be meeting with each VC and will ask them a set of questions about diversity in their area. Met with VCAA today and felt he and the DEI committee are well aligned. Will be adding a member to the DEI committee from the International Student Office.
- Employee Recognition & Excellence Award: Maureen Linvill & James Cashdollar
Discussed with HR Updates. Announcement for Christa winning this year's award was sent to InsidePFW for inclusion now that it's not publishing only COVID issues.
- Faculty Senate: Doug Hess
No more meetings as we move into summer. Lots of COVID-related discussion in the meetings.
- Food Service Committee: Regina Gordon
Nothing to report. May not be meeting.
LV: our food service contract has been awarded to Aladdin, and they will be in place beginning July 1. They will maintain Einstein Bagel & the Starbucks in Walb, as well as what was currently in place. They have requested very little changes to the space, just switching out the electronic machines (no new construction).
Regina: Does anyone know what kinds of foods they serve or what we can expect?
LV will check in to that. Christina is pretty sure Aladdin will still use CaterTrax.
- Well-Being Team: Regina Gordon (on hold until Health Fair)
no meetings or we're not being included since this has changed from the Health Fair to just Department meetings

- Mastodon Athletic Subcommittee: LV McAllister
Have not met
- Strategic Planning Committee: LV McAllister
Have not met
- Summerfest: Crystal Milton
Nothing new to report.
- University Budget: LV McAllister (Larry Temenoff back-up)
Have not met
- University Council: LV McAllister
Have not met.
- University Resource Policy Committee: Sharon Wight (on hold for summer)
Disbanded for the summer
- West Lafayette Representative: Larry Temenoff (Regina Gordon back-up)
Possibly be canceling fall break and moving labor day holidays, and moving it to the end of the semester. An alternative calendar was sent out in Purdue Today that shows Labor Day moved to December 23, so it was confirmed.

7. New Business

- 7.1. Regina asked for a list of annual Web Certs that are required; Melissa will be sending that list to Regina, and then to Kris for inclusion in the minutes.
- 7.2. Elections: we delayed elections due to COVID but LV is unsure about when we should hold them—if June is the best option. Can we hold a virtual open house since we can't have a physical one? How can we get information out about APSAC before we hold elections? Communication is paramount at this time. We don't want people to think APSAC isn't working during the pandemic; we're still working and advocating for our constituents during this time.
- 7.3. COVID Issue Survey: This survey has been inspired by the task force. LV trying to get the information out today. APSAC & CSSAC are sending this out together. We want to make sure our constituents issues are being addressed, especially points brought up during the emergency APSAC meeting last week. Regina would like to know how age plays into the issue. LV feels this will represent the concerns being the same across all of our constituents, not just from certain age groups. Regina is afraid younger employees won't take the survey, and that only the older age groups are. The survey is completely anonymous, and no questions are required, which LV hopes will help with receiving responses.
- 7.4. Larry: SB will completely VOIP-ready on campus when we return. There are some challenges, but it's coming. In addition, the Brown Mackie building will be ready by fall, technology-wise. There will be new video linking to the soccer field, too.
- 7.5. The bridge opening has been delayed. INDOT is not speaking to us about the bridge at this time.

8. Motion to Adjourn Sharon first, Larry second.

9. Meeting adjourned 2:33 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