

# Indiana University-Purdue University Fort Wayne

# APSAC

## Administrative/Professional Staff Advisory Council

Monday, Nov 28, 2016, 1p-2:30p, Kettler Hall, HR Training Room

**In attendance:** Bruce Arnold, LV McAllister, Alison Rynearson, Steve George, Kayla Klimasko, Kim Myers, Cassandra Bracht, Kara Papaik

**Absent:** Bob Brewer, James Velez

- Meeting called to order by Cassandra at 1:05pm.
- **Approval of October minutes**
  - a. Considered approved as there were no responses to the e-mail of minutes.
- **W.L. Report, Steve & Shawn**
  - a. Looking at options with Fidelity.
- **Treasure's Report, Allyson** (completed via email, please see below)

OrgKey	Date	Obj Desc	Trans Desc	Credit	Balance
<b>8007116 - APSAC Discretionary Fund</b>				<b>Beginning Balance</b>	<b>\$ 1,944.80</b>
8007116 - APSAC Discretionary Fund	9/10/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,945.30
8007116 - APSAC Discretionary Fund	10/8/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,945.80
8007116 - APSAC Discretionary Fund	11/10/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,946.30
8007116 - APSAC Discretionary Fund	12/11/2015	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,946.80
8007116 - APSAC Discretionary Fund	2/8/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,947.30
8007116 - APSAC Discretionary Fund	3/2/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,947.80
8007116 - APSAC Discretionary Fund	3/9/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,948.30
8007116 - APSAC Discretionary Fund	4/13/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,948.80
8007116 - APSAC Discretionary Fund	5/18/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,949.30
8007116 - APSAC Discretionary Fund	6/16/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,949.80
8007116 - APSAC Discretionary Fund	10/4/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,950.30
8007116 - APSAC Discretionary Fund	10/14/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,950.80
<b>Balance</b>					<b>\$ 1,950.80</b>
51011397 2002008005 APSAC Professional Development			11/28/2016		<b>\$1,297.07</b>
\$5 donation for Oct					
62011804 2003006000 APSAC Dependent Scholarships			11/28/2016		<b>\$535.85</b>
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			11/28/2016		<b>\$ 1,479.98</b>
\$47.61 in-state travel					
22020459 2002008005 APSAC Events			11/28/2016		<b>\$43.58</b>

- **Secretary's Report, Kara**
  - a. APSAC Listserv updated
  - b. October Minutes sent to University APSAC Community – discussion on how to approve minutes, based on responses to email being sent to members of the minutes.
- **HR Updates, Dimples**- not able to be present at meeting.

- **APSAC Business:**

1. Committee Assignments:

- a. Diversity Council – Kim – No update
- b. University Council – Cassandra – Prior meeting was canceled
- c. SCOA – Kayla – Prior meeting canceled.
- d. URPC – Shawn – No update
- e. Campus Traffic Appeals – Allyson – all 8 appeals upheld
- f. Budget – Cassandra – Introductory meeting was on November 21<sup>st</sup> with two meetings scheduled for December
- g. Campus Calendar – LV – No update or contact
- h. Homecoming – James – no present
- i. Food Service Committee – LV – no update
- j. Health Fair Committee – Bruce – March 22, 2017 & still in need of volunteers, but at this point it's not a university sponsored event so staff would have to take time off work
- k. Staff Recognition- Alison- Emailed committee to add Kara as representative

7. **Misc.**

- a. Discussion regarding APSAC website updates. Kara & Cassandra have gained access to be able to make updates, and will attend training on dotCMS.
- b. Waiting for FSLA updates from HR
- c. LSA updates were planned to be announced by Thursday Dec 1.
- d. Committee was wanting to take a professional photo to post on website.
- e. Alison reported that there is an open IU student seat on the IU trustee board.

8. **Adjourn meeting at 1:30pm**

- a. Moved by Bruce
- b. Second by Kim

Next meeting: Monday, December 19<sup>th</sup> from 12-1:30 in the HR Conference Room (KT G06)

Upcoming Events: Fall Fest 2016, Staff Recognition Luncheon: April 19, 2017, Homecoming February 6-11, Health Fair March 22, 2017.

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