

Indiana University-Purdue University Fort Wayne

APSAC

Administrative/Professional Staff Advisory Council

Monday, January 22, 2018, from 1:00-2:30pm in KT G06

1. Call to Order / Questions about Minutes – Cassandra: The meeting opened at 1:04 p.m. and the minutes were motioned and accepted. Members present: Cassandra Bracht, LV McAllister, Allyson Schreiber, Amanda Seilheimer, Bruce Arnold, Kayla Klimasko, Julie Creek, Melissa Helmsing (HR). Members absent: Alison Rynearson, Beth Iserman, Steve George, Kim Myers, Karen Burtnette. Guest members present: Regina Gordon, Ranada Clark, Melinda Haines, Maria Leatherwood.
2. Presidential Update - Cassandra: No Major issues coming our way. Message thanking winter recess workers. APSAC WL Satisfaction Survey – the group feels that this should be done later.
3. HR Updates - Melissa: Third Party coming in from outside to look at positions for consistency and alignment against WL and PNW. The business re-engineering focus is to go live with Success Factors in June. A salary study, pay ranges, pay guidelines for position alignment will be the focus of 2018 with that goal in mind. April 25th 11:30 Staff Recognition Luncheon.
4. W.L. Report - Steve: Call for a second WL APSAC representative.
5. Treasurer's Report - Allyson: Not much change. Motioned and accepted.

OrgKey	Date	Obj Desc	Trans Desc	Credit	Balance
8007116 - APSAC Discretionary Fund				Beginning Balance	\$ 1,944.80
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
8007116 - APSAC Discretionary Fund	11/14/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,951.30
8007116 - APSAC Discretionary Fund	12/15/2016	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,951.80
8007116 - APSAC Discretionary Fund	1/11/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,952.30
8007116 - APSAC Discretionary Fund	2/10/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,952.80
8007116 - APSAC Discretionary Fund	3/29/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,953.30
8007116 - APSAC Discretionary Fund	4/26/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,953.80
8007116 - APSAC Discretionary Fund	5/24/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,954.30
8007116 - APSAC Discretionary Fund	6/23/2017	Promotional Items	T-Shirts Summerfest 2017	\$ (512.00)	\$ 1,442.30
8007116 - APSAC Discretionary Fund	6/28/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,442.80
8007116 - APSAC Discretionary Fund	8/30/2017	Promotional Items	T-Shirt Reimbursement	\$ 512.00	\$ 1,953.30
8007116 - APSAC Discretionary Fund	9/29/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,953.80
8007116 - APSAC Discretionary Fund	11/10/2017	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,955.80
8007116 - APSAC Discretionary Fund	11/22/2017	Contributions Income	Employee Contribution	\$ 0.50	\$ 1,956.30
Balance					\$ 1,956.30
51011397 2002008005 APSAC Professional Development			1/22/2018		\$1,555.07
\$5 donation					
62011804 2003006000 APSAC Dependent Scholarships			1/22/2018		\$535.85
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			1/22/2018		\$ 1,378.24
\$106.47 for open house, \$37.44 in-state travel					
22020459 2002008005 APSAC Events			1/22/2018		\$43.58

6. Campus Awareness Project – ALL members:
 - a. APSAC professional development opportunities, fundraising, grant writing, banners – Allyson, Bruce: Cover in next meeting.
 - b. APSAC retreat - Cassie: Cover in next meeting.
 - c. APSAC Qualtrics web survey (like CSSAC) – LV: Feedback process document and flowchart vote for adoption. Feedback process as written, change as needed, motioned and approved. Marketing of ASK APSAC – Link to feedback form. Transition and Technology discussed.
 - d. Welcome invitation for new APSAC members: Cover in next meeting.

- e. Campus Awareness: Eventually we need to act on the suggestion of professional development. Discussion of what that looks like. Additional funding from VC level – Bruce to work on defining the request and what are we requesting.

7. APSAC Business: Committee Assignments

- Budgetary Affairs – Julie: Proposal by ETCS and Business Coop with Career Services. Suggested to wait and see how PFW integrates. Discussion of IU One Stop (Enrollment Services for IU located in Neff.
- Campus Traffic Appeals- Karen: No update.
- Diversity Council –Julie: No update or meeting.
- Excellence Award – Allyson: Cover in next meeting.
- Faculty Senate – LV: Continued discussions of the merits of the Athletics Program. Representatives from Athletics Kelley Hartley Hutton and staff and Angie Fincannon were invited to provide feedback. Senate charged with defining metrics that define value for University.
- Food Service- LV: Planning the scheduling of spring meetings.
- Health Fair- Bruce: Invitations are going out. Waiting to see who does what.
- Homecoming-Julie: Feb. 19th thru 24th – Defining look for decorations.
- MAAS (Athletics) – Beth: No Update. Committee hasn't met yet this year.
- Revenue – Alison: No Update.
- Staff Recognition- Allyson & Alison: Just working on narrowing down caterer and theme.
- Summerfest – ALL members: Anticipate a special meeting to address execution of event.
- University Budget- Cassandra: Continuing to meet post-January budget updates. Committee is in the process of asking questions of resubmitted department budgets.
- University Council – Cassandra: No Update.
- URPC – Amanda: No update.

8. Other Business:

- a. Joint APSAC/CSSAC meeting: "United" idea: We will pick up discussions via Summerfest Planning.
- b. IPFW Career Connections week, March 19 through 23. Two industry-specific career fairs include Engineering, Science and Technology (March 20) and Business, Leadership, Government and Non-profit (March 22). "[Register on Handshake](#)".
- c. Health Ambassador – Healthy Boiler Alert. Discussion of healthy choices. Will be meeting January 23.
- d. Externship Program – Helpful for students to see career choices. Short-term job shadow experience.
- e. Spring Break: March 5, 2018 - March 9, 2018. [Apply on Handshake](#).
- f. Immersion Excursion: [Register on Handshake](#).
- g. GO8 Walb – Thursday at 9 a.m. – Student transition information for frontline staff.

9. Meeting adjourned at 1:54 p.m.

Next meeting: Monday, February 19, 2018 in the HR training room.

Upcoming Events: See "Other Business."