

Indiana University-Purdue University Fort Wayne

APSAC

Administrative/Professional Staff Advisory Council

Monday, August 14 from 1:00-2:30pm in KT G06

1. Call to Order / Questions about Minutes-Cassandra: The meeting opened at 1:00 p.m. Members present: Alison Rynearson, Bruce Arnold, Cassandra Bracht, Kayla Klimasko, LV McAllister, Steve George, Julie Creek, Kim Myers, Beth Iserman. Members absent: Karen Burtnette, Allyson Schreiber, Amanda Seilheimer.
2. Chancellor's Search, Dimples and others: Thank you for everyone's participation. Encouraged everyone to go through the open forum and provide feedback online through survey. Team asked whether APSAC and CSSAC should send out a communication about giving feedback.
3. Executive Director of HR & OIE Search, Steve: Search committee will make recommendations based on contributions from HR, CSSAC and APSAC.
4. HR Updates, Dimples: HCM system (human capital management) is being updated and will help with efficiencies like going paperless and a seamless transition from start to end. Training will be required. Decisions still need to be made (January 1), a change management team is in place and the campus will be informed.
5. W.L. Report, Steve & Kim: Steve was unable to be at the last meeting, not sure whether Kim was in attendance. He will be there again and learn more.
6. Treasurer's Report, Allyson: There is a new fall budget. Next month we will see t-shirt and dessert money. Moved to approve budget, seconded and passed by Cassie.

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	10/9/2015	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	8/18/2016	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 Summerfee	\$ (512.00)	\$ 1,442.30
8007116 - APSAC Discretionary Fund	6/28/2017	Contributions Income PEP	Employee Contribution	\$ 0.50	\$ 1,442.80
Balance					\$ 1,442.80
51011397 2002008005 APSAC Professional Development			8/14/2017		\$1,342.07
\$15 donations					
62011804 2003006000 APSAC Dependent Scholarships will be awarded for Fall Term			8/14/2017		\$535.85
21010000 2002008005 APSAC General Fund New budget for FY18 - \$1,080.00			8/14/2017		\$ 2,052.01
22020459 2002008005 APSAC Events			8/14/2017		\$43.58

7. Campus Awareness Project – ALL members: LV will handle online survey/form like CSSAC's and consult Josh about management, volume issues. Alison will investigate banners with the APSAC mission (perhaps "ask APSAC"). Bruce will look into printing out posters and some creative repurposing of materials. Other ideas were a meet and greet with coffee and donuts, reminding the public they are welcome to come to

meetings, generating a list of accomplishments and actions and investigating an APSAC presence at faculty senate and the chancellor (as in the past). Steve and LV will compile a list of topics.

8. APSAC Business: Committee Assignments

- **Food Service- LV:** In survey results, perception was a big theme, along with Aramark.
- **Diversity Council – Kim, Julie:** Julie will reach out soon if there is no communication.
- **University Council – Cassandra:** No communication yet.
- **MAAS–(Athletics) – Beth/Kayla:** Since meeting, end of Kayla’s term, beginning of Beth’s.
- **URPC – Amanda:** Amanda is on the list.
- **Campus Traffic Appeals- Karen:** Is this pending?
- **University Budget- Cassandra:** On hold until October
- **Campus Calendar-LV:** Confirmation that this has been disbanded – strike from the committee list.
- **Homecoming-Julie:** Julie will reach out soon if there is no communication.
- **Health Fair- Bruce:** Upcoming meeting – ideas solicited.
- **Staff Recognition- Allyson & Alison:** This is not relevant yet.
- **Excellence Award – Allyson:** This is not relevant yet.
- **SummerFest – ALL members:** Alison and Dimples (co-chairs) - overall good survey responses. Finishing up finances. Under 400 attended, 480 registered. Cassie and Josh will decide who will be in charge next year or pursue this becoming a chancellor’s committee (LV will investigate). Thank you chocolates were given by Cassie to members.

9. Other Business:

- a. West Lafayette visit post-mortem: Cassie thanked LV, Steve, Amanda and Kim. WL was very impressed and happy and some good partnerships were made.
- b. Group picture: Maybe September meeting. Maybe individual photos if we can’t get everyone all in the same room.
- c. Upcoming events clarification
 - Mastodon job and internship fair - Kayla: 160 companies. September 21, 12-3:00 p.m. Emails have been sent to advisors, please spread the word. Jobzone has become “Handshake” (IPFW.joinhandshake.com). Steve and Dimples working on educating APSAC constituents about this resource.
 - Fall Convocation: Delayed - late September?
 - Family picnic: Since meeting, Sunday September 17, 4-7 p.m.
 - Fall fest: On hold.
 - APSAC professional development opportunities, fundraising, grant writing – Alison: Should APSAC consider education about this topic, sessions, a survey.
- d. Website updates: At a future meeting.

10. Meeting adjourned at 2:30 p.m. Moved by Bruce and seconded by Julie.

Next meeting: Monday September 18, 2017 in the HR training room

Upcoming Events: New Student Orientation August 18th, Classes begin Monday August 21st