

APSAC

Administrative/Professional Staff Advisory Council

Monday, October 16 from 1:00-2:30pm in KT G06

1. Call to Order / Questions about Minutes-Cassandra: The meeting opened at 1:03 and the minutes were approved. Members present: Cassandra Bracht, Alison Rynearson, LV McAllister, Beth Iserman, Allyson Schreiber, Steve George, Bruce Arnold, Kayla Klimasko, Karen Burtnette, Julie Creek. Members absent: Amanda Seilheimer, Kim Myers
2. HR Updates, Dimples: The Human Capital Management (HCM) project, headed by Vanessa Mettler, is moving along and some have received emails. Josh Bacon and Cassandra Bracht met with Cynthia Springer and talked about communicating with APSAC constituents and the university about HCM. There will be an HR session coming up for support staff and campus-wide outreach will follow but there is no concrete timeline yet. Open Enrollment is November 6-17, 2017.
3. W.L. Report, Steve: Nothing to report. Let Cassie know if you are interested in being the second PWL representative. Steve will send out dates, second Wednesday, each month.
4. Treasurer's Report, Allyson: \$5.00 donation, in-state travel, employee contributions in discretionary fund have stopped Karen motions to approve 1:26 p.m. Julie seconds. All in favor 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	10/3/2015	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	(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	8/3/2017	Promotional Items	T-Shirt Reimbursen	512.00	\$ 1,954.80
Balance					\$ 1,954.80
51011397 2002008005 APSAC Professional Development			10/16/2017		\$1,540.07
\$5 donation					
62011804 2003006000 APSAC Dependent Scholarships			10/16/2017		\$535.85
will be awarded for Fall Term					
21010000 2002008005 APSAC General Fund			10/16/2017		\$ 1,522.15
\$61.87 in-state travel					
22020459 2002008005 APSAC Events			10/16/2017		\$43.58

5. Campus Awareness Project – ALL members:
 - a. APSAC professional development opportunities, fundraising, grant writing, banners – Allyson, Bruce: Pending.
 - Purdue fundraising – Bruce: No more to report.
 - b. APSAC retreat - Cassie: Pending.
 - c. APSAC Qualtrics web survey (like CSSAC) – LV: LV is fine tuning now.
 - d. Summerfest moving to chancellor's committee: Last year we did a collaboration. Maybe CSSAC would take it back or from now on it will be a collaboration.
 - LV: Kim Wagner conversation: Pending.

- ALL – Pick a chair and theme: Pending.
 - e. APSAC Open House: November 29, 8:00-11:00 a.m., faculty lounge
 - Plans for an open house with our constituents were discussed.
 - f. In general:
 - Resuscitate welcome invitation for new APSAC members (digital this time)? Julie Creek can create these in Constant Contact.
 - In preparation for CSSAC/APSAC meeting with the Chancellor. Come up with “golden ticket” response. Need to improve morale and offer ourselves as a conduit for information, as an advocate. Come to us with questions and concerns (honest brokers of such information). Will craft a vision/mission along these lines.
6. APSAC Business: Committee Assignments
- Due to lack of time, we were not able to hear reports from our committee assignments
 - Budgetary Affairs – Julie:
 - Campus Traffic Appeals- Karen:
 - Diversity Council –Julie:
 - Excellence Award – Allyson:
 - Faculty Senate – LV:
 - Food Service- LV:
 - Health Fair- Bruce:
 - Homecoming-Julie:
 - MAAS (Athletics) – Beth: Creating attendance policy for student athletes.
 - Revenue – Alison: Let Alison know if you have good ideas.
 - Staff Recognition- Allyson & Alison:
 - Summerfest – ALL members:
 - University Budget- Cassandra:
 - University Council – Cassandra:
 - URPC – Amanda: Has not met since last meeting.
7. Other Business:
- a. Purdue Today “Committee Spotlight”:
 - Vision/focus/verbiage – Julie: Submitted Inside IPFW draft to APSAC steering committee 10/27/17. Does infrastructure (survey/website) need to be finalized beforehand?
 - b. Joint APSAC/CSSAC meeting: October 25, 9:00-10:00 a.m., KT G06. Discussed joining together as “United” but still talking about what “together” means (administrative so that there is no separation between groups or just for marketing purposes).
 - c. Food pantry – Alison: You Can Crush Hunger campaign, open first week of November. Taking donations now.
8. Meeting adjourned at 2:28 p.m. Motioned by Cassandra, seconded by Bruce.

Next meeting: Monday November 20, 2017 in the HR training room

Upcoming Events: APSAC Open House November 29, 2017, Faculty Lounge, 8:00-11:00 a.m.