



Administrative and Professional  
Staff Advisory Council (APSAC)

1. Call to order/Questions about Minutes: Meeting called to order by LV at 3:05 pm.  
Members present: Jo Vaughan, Karen Burtnette, Maureen Linvill, James Cashdollar, Regina Gordon, ,  
Melinda Haines, Melissa Helmsing, LV McAllister
2. Approval of Minutes
  - Motioned by: Karen
  - 2<sup>nd</sup>: Jo
3. HR Updates – Melissa:
  - Success Factors Launches January 1. HR will communicate to campus community at a later date with additional information.
  - Began using Knowledge Services (KHI) on August 27, which is a company that will take over hiring responsibilities of our temporary employees. The first group that was moved over to KHI were Full-time employees with temporary employee responsibilities (i.e. Alcohol Liaisons at University Events). By June of next year all temp positions will be moved to KHI. Student workers will continue to go through the university hiring process as will LTL's.
  - Supervise for Success is being brought back with the first session possibly starting in November. Much of the curriculum will be the same with some new additions to the training. There is no cost associated with this training.
4. New APSAC Logo-LV
  - New APSAC Logos located in O-drive at: O:\apsac\Logos\New PFW Logos
  - John Kaufeld assisted with the design of the logo. Branding standards were used with the design of the new logos and it has been approved by the Marketing Department.
  - APSAC can use the logo when sending out any communication associated with our Committee. Additional the APSAC steering committee can use it in our email signatures.
5. West Lafayette Report – Melinda and Regina:
  - Gina Del Santo, Purdue's chief of staff, gave an update about students coming back to campus over the next few days. Provisional enrollment numbers were up in applications and non-residents. International

students and Hoosier undergrad numbers are down. It is the most diverse freshman class ever, and the percentage of freshman enrolled in STEM courses is 60%, up from 52% in 2009. Now the focus is to get these students to stay in Indiana.

- The summer programs that have been instituted to keep students on track and even finishing in under four years have done well. President Daniels has a push to decrease the time to degree. It is now 4.36 years, down from 5.3 years. They hope to bring it down to 4.0 or below. They are pushing Degree in Three or staying a fourth year to complete a master's or professional certificate.
- Study abroad students hit a new record at 2,500; this has more than doubled.
- A greater percentage of students than ever before (59%) graduate debt free.
- Purdue is at the bottom of the Big 10 (14 out of 14) for room and board costs. Kudos to the professional and administrative staff for helping make this happen.
- There is a big push from President Daniels to encourage students to stay in Indiana after graduation; he's made a new video about it that is being debuted at Boiler Gold Rush. They will be giving prime space to Hoosier companies at job fairs.
- Purdue Global is now past 500 enrollees from Purdue employees.
- There is research being done to assess and align online education offerings across the Purdue system to make them seamless.
- The new Purdue website header now includes Northwest, Fort Wayne and Global
- A representative from HR gave an update on Human Capital Management:
  - There should be a rollout plan in the next few days regarding the communication of HCM to employees
  - There is a moratorium on the reclassification of positions
  - Information on job families will be included in the rollout of Success Factors
- Other information shared by ASPAC members:
  - The Schnatter name was removed from Krannert and \$1 million of an \$8 million pledge was returned
  - A new veterinary hospital plan was postpone while they determine the scope of the project; other areas are being updated
  - There is a search for a new library dean and an APSAC member will be recruited for the search committee
  - Football ticket sales are up
  - A new employee perk is a discount on pet insurance
  - There is a new ASPAC newsletter called "The Sentinel." They don't send it to FW or NW, but it is available on the SharePoint site if we want to read it.
  - There is a lecture on professional development October 3.
  - There is a new app for fall grants that will be available September 1
  - They are determining topics for November and sending a survey about what members would like.
  - The executive committee reported they are following the job families structure and tech side of HCM. They are concerned because no one is sending any information. They plan to host town

halls in September for APSAC members; reps should reach out to their areas to determine interest.

6. Treasurer's Report – Peggy:

- Peggy was not able to attend the meeting to provide an update.

7. Committee Assignments.-Updated

- Food Service Committee: Melinda Haines
- Chancellor's Diversity Council: Julie Creek
- University Council: LV McAllister
- Mastodon Athletic Subcommittee: LV McAllister
- SCOA: John Kaufeld
- University Resource Policy Committee (URPC): Amanda Seilheimer
- Campus Traffic Appeals: Karen Burtnette
- University Budget: LV McAllister
- Homecoming: Kristine Frye
- Health Fair: Regina Gordon
- Staff Recognition: Maureen Linvill & James Cashdollar
- Summerfest: Kris Frye
- Excellence Award (during Staff Recognition Luncheon): Peggy Speshyock
- Budgetary Affairs Subcommittee: Karen Burtnette
- Faculty Senate: John Kaufeld
- Mastodon Advisory Subcommittee: LV McAllister
- Revenue Subcommittee: LV McAllister
- Scholarship committee (APSAC): Maureen Linvill
- Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)
- Professional Development committee (APSAC):
- West Lafayette Representative: Melinda Haines & Regina Gordon

8. Other Business:

- We discussed possible goals and topics of APSAC for the upcoming (2018-19) year.
  - PTO Emergency Bank: A staff member in LV's department had an unexpected emergency but exhausted all of their vacation and sick leave. The staff member would have benefited from an emergency PTO bank. Many staff may be willing to donate their vacation/sick hours to this bank especially if they are at their limit and may lose them.
  - LV would like to see an increase in APSAC member participation. Ways of possibly doing this include creating APSAC subcommittees, advisory committees with previous APSAC members and developing dialogue events throughout the year around campus topics.

- Campus Awareness Project (CAP) is designed to raise the awareness of APSAC & CSSAC on campus. Melinda will begin working on the logistics of a combined Open House that includes members of both APSAC & CSSAC.
- LV will start reaching out to previous APSAC members to see if there is any interest in being a member of the advisory committee.
- Possible Fund Raising Events
  - Rebrand the Bug: Raise money to rebrand the VW bug that Larry (?) brings to campus events from IPFW to Purdue FW. Any leftover money can go to APSAC fund.
  - Fall and Spring Fund Raisers.

9. Next meeting:

- Next meeting will be September 17 in HR G06.

10. Meeting Adjourned at 4:25pm.

- Motioned: Karen
- 2<sup>nd</sup>: Regina