

Members in attendance: Karen Burtnette, Maureen Linvill, LV McAllister, James Cashdollar, John Kaufeld, Regina Gordon, Amanda Seilheimer, Melinda Haines, Kristine Frye, Melissa Helmsing

Consulting Members in attendance: Alison Rynearson, Todd Raines, Michele Shawver, Christina Egbert, Ranada Clark, Amy Harrison, Mary Anne Stailey, Scott Troemel, Steve George, Bruce Arnold

1. Call to order by LV at 1:05 pm

2. Approval of Minutes:

- Motion to approve: Kristine, Regina 2nd

3. APSAC Consultants Group: LV

The idea of the APSAC Consultants Group is they are additional eyes and ears for the APSAC Steering Committee, and a resource to help get the campus involved. They are not required to attend all meetings, but are viewed as a subcommittee of APSAC. LV wants them to decide how they are involved with APSAC and how they choose to communicate.

- Motion to formally establish group: Melinda, James 2nd
- Karen led vote: unopposed; no dissent

4. HR Updates: Melissa

A postcard was sent by West Lafayette, and the campus received our first HR correspondence by email. Weekly updates will be sent regarding training, and informational links are on the HR website. Currently, January 2019 is the official launch date for Success Factors.

- Success Factors applies new guidelines to temporary employee positions, so HR has placed a freeze on hiring temporary employees until a policy review can be completed. These new guidelines will go in effect on 1/1/19.
- Peggy and LV are working with Dave Reynolds regarding financial labeling of APCAS's account. The APSAC Dependents Scholarship is now the APSAC Scholarship Account to allow this scholarship to be awarded to staff, not just dependents. There is still a development fund, but there is a duplicate professional development gifts fund, and a request has been submitted to remove the duplicate.
- LV/Peggy are making sure that APSAC is doing what is necessary to ensure we will get same \$1500 as CSSAC, and are also checking on the requirements of fundraising monies to see if we can put money raised into a general fund that could be moved to other accounts later.

5. Treasurer's Report: Peggy

Unable to attend; no updates

6. Discussion events leading up to “Landscapes – An APSAC Discussion Forum”: LV

- The forum was begun by a discussion with Chancellor when he called APSAC & CSSAC presidents into a meeting on the Friday before the University Council meeting. LV felt the Chancellor was very serious about using APSAC to communicate with campus; LV used the information from the Qualtrics survey at the forums to report back to Chancellor on staff/faculty perspectives on how to distribute the merit increase equally to all employees. The Chancellor seems to be moving in the direction of this option supported by the feedback from the forum and other campus bodies, detailing that the money would not be considered a bonus or merit award, and that everyone will get the same dollar figure, not a percentage of their salary.
- LV is very pleased with the Landscapes endeavor and how we were able to work closely with the Chancellor and the campus through APSAC. He hopes this is a trend for the future for how decisions are made in the best interest of the campus.
- At this time, we are not sure how the money will be delivered, but it will be one-time payout. The discussion has been that this money is for full-time benefitted employees, so we are unsure if or how part-time employees will receive money. A letter should be coming out to explain what will be happening.

7. Committee Reports

- West Lafayette Report: Regina
The Human Capitol project has been in progress since 2011. It focuses on job family structures and seeks to clarify the elements of job classifications at the university. The structure largely consists of multiple, tiered classifications. Phase 1 will begin on Jan 1, with Phase 2 following sometime in 2019. As part of the restructuring, the Op/Tech positions are being frozen: no one is able to be moved into this current job category, though all employees currently in the position may stay there. This is because it shares currently shares characteristics with both exempt and non/exempt positions, which does not fit in the new job family structures.
- Faculty Senate: John
Lots of questions about new Purdue Fort Wayne brand and how it is being presented to public. There is significant concern about our campus being promoted as “STEAM + Business” as it isn’t clear where the Arts and Sciences areas fit. The Chancellor was asked to return to the next meeting to continue the discussion. There were also updates from various committees, but more information will be available after the next meeting.

- Food Service: Melinda
No meeting yet; first meeting scheduled for Oct 2
- Chancellor's Diversity Council: Julie
No report; not present
- University Council: LV
 - Discussion included Success Factors, the Human Capital project, and the good & welfare of the university. The Chili Cook-off will be return this year and be an official Chancellor's event with the goal of campus members building teams and competing. LV has a report that he will send for inclusion in the minutes.
 - The Deans stood up for all campus employees regarding the equal distribution of merit money, and pushed for fairness across all lines of staff.
 - Reminder was given that if we see staff/faculty/students/community members struggling, the Food Pantry is available to them—it's not just for students.
 - Admissions is beginning to actively pursue January admits as well as new fall admits, which has not been a focus in the past. They are also looking to see if students who were interested in PFW are currently drawing aid at any university, and, if not, Admissions will target them to see if they will enroll here. The increase of credit hours for the fall was 1.6%
- Athletic Subcommittee: LV
LV was unable to make the meeting, but he read over the minutes. There are plans to expand the athletic program with no additional cost to campus. More details will be coming later as it's in the approval process now.
- SCOA: John
No report
- Policy Committee: Amanda
The committee met, but there was nothing to discuss
- Campus Traffic Appeals: Karen
The first meeting is Wednesday.
Additional Discussion: The safety office ran out of paring passes, so they are giving paper passes for now until more arrive. PFW parking passes also work on the West Lafayette campus, though you need to somehow affix it to the driver's side of the windshield at the top—tape it in place if needed.

The WL Campus Police Department has Grant Street permits that can be checked out while visiting the campus; ask at the front desk of the University Police Department.

- University Budget: LV
Budget meeting is tomorrow.
- Budget Affairs Subcommittee
Discussion regarding this separate subcommittee possibly going away as it appears to be a redundancy for what is done through Faculty Senate.
- Revenue Subcommittee
This is also a faculty senate subcommittee
- Health fair: Regina
No report; no meeting/information yet
- Homecoming: Kris
No report; no meeting/information yet
- Staff Recognition
No report; no meeting/information yet
- Summerfest: Kris
No report; no meeting/information yet
- APSAC Excellence Award--Staff Recognition Luncheon
No report; no meeting/information yet
- APSAC Scholarship Committee
No report; no meeting/information yet
- APSAC Fundraising Committee
No report; no meeting/information yet
- APSAC Professional Development Committee:
No report; no meeting/information yet

8. Other Business

- APSAC Polo Shirts: brand visibility is key. There was a recommendation to see if APSAC could purchase the shirts (should we move forward with that option) with foundation funds. If Polo shirts

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aren't the favorite option, the bookstore has lots of options. LV likes the idea of name tags as they are a less expensive option, and we don't want to invite questions about spending our money wisely. LV will put an email out to capture opinions, probably through a Qualtrics survey. He wants everyone to consider recognition and impact: everyone in the same shirt makes an impact. LV will also look in to whether the Chancellor would fund the shirts.

- APSAC 2018-19 Goals
 - Establishing a volunteer PTO Emergency Bank. Melissa can ask Vanessa about it; the new system might complicate this process. CSSAC had previously looked in to this, and was told all of our policies regarding PTO stem from WL, and WL won't go for it. However, some WL policies are changing, so this is worth investigating. We should begin the conversation now, but pursue it after January
 - Increase Active APSAC Member Participation: There are lots more people in the room today, but we're hoping for even more people to be aware of APSAC and what we do. Discussions are in place regarding a Welcome element of some kind, but we haven't been able to execute it yet. We are hoping for an Open House to be held over in VPA to reach that end of campus.
 - Create four (4) dialogues around Campus Topics: One is completed, which was the Landscapes discussion. Need three more.
 - Establish monthly meetings with Chancellor/VC Wesse.
- Campus Awareness Project (CAP) is raising the awareness of APSAC & CSSAC on campus. Targeted date for a joint CSSAC/APSAC meeting is September 24, 2018, 1:30 – 2:30pm Looking to have the open house, possibly in October in Rhinehart
- Fundraising: APSAC needs to reengage fundraising. We had moved away from it due to the opinion of APSAC being a party group, but in order to secure the additional funding, we need to establish fundraising committee. Christina Egbert mentioned we might have to go through Advancement for any campus fundraising.
- Define the roles of committee members: This is actively in process. There is a shortage of understanding of the roles of APSAC positions, mostly due to member loss. The goal is to create job descriptions for the executive council member, and where APSAC resources exist.
- Communication Task Force. LV is hoping to secure an intern to help with media, communications, etc. for APSAC. It would allow the student to have a very nice portfolio piece,

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and it would benefit APSAC greatly. Discussion ensued on how credit-based internships work, and the need for structure for the internship, namely what the responsibilities would be.

- A comment was made regarding a desire to see the Chancellor around campus more. Defense of his actions ensued.

9. The next APSAC meeting will be October 15 in VA 110 from 1:00 – 2:30.

10. Motion to adjourn: Karen, Regina 2nd

11. Meeting adjourned 2:35 pm