

Monday, October 15, 2018 1:00-2:30PM – VA 110

STEERING COMMITTEE MEETING AGENDA

Got a Question???

ASK APSAC

..... Get an Answer!!!

Attendance: LV McAllister, Melinda Haines, James Cashdollar, Sharon Wight, Peg Speshyock, Karen Burtnette, Maureen Linvill, Regina Gordon, Melissa Helmsing, John Kaufeld, Kristine Frye

Consulting Members: Todd Raines, Christina Egbert, Allyson Mills

1. Call to order: LV 1:05 PM
2. Approval of Previous Month's Minutes: Karen, Melinda 2nd (barring additional feedback before Wednesday)
3. APSAC Consultants Group
A request was made for more information regarding changes in Health benefits
4. HR Updates: Melissa
 - Melissa tried to meet with Vanessa about the PTO Bank, and what can be shared about Health benefits for next year.
 - Everyone should be getting communication for Success Factors. Look for trainings in November.
 - Job Families meetings will be coming soon; no dates yet for those gatherings.
 - There was a 6% increase in health benefits this year, but will know more when they send out open enrollment documents. If anyone is affected by the change in spousal coverage, it is considered a Life Event, so spouses covered can go back to their employers and get insurance through their employer. This is a common occurrence for most businesses, so not a new thing. The PFW HR shared the sentiment of disappointment at lack of notice, but we need to rally around Vanessa and Amy to help them stand under what will likely be a tough transition. If you want, you can call Candace Shaeffer at WL to complain about the changes.
 - From LV: We need to be sure communication comes from HR; WL & FW campuses are different in some ways. We need to be aware of how we broadcast to constituents. Need to state things are being discussed, but not share information we don't have confirmed yet. Be wary of the details we share. Official APSAC communications need to be sent through Kris, LV, John or Peg, to be sure what goes out represents all of APSAC.
5. Treasurer's Report: Peg
 - Talked to David Reynolds. The \$1500 allocation from Dr. Wesse wasn't done in 2017 or 2018, so he will give APSAC funding for those years to match CSSAC. We should receive the funds from 2017, 2018, and

then this year (2019). The money will go into the professional development fund, which is where the majority of fundraising money goes.

- Money was also mistakenly put into our account from WL, but was removed.
 - There is \$400 in a general fund that could be used for travel to WL meetings.
 - Currently, \$535 available for scholarships—we need to make a decision on use of those funds. Note that it will be awarded in Fall term.
 - There has been no activity in the accounts since Summerfest, other than a bit of travel, but we're missing some history on money in the accounts. Peg is hoping to go back and find out the original purpose was, but if can't be traced, we will move forward in good faith for the use we feel it was intended for. Peg will chat with Dave and with Allyson (previous treasurer) for more information.
 - There is \$1960 in a foundational account, and the professional development fund carried \$1700 forward, as well as a small amount for donations, leaving about \$2400.
 - Most accounts are restricted in their use, though there is \$1100 in unrestricted general funds. Every year we received a budget of \$1080. We need to think of a plan to spend the money (professional development) or we won't get it in the future.
 - The goal is to be set up the same as CSSAC for accounts and money to be spent. We need to put criteria to how we're awarding scholarships.
6. With Jo Vaughn's retirement, we had a vacancy in our At Large Membership. Sharon Wight was the next in line for the position of At Large, and she accepted.

7. Committee Reports

- West Lafayette Representative: Melinda Haines & Regina Gordon
 - Oct 9 meeting. Talked about the change in diplomas, leaving the Purdue logo as is with a mention of what campus the degree was awarded. There was a large protest on the Northwest campus. Not sure how long this will stay in place; likely to be revisited.
 - A capital request of \$10 million was made for our campus and facilities.
 - Most of the meeting was about job families structures. WL is farther ahead in this process. Melinda recommends checking out information on the website—lots of info there to help understand the process. She also recommends watching videos to prepare for upcoming meetings; the presentation from Bill Sullivan is especially good. In November, everyone on WL campus will receive a letter stating their new title; there is no time frame for PFW.
 - The last 10 minutes of the meeting was with Candace Schaeffer regarding the new leave policy which is part of SuccessFactors. The open enrollment time frame was short this year due to the job family structure changes: everything is happening at the same time, which leaves less people to do everything. She generically addressed the cost increase on benefits, which depend on the plan you have—they are not the same across the board. A Brochure is available on the WL web site, and the information is the same here. They also recognize that the Healthy Boiler page is terrible, but still the best option for now.
- Faculty Senate: John Kaufeld
 - Athletics receives 17% of their budget from student fees.
 - There was one major NCAA infraction in 2015, and it was regarding scholarships.

- Senators want to debate having an athletics program.
- There are lots of Marketing questions, especially regarding STEAM + Business and about the “Arts” in STEAM, wanting to make sure humanities is represented, not just fine arts. The Faculty still support this university as a comprehensive entity. It was unclear on how we’re moving forward in regard to fine arts vs. humanities. Meeting was recessed not adjourned due to not getting through the agenda.
- Food Service Committee: Melinda Haines
 - Talked about impact of reinstating catering rights for Aramark. Aramark has worked through challenges in the beginning, and are pleased with current status. The biggest problem is turnover: having enough work to support the staff year-round. E
 - Eric is willing to with you/your department to meet your needs. He is hoping this is the last year they lose money; they are on track to break even.
 - Aramark also now has a liquor license
 - Aramark is listening to the complaints about operating hours.
 - There may be a guest restaurant that would be permanent (not like the rotating ones previously or Hungry Howies)—something along the lines of a franchise like Einstein Bagels.
- Chancellor’s Diversity Council: Julie Creek
 - Absent; haven’t met in a while. LV will check in.
- University Council: LV McAllister
 - No meeting until next month.
- Mastodon Athletic Subcommittee: LV McAllister
 - No meetings since last APSAC meeting
- SCOA: John Kaufeld
 - Being eliminated from APSAC list
- University Resource Policy Committee – Amanda Seilheimer
 - Absent
- Campus Traffic Appeals: Karen Burtnette
 - Meeting canceled last month; not many tickets. Will meet Wednesday.
- University Budget: LV McAllister
 - Off to great start. Steve George gave an orientation & and the trajectory for the year. This committee meets weekly. This committee’s job is to make recommendations to the Chancellor in terms of the utilization of the budget, looking at where we’ve been, where we want to go, and how to apply funds to get there.
 - Last week reviewed Campus budget in its entirety in Category 3 level (income statement), and discussed recurring mandatory costs (heat, plumbing, etc.).
- Budgetary Affairs Subcommittee: Karen Burtnette
 - Has not met yet. Elected Cigdem Gurgur as the chair through email. Checking in to next meeting

- *Revenue Subcommittee: LV McAllister
 - Move to strike; no longer necessary
- Health Fair: Regina Gordon
 - First meeting Oct 31
- Homecoming: Kristine Frye
 - No meetings or communication yet.
- Staff Recognition: Maureen Linvill & James Cashdollar
 - Haven't met yet.
- Summerfest: Kris Frye
 - Haven't met yet.
- Excellence Award (during Staff Recognition Luncheon): Peg Speshyock
 - Haven't met yet.
- Scholarship committee (APSAC): Maureen Linvill
 - Discussed at CSSAC & APSAC meeting, and 10% discount not accurate.
 - Spoke with Tim Riley at WL, as of Sept 21, there are 24 currently enrolled in Purdue Global and on scholarship on this campus, mostly Masters students. Another 10 applied that will begin next term, 27 have inquired. About 60 are taking them up on the offer. The Bachelor's degree is covered 100%; grad degrees must pay tech fee & books, and may also have additional fees for access to online modules. Test fees apply if you test out of a class. Life experience test outs should be covered. However, there could be approximately \$50 – \$200 to paid each semester in fees. The report doesn't break down APSAC vs. CSSAC in enrollment numbers, but we could apply APSAC Scholarship monies to these fees.
 - We would like to hand out Scholarship money yet this semester.
 - Discussion followed regarding Purdue Global vs. PFW, and if we pay for "our people" taking classes elsewhere (WL)
 - Christi Hall chairs CSSAC's scholarships committee. Their scholarship limit was raised to \$800 (possibly). We should check to see what CSSAC does, and see if we want to apply similar guidelines.
- Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)
 - Melinda spoke to Mandi W. about the online auction, and discovered we spent so much time raising money that we weren't able to accomplish much. However, they raised more than \$5000 per year. We could resurrect it; the last time it was done was in 2013 or 2014.
 - Melinda will send out a message to gain membership on committee.
 - We used to offer a payroll deduction for money to be donated to APSAC. Should we bring it back?
- Professional Development committee (APSAC):
 - Need a chair. Table for next Executive meeting.
- United Way Campaign:

- Asked by Chancellor to lead charge with CSSAC.
- Feedback from Landscapes meetings was 1/3 said they'd participate, 1/3 said no, 1/3 said maybe—which is the group we need to target. LV has been speaking with Alex Wulpi about how to do it. Looking at ways to mitigate the overwhelming number of emails that people received—could have been people getting messages from multiple people about the campaign (system, department head, Inside IPFW, etc.)
- Strategic Planning Committee:
 - Tanner (CSSAC) and LV appointed to committee. Meeting this week.

8. Other Business:

- UCan Crush Hunger campaign coming up. Can donate cans or money, Oct 22 – Nov 5. \$1 = 4lbs of food, and it's a weight competition. Will be coming out in Inside Purdue. Considering departmental competitions.
- Meetings in other locations: Kris
We initially talked about scheduling meetings all over campus to see buildings we don't usually visit and interact with those we don't usually see—and to allow everyone a short trip to the meeting. If needed, LV said he can drive people around.
- APSAC Steering Committee Polo shirts/name badges
 - We may be changing the names of APSAC & CSSAC due to the new job family structures (new classifications that aren't Administrative and Professional). There are "stores" that can be set up and offer different clothing options to a select group. We could provide promo code to discount the purchase, but members would pay individually. A&S did this previously.
 - LV is good with moving forward with APSAC-branded gear as, even with job family changes coming, changing our name right now may not be the best option. LV wants polos and name tags, and wants to see if Chancellor will cover the cost.
- LV wants to send out another message to allow those eligible for APSAC membership to "rejoin" the APSAC email list.

9. Next meeting will be November 19 in LB 275 from 1:00 – 2:30.

10. Motion to Adjourn: John. Karen 2nd.

11. Meeting Adjourned 2:57 pm

Upcoming Events:

Committee Assignment Report Pages

West Lafayette Representative: Melinda Haines & Regina Gordon

Faculty Senate: John Kaufeld

Food Service Committee: Melinda Haines

- Impact of Catering Rights – a bit of history – in the last Food Service RFP process VC McClellan and Wesse were open to exclusive catering rights. The interested food service vendors were all requesting those rights to cover the costs of operating the multi-locations. There were issues with catering that first year and Aramark suspended the catering rights until they were in a better position to handle the events. When they were ready to relieve the suspension they granted departments the right to use other caterers for events of up to \$250. Eric reported that their catering sales last year without the exclusive rights was \$195k compared to their fiscal year ending Sept. 30 which was \$322k.
- Since the implementation of the exclusive catering rights Aramark expects to finally see a small profit this last quarter of their fiscal year. That will be the FIRST profitable quarter since they started at the university so as you can see those catering rights are significant and we expect to remain significant with future food service providers. Melinda had praises for working with Eric. Much easier to order through Aramark and avoid any running around. Departments don't seem to take that cost into consideration when they expect staff to do this shopping. Eric advised that they do a lot of item ordering for departments such as the Mastodon Fuel Station and others. They get these areas Aramark's pricing with their vendors and Eric adds a 10% markup to cover his costs such as time. As Melinda noted, it saves these groups the time and hassle.
- Question on Liquor purchases on campus – Aramark does have a liquor license and can provide alcoholic beverages at events but this is outside their exclusive rights. All questions/concerns on providing alcohol on campus should be directed to Special Events as there are special processes and form to complete and have approved.
- Further Sales information – Eric shared that the number of transactions are down slightly from last year but when you factor in the reduced hours of operation, likely the numbers are stagnant
- Feedback on operating hours (need to change? Options to supplement?) Question about the hours of operation was asked. The hours are posted on the university's dining website which also links to Aramark's website where the hours are posted again. Aramark also has them posted on their social media (Facebook and Twitter). I just submitted a blurb to Inside Purdue Fort Wayne. Kasey advised that Toilet Times has an area that Eric uses to promote food services. It was suggested and Eric plans on having signage outside Don's that direct diners to the Java Spot which is open until 9pm Monday – Thursday. He also will be posting Don's menu so that people can already be thinking about what they want. Java Spot's menu items will be expanded to include hot sandwiches once the insulated coolers arrive to keep the items hot.

- Marketing – we had some discussion on how to reach the students. Kasey asked anyone that knows of a high traffic restroom to let her know. They target first floor restrooms in all of the buildings. Scott offered to post Toilet Times on the ground floor of the Library where several classes meet. For reaching students Lewis advised Toilet Times, posters and email (keeping in mind we can't do mass emails). Sending copies of the menu to Student Housing for bulletin board posting was suggested.
- Breakfast service - better promotion of availability - the hours 7:30-10am are posted on the sites mentioned. Might be good to highlight in Toilet Times and other social media. Eric shared that breakfast is made to order!
- Inconsistency of portions by servers – this will continue to be a training issue especially with high turnover with staff but they are aware and try to address. Eric is open to any suggestions or potential opportunities for staff to work over the summer. Melinda shared the website www.pfw.edu/summercamps which lists the camps and the contact person. Reaching out to that contact person to discuss food offerings might be very beneficial.
- Meal plans
 - impact to café sales - Meal plans have been used more frequently this year likely the result of Housing purchasing 300 20-meal plans. Hopefully students will find these plans to be a benefit to them and will continue to use them.
 - Team feedback on what's included in a meal plan meal (entrée, 2 sides and drink) there can be some confusion on substitutes and what constitutes a side. Substitutes can snowball and be inconsistent with who happens to be working. There would need to be clear instructions on what is a substitute. Michelle asked about water instead of a fountain drink. Eric advised that bottled water or the fountain water is fine but other bottled beverages could not be a substitute. A lists of sides would be helpful. A point system was also mentioned.
- Lewis reported that student government had been discussing the guest restaurants or perhaps having a branded concept on campus. Einstein bagels seemed to be an exciting prospect because they are not in this area. This has its drawbacks as well as they don't advertise in this area either. Eric's having a meeting to get more information on what that would involve with Aramark.

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Budgetary Affairs Subcommittee: Karen Burtnette

Revenue Subcommittee: LV McAllister

Health Fair: Regina Gordon

Homecoming: Kristine Frye

Staff Recognition: Maureen Linvill & James Cashdollar

Summerfest: Kris Frye

Excellence Award (during Staff Recognition Luncheon): Peggy Speshyock

Scholarship committee (APSAC): Maureen Linvill

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Professional Development committee (APSAC):

United Way Campaign

Strategic Planning Committee