

January 28, 2019 1:00-2:30PM – KT G06

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## COUNCIL MEETING MINUTES

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**ASK APSAC**

Got a Question???..... Get an Answer!!!

Members in Attendance: Melinda Haines, Sharon Wight, LV McAllister, Maureen Linvill, John Kaufeld, Peg Speshyock, Amanda Seilheimer, James Cashdollar, Kris Frye, Melissa Helmsing, Karen Burtnette

Consulting Members in Attendance: Christina Egbert, Bruce Arnold, Ranada Clark

Guests: Dimples Smith

1. Call to order by at 1:03 pm
2. Approval of Previous Month's Minutes:
  - Motion to approve: Melinda, Sharon second
3. APSAC Consultants Group: nothing to report
4. Performance Management: Dimples Smith
  - All performance evaluations will be in SuccessFactors. Informational sessions on how use the system for evaluations are coming. All campus staff members are required to have an evaluation. Some career streams will also require goals to be set. All staff regardless of level and stream will have to have an individual development plan in place. The goal of these requirements is to be sure everyone has professional development and goals. Goals have to be in the system by March 31.
  - On Feb 4, HR will learn more about another available tool that that will help managers and employees create development plans. Development plans have to be in the system by March 31.
  - HR is just learning these due dates and getting the info out so we can begin working on them. Informational sessions are being scheduled to create awareness and to do hands-on work. Managers will also receive a tool kit with best practices. The goal and development information entered in the system will affect merit pay (these requirements do not apply to non-benefitted personnel & students employees).
  - There are nine performance competencies, of which four are required and auto-populated. The unit can decide on what else will be included. Dimples will check to see if supervision of students & non-benefitted personnel will count as a competency for how the manager is evaluated.
  - This year's evaluation period is May 1, 2018 - April 30, 2019. Anything done during this time period, even if it was included on a previous evaluation, can be included in this evaluation.

## 5. HR Updates: Melissa Helmsing

- Jobs are up and the job site is running again; the new job page looks nice, and there are more and more jobs posted every day. For employees looking through the internal job listing, there is no option to filter by location, so changes were made to the title to indicate campus and unit. However, right now it might be easier to use the careers link on the pfw.edu site to search and filter right now.
- Departments can post jobs internally, but most jobs are both internal and external—there must be special circumstances and additional paperwork required to post a position only internally, but it depends on the job. An internal posting to only one campus would still be posted through SuccessFactors. However, this is very, very rare, and there is lots of paperwork and approval that has to be done.
- The temporary worker standard that came out Jan 1 stated that any temporary employee who has worked more than 1,000 hours in the last year have to be moved into a position as a limited duration appointment, or the unit can try to make the position full-time benefitted. Less than 10 people who were at or close to the 1,000 hours.
- Job structure reviews are underway. Kirk & Pooja have until the end of the month to complete the appeals. About 162 appeals came in. There is a lot of information circulating about the appeals and the process, and not all of it is true; it's stirring up a lot of emotions. If you hear something and you're not sure, ask so you can hear the correct information instead of perpetuating the rumors. There is no information yet on when the compensation bands will be published; Purdue WL has not published theirs yet. We will possibly hear those in March.

## 6. Treasurer's Report: Peg

- \$5,338.25 in the APSAC account. That is broken down into:
  - Discretionary funds: \$1,961.80
  - General operating funds: \$993.43
  - Professional development funds: \$2,423.44

## 7. Committee Reports

- West Lafayette Representative: Melinda Haines & Regina Gordon
  - No report due to weather
- Faculty Senate: John Kaufeld
  - Engaged about JFS and discussions about advising changes. Some discussions are directed towards how the project is affecting staff, which is nice to see.
- Food Service Committee: Melinda Haines
  - No meeting yet this month
- Chancellor's Diversity Council: Julie Creek
  - No updates
- University Council: LV McAllister

- o No meeting
- Mastodon Athletic Subcommittee: LV McAllister
  - o No meetings
- University Resource Policy Committee – Amanda Seilheimer
  - o No meeting
- Campus Traffic Appeals: Karen Burtnette
  - o No meeting
- University Budget: LV McAllister
  - o This committee is very active, meeting at least once a week. Right now divisions are presenting their asks and UBC is giving recommendations for how “extra” money might be prioritized. This group is only giving recommendations; they do not make final decisions.
- Budgetary Affairs Subcommittee: Karen Burtnette
  - o No update
- Health Fair: Regina Gordon
  - o Unable to attend. Notes in report pages.
- Homecoming: Kris Frye
  - o Removing from the APSAC Committee list.
- Staff Recognition & Excellence Award (during Staff Recognition Luncheon): Maureen Linvill & James Cashdollar
  - o Meeting was this morning. The goal is to have the award published at the beginning of February. The recipient receives \$250, as well as an individual award item, which needs to be ordered, and their name added to the plaque in the Staff Lounge. Last year about 3 people were nominated. There are questions regarding the use of “Administrative” in the award language, and whether that needs to be changed as the Job Family Structure project is adjusting the language of our positions. A decision was made to keep the wording the same this year and make a change—if needed—next year.
  - o The event will be on April 24, but it is no longer sit-down luncheon event: there is no fee to attend and will include faculty (LTLs and continuing lecturers).
- Summerfest: Kris Frye
  - o Meeting tomorrow morning. A recommendation was made to check with Lisa Zirkle or a Special Events staff member to see if they can assist. Another recommendation of looking for support from the Chancellor’s office was made, which could add the byline of it being a Chancellor-sponsored event.
- Scholarship committee (APSAC): Maureen Linvill
  - o There’s not much wiggle room for the scholarship. Only two awards currently on campus allow students to receive cash with few strings: Brown Ink & Angel Fund. We can set up the

scholarship so that if a student has a \$0 balance in their bursar account, the student can get money back.

- o To receive the scholarship, the student must be eligible for fee remission and submit an essay. There is a max of \$500 per year (\$250 per term). We need to move on this now so it can be awarded for the next academic year. Once this is finalized, we can receive a list of students that meet the qualifications and notify them of the scholarship.
  - o We still need to discover if it is taxable, and let people know. We must also state what account the money will come from, and be sure we're fundraising. There was an APSAC Dependent scholarship account previously; Dave Reynolds will be changing the name to the APSAC Scholarship Account to allow that fund to be used for both the dependents and employees scholarships.
  - o Every 3 years CSSAC seeks approval for the funding in their scholarship account to carry over—we need to establish a person to do that for APSAC. We should also receive 3 years of the \$1500 CSSAC was given for their scholarship. Peg will meet with David to see where the money is and how we allocate money to the two accounts.
  - Fundraising committee: Melinda Haines (primary) & LV McAllister (secondary)
    - o Made several requests for information in mid-December for more information, and it sounds like the best option will be payroll deduction. It's easy to do in SF, but the trick is getting the right account; we don't know if the dependent scholarship is an option yet. This would be the simplest option as we could send out an email reminding APSAC members about the opportunity and send them the link. The expectation is to fundraise for both the professional development and scholarship accounts.
    - o We need to find out if these donations would be pre-tax
    - o Suggestions were made for the payroll deduction and some fundraising events. Ideas for restaurant donations where we received a percentage of sales were suggested, as well as selling wristbands to wear jeans with spirit gear. It was also suggested we send out a survey to discover what people would support. We have to receive approval from the Advancement Office for whatever we choose to do.
  - Professional Development committee (APSAC):
    - o No report
  - United Way Campaign: LV
    - o It was successful and many people gave generously—we beat numbers from last time. The focus was on participation rather than a dollar figure. In general, this year's campaign was perceived as less intrusive than years past. No feedback from Chancellor, yet.
  - Strategic Planning Committee:
    - o Currently working on defining primary goals. The committee wants to flesh out documentation regarding the 5 areas of core behaviors. There is more work to come as we
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move forward, and finalize what the plan is and then implement it. Statement made: "For the first time in a long time, staff feel like there is hope"

8. Other Business:

- APSAC Steering Committee Polo shirts/name badges
- Updates of APSAC goals for 2018-19:
  - Create a Volunteer PTO Emergency Bank
  - Increase Active APSAC Member Participation
  - Create four (4) dialogues around Campus Topics
  - Establish Monthly Meetings with Chancellor/VC Wesse
- Campus Awareness Project (CAP), raising the awareness of APSAC & CSSAC on campus.
- Define Roles of Committee Members
- Creation of APSAC Calendar
- Establishing Communications Taskforce
  - APSAC Communications Intern
  - Publication of "Landscapes - An APSAC Newsletter"
- Website – Refresh Project

9. Next meeting will be February 18 in SB 176 (conference room in the Science Building) from 1:00 – 2:30.

10. Motion to Adjourn:

11. Meeting Adjourned: 2:35 pm

Upcoming Events:

Follow-up to the Job Family Discussion Forum, January 30 in the Library IdeaSpace LB 138 (tentative)

# Committee Assignment Report Pages

West Lafayette Representative: Melinda Haines & Regina Gordon

Faculty Senate: John Kaufeld

Food Service Committee: Melinda Haines

Chancellor's Diversity Council: Julie Creek

University Council: LV McAllister

Mastodon Athletic Subcommittee: LV McAllister

University Resource Policy Committee – Amanda Seilheimer

Campus Traffic Appeals: Karen Burtnette

University Budget: LV McAllister

Budgetary Affairs Subcommittee: Karen Burtnette

Revenue Subcommittee: LV McAllister

## **Health Fair: Regina Gordon**

- Presently we are beginning to send out electronic information to the vendors in regards to having a booth this year (45 vendors).
- Regina has been working on volunteer sign-up. It will be electronic this year. All volunteers will receive a t-Shirt. Will start asking for volunteers mid-February.
- This year there will not be any food demonstrations
- No information on the Health Fair budget.
- Our next meeting will be February 11.

Staff Recognition: Maureen Linvill & James Cashdollar

Summerfest: Kris Frye

Excellence Award (during Staff Recognition Luncheon): Peg Speshyock

## **Scholarship committee (APSAC): Maureen Linvill**

- Maureen met with Loaine Hagerty, Scholarships and Awards Director in Advancement after a lengthy conversation with Financial Aid. We are limited in what we can do, as it has to be an institutional scholarship. There are only two accounts on campus that allow a student to get an immediate check for

funds in their account, and that is for the Angel Fund or the Brown Ink fund, both are emergency funds. If a student was in desperate need of a computer, they could apply to these funds.

- Our scholarship must be for tuition and fees first, if they pay their balance on their account, they can then get a check for the remaining credit that they have. I tried, but there are no exceptions to this rule. The recommended if we give a \$500 scholarship, that it is \$250 for the fall, \$250 for the spring, that this is the normal practice.
- Few things we need:
  - a. What account will this award will be coming out of?
  - b. We need to give them the link or location for the online application
  - c. We also need to state how APSAC will be contribute to the scholarship funds. We need to say if we will be fundraising or not.
  - d. Who will the annual report be sent to; this will include everyone who would qualify, so that we can also send them an email to make sure they are aware of the scholarship.
- Loaine is checking about the timetable. We would like to advertise in February and have the deadline to apply April 30, with an award before the end of the fiscal year. She will check with Financial Aid to see if this was any problem.
- A draft agreement was sent out to the Scholarship committee (added to the end of this agenda. LV and Colleen Dixon will sign the final agreement and have it sent over to Financial Aid.

Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)

Professional Development committee (APSAC):

United Way Campaign

Strategic Planning Committee

# The Administration and Professional Staff & Dependent Scholarship Fund

The Administrative and Professional Staff & Dependent Scholarship (APSAC) fund was established by the Administrative Staff Council to encourage staff and dependents of Purdue Fort Wayne's administrative and professional employees to take advantage of the outstanding educational opportunities we offer here at the Fort Wayne campus.

## **Scholarship Criteria**

To be eligible to receive an award from these scholarship funds a staff/employee candidate must:

- 1) Be an APSAC member and employed with Purdue Fort Wayne for at least 1 year;
- 2) Be currently enrolled in a degree program (full or part time);
- 3) Maintain at least a 2.5 cumulative GPA
- 4) Be eligible for fee remission under Purdue University guidelines; and
- 5) Complete the online scholarship form available at XXXX, which includes a 500-word description of how the funds will be used

To be eligible to receive an award from these scholarships funds as an employee dependent a candidate must:

- 1) Be the dependent of an APSAC member who has been employed with Purdue Fort Wayne for at least one year;
- 2) Be currently enrolled full time in an undergraduate program;
- 3) Maintain at least a 2.5 cumulative GPA;
- 4) Be eligible for fee remission under Purdue University guidelines; and
- 5) Complete the online scholarship form available at XXXX, which includes a 500-word description of how the funds will be used

This is a one-time award, but you can reapply.

## **Selection Committee and Awarding of Scholarship**

Selection will be made from a list of qualified candidates by a scholarship committee made up of current APSAC members.

Scholarship award and administration will be managed by the Purdue University Fort Wayne Office of Financial Aid in agreement with university policy.

## **Gifts to the Scholarship**

Funding for the scholarship/s will come from xxxxx.

The number of awards may vary from year to year based on available funds in the scholarship account.



The recommended minimum award amount is \$500 per student (\$250 awarded in the Fall and \$250 in the Spring).

An annual report detailing the recipient name, major, and class standing should be sent to xxxx.

The scholarship will continue as long as there is funding available.

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Date

President Administrative Staff Council

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Colleen Dixon

Date

Executive Director of Advancement Services, Purdue University Fort Wayne

C: Financial Aid Office