

COUNCIL MEETING MINUTES

1. Call to order: 1:05 pm
2. Members present: LV McAllister, Regina Gordon, Melinda Haines, Karen Burtnette, Julie Creek, John Kaufeld, James Cashdollar, Kris Frye
Consulting members present: Scott Troemel, Ranada Clark
3. Approval of Previous Month's Minutes: motion to approve: Melinda, Second: James
4. APSAC Consultants Group: no topics brought up to discuss
5. HR Updates: Melissa
Unable to attend.
6. Treasurer's Report: motion to approve: John, Second: Karen
 - Operating

Category 1	Category 3	FY 2019 Annual Plan	FY 2019 Current Period	FY 2019 YTD Revenue/Expense	FY 2019 Annual Plan \$ Variance	FY 2019 % Annual Plan Spent
Revenue	Recurring Original Allocation	(\$1,080.00)	\$0.00	(\$1,080.00)	\$0.00	100.0%
	Recurring Allocations - Total	(\$1,080.00)	\$0.00	(\$1,080.00)	\$0.00	100.0%
	Sales & Services - External	\$0.00	\$0.00	(\$335.26)	\$335.26	
	Sales & Services - Total	\$0.00	\$0.00	(\$335.26)	\$335.26	
	Other Non Operating Revenue	\$0.00	\$0.00	\$0.00	\$0.00	
	Other Non Operating Revenue - Total	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue - Total		(\$1,080.00)	\$0.00	(\$1,415.26)	\$335.26	131.0%
Expenses	Rentals, Repairs & Maintenance	\$174.97	\$0.00	\$0.00	\$174.97	0.0%
	Supplies, Services & Minor Equipment	\$0.00	\$0.00	\$775.59	(\$775.59)	
	Travel & Entertainment	\$600.41	\$0.00	\$644.28	(\$43.87)	107.3%
	Other Expenses	\$304.54	\$0.00	\$0.00	\$304.54	0.0%
	Supplies & Services - Total	\$1,079.92	\$0.00	\$1,419.87	(\$339.95)	131.5%
Expenses - Total		\$1,079.92	\$0.00	\$1,419.87	(\$339.95)	131.5%
Overall - Total (Surplus)/Deficit		(\$0.08)	\$0.00	\$4.61	(\$4.69)	-5,762.5%

FY 2019 - Summary of Available Balance

Prior Year Carryforward		Current Year Surplus/ (Deficit)		Commitment		Available Balance
\$764.60	+	(\$4.61)	-	\$0.00	=	\$759.99

- Events

Category 1	Category 3	FY 2019 Annual Plan	FY 2019 Current Period	FY 2019 YTD Revenue/Expense	FY 2019 Annual Plan \$ Variance	FY 2019 % Annual Plan Spent
Expenses	Supplies, Services & Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
	Supplies & Services - Total	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses - Total		\$0.00	\$0.00	\$0.00	\$0.00	
Overall - Total (Surplus)/Deficit		\$0.00	\$0.00	\$0.00	\$0.00	

FY 2019 - Summary of Available Balance

Prior Year Carryforward		Current Year Surplus/ (Deficit)		Commitment		Available Balance
\$43.58	+	\$0.00	-	\$0.00	=	\$43.58

- Gifts

Category 1	Category 3	FY 2019 Annual Plan	FY 2019 Current Period	FY 2019 YTD Revenue/Expense	FY 2019 Annual Plan \$ Variance	FY 2019 % Annual Plan Spent
Revenue	Sales & Services - External	\$0.00	\$0.00	(\$673.37)	\$673.37	
	Sales & Services - Total	\$0.00	\$0.00	(\$673.37)	\$673.37	
	Gifts	\$0.00	\$0.00	(\$35.00)	\$35.00	
	Gifts - Total	\$0.00	\$0.00	(\$35.00)	\$35.00	
Revenue - Total		\$0.00	\$0.00	(\$708.37)	\$708.37	
Expenses	Supplies, Services & Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
	Supplies & Services - Total	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses - Total		\$0.00	\$0.00	\$0.00	\$0.00	
Overall - Total (Surplus)/Deficit		\$0.00	\$0.00	(\$708.37)	\$708.37	

FY 2019 - Summary of Available Balance

Prior Year Carryforward		Current Year Surplus/ (Deficit)		Commitment		Available Balance
\$1,725.07	+	\$708.37	-	\$0.00	=	\$2,433.44

- APSAC Scholarship

Category 1	Category 3	FY 2019 Annual Plan	FY 2019 Current Period	FY 2019 YTD Revenue/Expense	FY 2019 Annual Plan \$ Variance	FY 2019 % Annual Plan Spent
Expenses	Supplies, Services & Minor Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
	Supplies & Services - Total	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses - Total		\$0.00	\$0.00	\$0.00	\$0.00	
Transfers	Transfers-Other	\$0.00	\$0.00	(\$3,000.00)	\$3,000.00	
	Transfers-Other - Total	\$0.00	\$0.00	(\$3,000.00)	\$3,000.00	
Transfers - Total		\$0.00	\$0.00	(\$3,000.00)	\$3,000.00	
Overall - Total (Surplus)/Deficit		\$0.00	\$0.00	(\$3,000.00)	\$3,000.00	

FY 2019 - Summary of Available Balance

Prior Year Carryforward		Current Year Surplus/ (Deficit)		Commitment		Available Balance
\$535.85	+	\$3,000.00	-	\$0.00	=	\$3,535.85

6. Job Family Structures Update

1. Forum in January. Conversation curtailed due to Kirk's update. 160 positions were appealed; 183 were reviewed. The 23 additional positions reviewed due to potential changes in reporting lines and because a similar job had been appealed. There was some movement in the positions, but there has been no official statement about what was and wasn't approved, other than HR felt compelled to change more than they thought they would, and they had expected more appeals to be submitted.
2. All the appeals should be back to individuals now, and if they did not receive the answer they wanted, supervisors can appeal again. A desk audit can be requested for HR to review a position and determine if it needs to be adjusted.
3. Employees in the OpTech category are still feeling like there aren't good options for them in this new system. Many consider it to be stagnant position with no opportunity for advancement, and many are job hunting.
4. We are consider another forum discussion with HR to discuss some of the issues our constituents are experiencing. We need to compile a list of issues we would like to discuss. A quick blast to constituents asking about what have they experienced in SuccessFactors and what isn't fixed yet would likely be our best option.

7. SuccessFactors and accruing vacation time

1. We are in the middle of performance evaluations. Dimples met with IT last week, and it looks like everything is ready to go. The program seems intuitive, and training meetings are being scheduled.
2. Exempt employees: there appears to be a change in the system on how time is accrued, and how it is taken out. Previously, time came out when PTO was scheduled. In new system, it appears hours are adjusted when taken. This becomes an issue especially for employees at the max vacation time accrued. We need to follow up with HR to be sure and have clarity on the policy.

8. APSAC Communication: Website and newsletter

1. The new APSAC intranet site has been created. We need to schedule training for the members who will need access to the site.
2. Kris requested the creation of a monthly APSAC newsletter template. The plan is this newsletter will be a better vehicle for sending information out to our constituents. No word back on when the template will be completed.

9. Committee Reports

- West Lafayette Representative: Melinda Haines & Regina Gordon
 - They have a new questions section (like our Ask APSAC) and have rebranded. Employees are still having issues with their HSA & FSA cards. There are no reported major issues with SuccessFactors as we have experienced on our campus—we're not sure if that's because of the roles of the WL APSAC members or an actual lack of problems. There was a discussion on whether the APSAC name should it be changed due to the changes from the new Job Family Structure, but they ruled to keep APSAC. Faculty are not included in West Lafayette's APSAC.
- Faculty Senate: John Kaufeld
 - Lot of active discussion about the content professors create. This discussion goes back to the contracts professors sign, which mentioned ownership of Blackboard content—the contracts state Purdue can use the content on Blackboard how they choose. The driving argument for this discussion appears to be a communication issue: the word was that

Purdue Global wanted access to everything posted in Blackboard for use in their classes when, in actuality, they only wanted access to about eight classes. There was also a discussion about SuccessFactors and how it's affecting faculty & staff, and discussions about athletics & Robert's Rules of Order.

- Food Service Committee: Melinda Haines
 - Aramark had good sales in Oct. & Nov, and are experiencing more success with small catering events. They are talking about bringing mobile cart on campus and partnering with a different pizza provider.
- Chancellor's Diversity Council: Julie Creek
 - Met for the first time this year on Friday. The conversation centered on an ongoing issue between African American students & white students in housing, which Krissy Creager is trying to sort out. There was also conversation regarding the feeling that NSO was offensive to students of color, and how students of color feel and are treated here. Nothing was resolved, but a conversation about what type of diversity training the campus will use included the thought that diversity and inclusion needs to start from the top down. All members will be coming back to meet on Wednesday with three schools that handle and encourage diversity well and would be good to reach out to for advice and suggestions.
- University Council: LV McAllister
 - Meeting Friday
- Mastodon Athletic Subcommittee: LV McAllister
 - Circulating doodle for next meeting
- University Resource Policy Committee – Amanda Seilheimer
 - Unable to attend, but URPC has not met, so no updates.
- Campus Traffic Appeals: Karen Burtnette
 - First meeting Wednesday
- University Budget: LV McAllister
 - Composed document of recommendations and have presented it to the Chancellor and Executive staff. They are waiting to schedule a time to discuss the recommendations.
- Budgetary Affairs Subcommittee: Karen Burtnette
 - No meeting yet
- Health Fair: Regina Gordon
 - The Health Fair will be on March 20th. A volunteer sign up will be in Inside PFW this week. Next meeting Monday March 4
- Staff Recognition: Maureen Linvill & James Cashdollar
 - Name officially to Employee Recognition now. They are trying to figuring out how to include the 5-year awards with faculty, as they usually begin awarding at 10 years of service. The Excellence Award recommendation award is now on the website. The plaque is in Kettler and still says IPFW, but has spots for names. A vote was taken to continue using the current plaque until all the spaces are filled or to purchase a new plaque that reflects Purdue

University Fort Wayne. The vote decided we will change the plaque to reflect our new branding.

- Summerfest: Kris Frye
 - First planning meeting is coming up, but co-chairs have met and have ideas for some changes. Will be meeting with Eric May (Aramark) to begin a discussion on food.
- Scholarship committee (APSAC): Maureen Linvill
 - The paperwork was submitted to the development office. It came back with requested edits for clarity, and has been resubmitted.
- Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)
 - Considering fund is to be used for which fundraiser (scholarship vs. professional development). We have to decide if we want to solicit funds through payroll & events, or just one or the other. The scholarship fund currently has \$535. Also checking in to see if Professional Development money can be used to support tech fees in Purdue Global.
 - CSSAC has had issues with fundraising reps so they are making some changes. This year they are considering Yankee Candle, lotion, & Books Are Fun.
 - We're thinking food for fundraisers—Chipotle, Chick Fil A, etc.
- Professional Development committee (APSAC):
- United Way Campaign:
- Strategic Planning Committee:
 - The last group meeting discussed how the campus is oversaturated in information, so they are taking a break from sharing information. Four aspiration teams are actively meeting to come up with universities who are doing things well, so we can discover how they do what they do and try to replicate it. They have a deadline of March 13.

10. Old business to review

- 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"

11. Next meeting will be March 18 in VA 110 from 1:00 – 2:30.
12. Motion to Adjourn: Karen, Second, Julie
13. Meeting Adjourned: 2:58

Committee Assignment Report Pages

West Lafayette Representative: Melinda Haines & Regina Gordon

Faculty Senate: John Kaufeld

Food Service Committee: Melinda Haines

- Catering impact for this current year so far vs last year
 - With the exclusive rights re-instated, Aramark had a positive October/November in sales. Last year for same time period they had a loss.
 - To avoid confusion or misunderstanding on the catering order, it is important that departments using CaterTracs. After we return from break a good time to put a reminder out via goPFW or the address list. Have it on my calendar as a reminder.
 - Had some discussion about recent catering events. Emily shared that the smaller events are wonderful but the larger events have some refining needed. Eric May will address her concerns. He also advised that catering will get priority service. He has, and will, pull staffing from the food services here, Coliseum and other Aramark sites. He has scheduled chefs for special or high visibility catering events.
 - Eric Norman advised that the student events are going well. Students enjoy the variety of foods especially the ethnic food which has garnered high praise.
- Mobile Cart Idea & suggestions for use / location of use
 - Eric May described the couple of mobile carts being designed for use here on campus. He will send us some pictures. We will request reports from Institutional Research to determine which buildings have the most students to best utilize the carts over the summer or prior if needed. He is interested in possible names for the carts. Could be some fun thing for students to come up with.
- Possible discussion on Oath Pizza Program we may be adopting in Walb Café
 - Aramark has partnered with Hungry Howies for a couple of years but the students appear to be getting tired of it. Oath is a branded concept but not in Fort Wayne as yet. Eric reports that the pizzas are very good. If I can understand my notes, I believe they use avocado oil. Don's can do roughly 18-20 pizzas at a time for a large order.
- Eric is considering doing specialty wraps on certain days to have some changes in the menu.

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

Staff Recognition: Maureen Linvill & James Cashdollar

Summerfest: Kris Frye

- The Summerfest planning committee met on 1/29. Emily Venderley and I have been named as co-chairs of the event. A poll was sent out to determine the theme, and the top two choices were Space and Farm. Tanner Clarke sent us last year's Budget, the timeline, and a report of the comments given on last year's event.
- Will be meeting with Emily this week to begin working out our timeline and looking at specific dates for action items.

Excellence Award (during Staff Recognition Luncheon): Peg Speshyock

Scholarship committee (APSAC): Maureen Linvill

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

Professional Development committee (APSAC):

United Way Campaign

Strategic Planning Committee