

March 18, 2019 1:00-2:30PM – VA 110

COUNCIL MEETING MINUTES

1. Members Present: LV McAllister, Julie Creek, Melinda Haines, Maureen Linvill, Sharon Wight, Melissa Helmsing, James Cashdollar, Amanda Seilheimer, Kristine Frye
Consulting members present: Christina Egbert, Ranada Clark, Steve George
2. Call to order: 1:03
3. Approval of Previous Month's Minutes: Motion to approve: Julie, second: Melinda
4. APSAC Consultants Group: nothing to report.
5. HR Updates: Melissa
 - Training groups are being created to go over how to create new positions in SuccessFactors. Dimples is having performance management meetings where employees can go and work through the process while staff is present and available to help. If anyone needs assistance with recruitment, Melissa and Teresa can meet with them one on one. Christine Marcuccilli is taking nominations for the Advisory Committee on Equity (group that reviews harassment charges on campus). Due to the level of responsibility and the type of information it has access to, they want to review and vet who anyone on the committee. Joining the committee will require training—which happens in West Lafayette in May, and the meetings are hours at a time. It is an annual commitment, but some may serve longer. The classification of the complainant determines the representation of campus constituents who review the case. Usually one faculty member and one staff member with the same classification as the person with the complaint are present.
 - Questions: Has there been further discussion on vacation banking (giving vacation time to others)? In the WL APSAC meeting it's been hard to tell if it can be done. Vanessa's initial thought was having a vacation bank for others to use your excess vacation time is not something that could happen easily. However, banding together with WL would be the best way to move along—Melissa recommends we join with WL to make the push for this option.
 - Question: PFW campus folks are asking about the process for further appeals in the new Job Family Structure. Melissa will check with Kirk to find out. It is possible to do a desk audit, where Kirk will talk to you and ask questions to determine if the job category needs to change. Many employees at PNW didn't hear they could appeal, so very few did it. As far as Melissa has heard, there isn't another round of appeals scheduled, but she will check with Kirk. We would also like her to ask about, when the appeal is requested and approved, what exactly happens? Is there a new job description crafted?
6. Treasurer's Report: Peg
Unable to attend
7. Job Family Structures Update: LV
 - Working to set up the next APSAC forum with Kirk and Cynthia, but there is a scheduling conflict with the Chancellor & Dr. Wesse. The focus of this forum is a final update on the process. While Kirk & Pooja

have had one on one conversations with individuals as part of the appeal process, the goal of this process was to look at positions all across the structure and determine the appropriate alignment. However, appeals are still possible.

- We are also addressing SuccessFactors implementation at focus groups. We are constantly finding individuals having trouble with SF from a process/functionality standpoint. LV wants to make sure connections between the appropriate individuals are happening so issues can be addressed, and to sort out technical issues from governance issues.
- Performance evaluations: There is a lot of helpful documentation available, but we aren't sure everyone knows it available. The recommendation is that, instead of only looking at activities and opportunities for your current position, employees can also look for activities for the next level up to help grow professionally.

8. Purdue's "Appreciation Payment"

WL was given additional money for their performance and meeting goals. Many employees on our campus felt like it was a slap in the face—if we're a system, why don't we act like it? Is this a case of unnecessary communication—do we know too much? But how would the situation have looked if the money was given but no one outside of WL was told? The result of our discussion was that we need to look at these kinds of situations as incentives: when we generate that increased income and hit our goals, then we can receive additional money. A cultural shift needs to happen.

9. Committee Reports

- West Lafayette Representative: Melinda Haines & Regina Gordon
 - More employees are enrolling in Purdue Global—we have several dozen. There is an ongoing issue with tech fees not being reimbursed, which is a burden for some. WL APSAC is also talking about ways to offset that money because the university isn't likely to eliminate these fees.
 - The transfer of funds from PayFlex (our old HAS provider) to HSA Bank (our new provider) should be complete now.
 - There are still questions about when salary ranges will be announced, but no dates have been given.
- Faculty Senate: LV
 - No report; LV taking on committee from John.
- Food Service Committee: Melinda Haines
 - No meeting
- Chancellor's Diversity Council: Julie Creek
 - Met on Friday. Ranada & Amanda there. They are working on a new idea of untraditional door decorations—calling attention to employees who took non-traditional paths to a Bachelor's degree, with the intent of helping students see others who were in the same situation they are.

- The council is also working on a textbook reserve program, with the goal of having all the General Education course textbooks in the library and available on reserve for students to check out for 2 hours. The goal is for faculty to ask for the extra copies. They looked in to digital textbooks, but they were problematic.
- Diversity Council & Upper management completed an IDI to learn their biases. Ken Christman is going to encourage upper management to complete the assessment because, if they don't complete it, it doesn't make sense for anyone else; this needs to be a top-down initiative. We did a Campus Climate Survey a few years ago, but would like to do another one. The last one was done under Chancellor Carwein and the results not shared.
- University Council: LV McAllister
 - Lack of topics so the meeting was canceled
- Mastodon Athletic Subcommittee: LV McAllister
 - The consideration for athletes and their class work while traveling was discussed, and how we can make similar allowances for students traveling to conferences. LV reached out to Kasey Price to have a conversation about how allowances are academic travel.
- University Resource Policy Committee – Amanda Seilheimer
 - Not met—meeting next week
- Campus Traffic Appeals: Karen Burtnette
 - Absent
- University Budget: LV McAllister
 - Steve George gave the update: Everything has been finalized from our campus and is now being reviewed in WL, and the numbers have been given to Financial Planning & Analysis to ensure we're in line with projections. Next the proposed budget goes to the treasurer, and then to Board of Trustees for approval on April 25. In a meeting with the state legislature, we will also be asking for \$2 million for programs and \$10 million for maintenance. Purdue WL lobbied with the state legislature and mentioned PFW specifically; in his speech, Mitch Daniels had many good things to say about PFW.
- Budgetary Affairs Subcommittee: Karen Burtnette
 - Absent
- Health Fair: Regina Gordon
 - It's on March 20! Volunteers are needed!
- Employee Recognition & Excellence Award: Maureen Linvill & James Cashdollar
 - The event is on April 24 from 11:30 – 1:00 in the International Ballroom. Invites will be sent out this week.
 - A subcommittee to decide on the award winner was created. We received 7 nominations. We need to figure out how to include guests of winners now that it's not a luncheon (APSAC used to pay for one guest). The new plaque for the award has been ordered for the staff & faculty lounge.
- Summerfest: Kris Frye

- It's in progress. There are a lot of strong feelings about what should be included in Summerfest but not a lot of people willing to assist with the work. The last meeting felt very tense.
- We voted keep the theme just Summerfest—nothing additional—and focus on summer fun. We're planning for much simpler foods this time than in years past, which should also keep the costs down. We're also looking in to having one or two additional vendors available if people would like to purchase their own treats during the outdoor activities. Since the t-shirts are a primary money-maker for the event, we're hoping to see if we can incentivize purchasing them by doing something like offering additional raffle tickets to people who purchase a shirt in advance and also on the day of. We also want to make changes in some of the activities, though that was met with some significant resistance.
- Scholarship committee (APSAC): Maureen Linvill
 - Paperwork back from advancement last week, and we're waiting to receive approval for our deadline and award dates.
- Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)
 - Advancement will create a cheat sheet for scheduling automatic donations in SuccessFactors. If we don't get many people contributing, however, it will roll off the list as an option—there are a limited number of options available.
 - Looking at restaurant fundraisers. Chipotle & Chick-fil-a. Chick-fil-a is on a fundraising hiatus until later in the year. We can only do one location at a time, and only on Mondays or Tuesdays. Purchases have to be made inside (no drive-through), and we have to have someone in the store with a display. We would receive 15% of all sales during the event.
 - Chipotle. You receive 30% of the sales as long as you have more than \$300 in sales. Purchases must be made in the store—online & app orders don't apply. The fundraiser also can't be during lunch; it must be from 4 - 8 or 5 - 9. They provide all the necessary promotional material, and catering and burritos by the box—if picked up during the fundraiser—count toward the sales.
 - Also checking with Eric/ARAMARK and Culver's.
- Professional Development committee (APSAC):
No report.
- United Way Campaign:
No report.
- Strategic Planning Committee: LV
 - To the aspirations stage. Documents from the first meeting will be released shortly. There was an all-campus forum last week. No one was immediately unhappy with the info on conceptual level, however several people said the forums didn't seem like a safe venue to give potentially negative feedback on that type of document with the Chancellor & Vice Chancellors present. Jeff Malanson wants to come and speak APSAC & CSSAC.

9. 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”

10. John no longer continuing. How do we move forward? LV sending out an email to determine how to replace him.

11. Next meeting will be April 15 in the library's IDEASpace from 1:00 – 2:30.

12. Motion to Adjourn: Julie, second Kris

13. Meeting Adjourned 2:25

Upcoming Events:

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

Staff Recognition: Maureen Linvill & James Cashdollar

Summerfest: Kris Frye

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