

Monday, April 15, 2019 1:00-2:30PM – Helmke Library IDEAspace

COUNCIL MEETING MINUTES

Members present: Regina Gordon, Maureen Linvill, Melinda Haines, Sharon Wight, Melissa Helmsing, James Cashdollar, Julie Creek, Karen Burtnette, LV McAllister, Amanda Seilheimer, Kristine Frye

Consulting members present: Ranada Clark

1. Call to order: 1:05
2. Approval of Previous Month's Minutes: Karen, Regina second, all in favor.
3. APSAC Consultants Group: nothing to discuss
4. Presentation on Strategic Plan Draft: Jeff Malanson
 - Presentation. Feedback window closes Friday at noon. On April 30, the finalized plan will be shared with campus. In Fall, prioritization begins.
 - Questions: Have you been getting a lot of feedback all along? About 130-150 people have given feedback, and 30 surveys were completed. Anticipation of more this week. Most has been positive and believe we're moving in the right direction. All feedback is put into the report and shared. Generally speaking, feedback hasn't been disagreeing with the concepts of the proposed plan, but with the language and plausibility of the ideas, and the feedback hasn't varied much, no matter their role at the university.
 - Accountability: A call is going out for a Director of Strategic Plan position to usher in the implementation process. The position will go to a current faculty member—a faculty member because faculty listens to faculty. Fall will focus on the prioritization process and unit alignment plan, as well as what is the campus currently doing, and what else can we do. Accountability to the new strategic plan should also be part of the annual review process and include building appropriate expectations.
5. HR Updates: Melissa
 - Job Family Structures Update: Reached out to Kirk for answers from last meeting, but have not heard back.
 - LV wants a monthly forum with APSAC and HR.
 - Question: I thought I completed my annual review, but I received an email that I needed to enter a development plan. What's that?

To complete your annual review, you must enter developmental goals. To do that, log in to SuccessFactors, click the home button, and choose Development from the list. What you enter here aren't traditional goals. Rather, think about all the things you've done to develop yourself over the year—conferences, seminars, training, etc.—and enter those things. Supervisors aren't able to see these unless they are in your profile. If you have additional questions, definitely check in with Dimples.

- If there are questions about: recruiting: Melissa or Theresa Goodwin; Success Factors: Vanessa Mettler; Performance management: Dimples & Amy Jagger; Job Family Structure: Kirk Toliver & Pooja Singh

6. Treasurer's Report: Peg

- Operating: \$759.99
- Events: 43.58
- Gifts: 2443.44
- APSAC Scholarship: 3535.85
- Discretionary: 1 regular contributor; \$1962.80

7. Plan for replacement of APSAC Vice President/President Elect position

- John Kaufeld resigned his position as APCAS Vice President/President Elect due to increased demands of his current position. LV initiated an email discussion on how APSAC moves forward without this key position, and called a meeting of the APSAC Executive Team to discuss what we want to do. Julie Creek was next in line per the elections held last year, and she is interested in taking on the position. The Executive Team's recommendation is to have Julie serve as Vice President/President Elect for a year under LV to learn the position, and then she would take over as President after. This would have LV serving one more year as president, and he sees the benefit and is willing to do it.
- Melinda made a motion that LV completes an additional year as APSAC President with Julie Creek as Vice President/President Elect, after which Julie Creek becomes President for her full term beginning in the 2020 - 2021 year. Karen and Regina second the motion.
- Vote was taken in which Julie abstained; motion approved unanimously.

8. Committee Reports

- West Lafayette Representative: Melinda Haines & Regina Gordon
Meeting held last week. Bill Bell talked about Human Capital Management & Job Family Structure process as Purdue is still looking at how this moves forward. WL is also unhappy with this project, and they have received negative feedback about SF, so it's not just our campus having difficulties. WL is also currently completing pay band and outlier reviews, so those

conversations with supervisors going on now. Pay bands will be published before any merit raises are given out, but you would receive any merit raises before the pay bands go into effect. Morale is very low on WL's campus, so they are planning a climate survey to get feedback; a staff engagement survey is planned for 4th quarter of 2020.

- Faculty Senate: LV McAllister
Working to change the language and policies/guiding principles on promotions & sabbatical leaves to improve clarity. Kudos were given to the chancellor for his presence on campus. Spoke about JFS/HCM process, though it started out rough, we did much better than other PU campuses. A raised garden is planned for the extension area, which Julia Smith will spearhead.
- Food Service Committee: Melinda Haines
Regina attended on Melinda's behalf. Einstein Bagels is coming in this week to talk about opening a location on campus. Questions were raised about vending in the Brown Mackie building. We're running into a lack of vendors willing to come to our campus because we don't have a mandatory meal plan. Aramark reported a \$8,700 loss, which is low compared to last year. Eric said they have depreciation they're paying back over the next 10 years.
- Chancellor's Diversity Council: Julie Creek
Will meet on Friday
- University Council: LV McAllister
No meeting
- Mastodon Athletic Subcommittee: LV McAllister
No meeting
- University Resource Policy Committee: Amanda Seilheimer
No meeting
- Campus Traffic Appeals: Karen Burtnette
15 appeals, all but one upheld
- University Budget: LV McAllister
No meeting
- Budgetary Affairs Subcommittee: Karen Burtnette
No meeting
- Health Fair: Regina Gordon
The fair went fine; Regina wasn't able to be there due to her health. The committee is planning to have a debriefing tomorrow.

- Employee Recognition & Excellence Award: Maureen Linvill & James Cashdollar
Deadline for the event is the 17th at 5 pm. The committee is planning to surprise the winner tomorrow at 2, with the Chancellor & the winner's supervisor. There is a fear that sign-ups may be down because there's no need to pay this year.
- Summerfest: Kris Frye
Have not met. Planning to call a meeting in early May.
- Scholarship committee (APSAC): Maureen Linvill
Advertising has gone out. Received 2 complete submissions as of late last week, along with lots of incomplete submissions. Sending out emails to dependents of staff members to encourage people to apply.
- Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)
Potential for payroll deduction—advancement is putting together a guide for signing up, but there are lots of changes happening. Laurel Albertson is working on marketing for the sack lunch campaign. Advertising will go out in inside PFW and direct email. If we have swag for the bags, that will be added for more value. Eric (Aramark) has been great to work with. Will need help distributing, about a 2-hour (ish) commitment. May look into using golf carts for that. Lunches will be delivered May 16. We weren't allowed to promote anything until after the Purdue Day of Giving, so that limited what we were able to do, but we can plan for another in September. The lunches will cost \$10.99 and will offer 5 options for food, including vegetarian options. We will use Marketplace for the orders, which will allow people to pay online rather than taking money to Bursar. We will get a flat rate in return: Aramark is charging \$8 plus tax for each meal, so we get the difference at approximately \$2.30 per lunch.
- Professional Development committee (APSAC):
No report.
- Strategic Planning Committee: LV McAllister
Heard from Jeff in the meeting today, so no additional report.

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. Next meeting will be May 20 in KT G06 (HR Training Room) from 1:00 – 2:30.

11. Motion to Adjourn: Julie, Karen second

12. Meeting Adjourned 2:24