

APSAC

Administrative/Professional Staff Advisory Council

Monday, May 22nd from 1:00-2:30pm in LA 160

In attendance: Alison Rynearson, Allyson Schreiber, Bruce Arnold, Cassandra Bracht, James Velez, Kim Myers, Shawn Peterson, Steve George, Dimples Smith

Guests: Regina Gordon, Kathryn Hopkins, Bart Tyner

Absent: Kara Papaik, Kayla Klimasko, LV McAllister

1. The meeting was called to order by Cassandra at 1:00 p.m. Minutes from previous meeting approved.
2. Kathryn Hopkins & Bart Tyner presented on the web redesign project, which will feature building blocks for brand and institutional consistency. Updates on the project and progress can be found at: IPFW.edu/website-modernization. Implementation will include collecting content and copy fall 2017; phase I launches July 1; the team will starting training this summer and all publishers will have to go through training. No new sites will be created after July 1 until implementation of the new site. Updates to current sites can be made.
3. Dimples provided HR Updates as the institution works on building a culture of recognition: RAVE supervisor toolkit has been released--three tiered on point program with RIPPLES, RAVE and BRAVO (Purdue program that includes university wide recognition with monetary rewards)--informational sessions for toolkits
4. W.L. Report, Steve & Shawn: University Senate had an emergency meeting following the Kaplan announcement, during which President Daniels announced that Kaplan will be an independent non-profit, public institution and a third kind of Purdue university. President Daniels distinguished between Kaplan University, which is different than Kaplan Higher Ed.
5. Treasure's Report, Allyson: We awarded the APSAC award last month and paid for the honoree's meal. The Treasurer's Report was approved and is attached.
6. APSAC Business: Committee Assignments:
 - a. Food Service—LV no report
 - b. Diversity Council—Kim no meeting
 - c. University Council—Cassandra
 - i. Met April 20th and continued discussion regarding realignment. Discussion about campus construction. Will add four rooms for nursing mothers. Stairwell and classroom upgrades continuing. Continue with use of IPFW materials until further notice with rebranding.
 - d. SCOA-(Athletics)-Kayla no report

- e. URPC—Shawn—no report
- f. Campus Traffic Appeals—Allyson
 - i. Two appeals, both were upheld.
- g. University Budget—Cassandra
 - i. The committee discussed the possibility of parking fees for faculty and staff outside of the A spaces, as students currently pay a fee to park in general parking.
- h. Campus Calendar—LV no report
- i. Homecoming—James
 - i. Feedback from students resulted in a list of themes--committee will be convened once the date and theme are decided on.
- j. Health Fair--Bruce
 - i. Assessing the health fair and there will be changes in signage and marketing forthcoming. The committee is on hold until fall.
- k. Staff Recognition—Alison and Kara—The luncheon was held.
- l. Excellence Award—Kara—The Excellence Award was awarded to Stephanie Steel.

7. Other Business:

- a. West Lafayette APSAC visits IPFW (July 12th)
There will be a library tour. Arrival at 10:30, leave at 2:30.
- b. SummerFest Updates
Working on logo approval, theme will be Dons Around the World, Salsa Grille for the food, spa, events, trivia via Kahoot
- c. Working Conditions/Guidelines for closing
There are guidelines in place that follow OSHA guidelines--look for the link from Dimples and add the link to the minutes. We will reach out to Greg Justice and Stephanie Steele, CSAAC and IPSGA work on a response plan.
- d. Transition Meeting (June 19th)
 - a. Welcome LV = President Elect, Julie Creek = At-Large, Karen Burtnette = At-Large & Amanda Seilheimer = At-Large
NEED: WL rep, parliamentarian, Alison will remain past president
Steering committee list will be updated

Next meeting: Monday, June 19th (Transition Meeting) 1:00 – 2:30pm HR Training Room

Upcoming Events: APSAC visits IPFW July 12th, SummerFest July 19th