

Monday, February 15, 2021 1:30-3:00PM – Zoom meeting

COUNCIL MEETING MINUTES

Members present: Doug Hess, Crystal Milton, Vanessa Mettler, Roberta Shadle, Christina Egbert, Renan Reilly, Courtney Sullivan, Ranada Clark

Couldn't attend: Kristine Frye, Karla Yauchler, Regina Gordon

HR Representative: Melissa Helmsing (absent)

Consulting group members:

Call to order: 1:35 pm

1. Approval of Previous Month's Minutes: approve by email
2. APSAC Consultants Group: none
3. HR Updates: No updates at this time from Melissa
 - 3.1. A reminder that if you have an employee that is resigning, please let us know as soon as possible and send the resignation letter. We need this information in order to process the separation and any payouts, and to ensure we can connect with the employee for an exit interview. You can reach out the Melissa or payroll.
 - 3.2. The attachment has been provided by Dimples as a reminder of the performance evaluation process and timeline.
 - 3.3. HR will be sending the employee recognition gift catalogs and certificates after July 1. There are no plans for a program at this time
4. Treasurer's Report: Christina
 - 4.1. No major changes from last month to this.
 - 4.2. Books will come out of PD account next month
 - 4.3. Vanessa motioned, Bobbi seconded
5. New Business:
 - 5.1. New Member Information Committee
 - 5.1.1. Dr. Hammonds to attend March meeting
 - 5.1.2. APSAC Secondary Logo: Number 1 was the winner

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5.1.3. New 6x9 postcard:



Please send suggestions to him for edits (Kris is sending the proofs by email so everyone can see them and respond). If the information is generic enough, it was suggested to have a larger number printed so the price per item drops and we can have them available for longer. We also felt they could be sent out once a month, and the committee can decide beginning, middle, or end of the month for timing. They could be sent through campus mail at no cost to us.

5.1.4. We would like Renan to add the committee to the list on the website. Photos of each member of the council are available through the university's photo vault online, or there are copies of web portraits on the APSAC O drive.

6. Committee Reports

6.1. APSAC Fundraising Committee: Karla Yauchler

6.1.1. Renan recently agreed to join the fundraising committee and we will be collaborating to come up with some reoccurring online sales to raise funds for APSAC. We are hoping to work with PFW employees and alumni who own businesses to help promote them while raising funds for APSAC.

6.1.2. The committee would still benefit from having at least one other committee member to help come up with ideas and execute them. I've approached several people in hopes of creating a team for fundraising.

6.1.3. If other APSAC members could help to refer employees and/or alumni who own businesses, that would be great.

6.2. APSAC Professional Development Committee: Regina Gordon, Crystal Milton, Kris Frye:

6.2.1. Books have been purchased with workbooks. Meetings are scheduled.

6.2.2. Link to be added for PD committee.

6.3. APSAC Scholarship Committee: Kris Frye, Bobbi Shadle

6.3.1. Holding pattern due to funds

6.4. Budgetary Affairs Subcommittee: Crystal Milton

6.4.1. Nothing to report

6.5. Campus Master Plan (APSAC/CSSAC Presidents): Doug Hess

6.5.1. CSSAC and APSAC working with others on campus regarding succession plan; still ongoing. Completed by committee but in process of going to cabinet and Chancellor for review.

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- 6.6. Campus Traffic Appeals: Bobbi Shadle
 - 6.6.1. Nothing to report
 - 6.6.2. Doug has spoken with Dr. Creager, and plan to talk later this week to hopefully get further information.
 - 6.7. Chancellor's Diversity Council: Ranada Clark
 - 6.7.1. Dr. Hammonds has combined two groups
 - 6.7.2. First meeting is being scheduled as we speak; should be in the next couple of weeks.
 - 6.7.3. Told to continue doing the work they've been doing
 - 6.7.4. Put together a Fort Wayne United Front team – helping communities to have conversations about race, equity and inclusions.
 - 6.7.4.1. As a collective group, quarterly team meetings, first will be in April.
 - 6.7.5. Ranada has agenda for meeting coming up.
 - 6.8. Employee Recognition and Excellence Award: Courtney Sullivan and Karla Yauchler
 - 6.8.1. Touched base with Melissa; timing recognition with what HR is doing July 1.
 - 6.9. Faculty Senate: Doug Hess (until President Elect is appointed)
 - 6.10. Food Service Committee: Vanessa Mettler
 - 6.10.1. Struggling due to COVID – not as many people on campus.
 - 6.10.2. Discussed ways to help with communication
 - 6.10.2.1. Provided avenues such as Inside PFW
 - 6.10.2.2. Using Twitter and Instagram
 - 6.10.3. Gave them their metrics that we want them to use for success
 - 6.10.4. Very much struggling
 - 6.11. Well-being Team: Christina Egbert
 - 6.11.1. Meeting was last week on Feb 10; Christina had to miss due to being out
 - 6.11.2. Well-being event is scheduled for March 24
 - 6.11.3. Another meeting upcoming next week
 - 6.12. Mastodon Athletic Subcommittee: Doug Hess
 - 6.12.1. Nothing to report
 - 6.13. Strategic Planning Committee: Doug Hess
 - 6.13.1. Nothing to report
 - 6.14. Summerfest: Deferred
 - 6.15. University Budget: Doug Hess
 - 6.15.1. Just received something from the Chair regarding the budget today.
 - 6.15.2. Hoping to have more email conversation rather than meeting virtually
 - 6.16. University Council: Doug Hess
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6.16.1. Nothing to report; generally a quarterly meeting

6.17. University Resource Policy Committee: Sharon Wight

6.17.1. Nothing to report

6.18. West Lafayette Representative: Regina Gordon, Vanessa Mettler

6.18.1. Deferred for now – need to reach out to Regina

6.19. PFW Prepared Committee: Doug Hess

6.19.1. Nothing to report

7. Old business: none

8. Motion to Adjourn: Ranada, Christina seconded.

Meeting Adjourned: 2:09

Next meeting will be:



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Committee Assignment Report Pages