

Monday, September 21, 2020 1:00-2:30PM – Virtual WebEx meeting

COUNCIL MEETING MINUTES

Members present: Doug Hess, Vanessa Mettler, Roberta Shadle, Kristine Frye, Renan Reilly, Christina Egbert, Regina Gordon, Karla Yauchler, Sharon Wight, Courtney Sullivan, Gabby Blust,

Couldn't attend: Ranada Clark; Crystal Milton

HR Representative: Melissa Helmsing

Consulting group members: Larry Temenoff

Call to order: 1:02

1. Approval of Previous Month's Minutes: Motion by Kris, second Karla, Ayes have it.
 2. APSAC Consultants Group:
 3. HR Updates: Melissa
 - 3.1. Benefits: all meetings and info sessions will be virtual this year
 - 3.2. COVID: Did create self reporting form for employees; also a docusign form. Wanted to be able to assure confidence and confidentiality before releasing. Only reporting out numbers.
 - 3.2.1. Student employees- rather double cover than have someone slip
 - 3.2.2. Do we report each time? –
 - 3.3. Plan to use same process as for Fall given work from home status
 - 3.3.1. Leaning toward: If you have an agreed upon plan or feel like you need the additional support
 - 3.3.1.1. If you and supervisor are still good with current plan, you can keep doing what you're doing
 - 3.3.2. Anyone who wants to go through it, they still can
 - 3.4. Preparing for affirmative action plan at Purdue WL
 4. Treasurer's Report: Christina;
 - 4.1. Foundation reimbursement came through.
 - 4.2. Check with Bursared, 2 transactions with 6 total scholarships. Payroll contribution, no other additions. Sharon motion, Kris second
 5. New Business:
 - 5.1. APSAC Logos designed by Renan with Doug's help
 - 5.1.1. Renan has worked on a less formal co-brand and worked with a marketing individual to develop something less formal.
 - 5.2. Sharon has requested that everyone get added to APSAC O Drive
 6. Committee Reports
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- 6.1. APSAC Fundraising Committee: Karla Yauchler – No updates; focusing on pushing payroll deduction
- 6.2. APSAC Professional Development Committee: Regina Gordon, Crystal Milton, Kris Frye:
 - 6.2.1. Ideas:
 - 6.2.1.1. Looked into how to provide stipends to APSAC members, especially now that funds have been swept
 - 6.2.1.2. Modeling application for funds off of scholarship fund forms with ask, what they're attending, and how much funding. \$150 ask/time. Approve or deny based on specific criteria. Spoke with Christina about this as well.
 - 6.2.1.3. Looking at it being reimbursement OR provide direct pay to expenses. Will depend on what is best for the business offices.
 - 6.2.1.4. Vice Provost MAPSAC WL did a diversity and inclusion workshop; would want to invite in CSSAC as well. Talked about contacting Dr. John Gates to see if he could come to campus or suggest someone we could bring in.
 - 6.2.1.4.1. Webinar
 - 6.2.1.4.2. Want to look into timeframe.
- 6.3. APSAC Scholarship Committee: Kris Frye, Bobbi Shadle (contingent on Traffic Appeals)
 - 6.3.1. Kris and Bobbi have spoken
 - 6.3.2. Maureen has been leading it for the last two years; in a holding pattern at a moment as the scholarships have been awarded. Will spend Fall to look at Scholarship application again and relaunch in Spring.
- 6.4. Budgetary Affairs Subcommittee: Crystal Milton (not attending)
- 6.5. Campus Master Plan (APSAC/CSSAC Presidents): Doug Hess
 - 6.5.1. Doug to be on long Master Plan related meeting September 22.
- 6.6. Campus Traffic Appeals: Bobbi Shadle (If APSAC has a voice); still finding out about voice
- 6.7. Chancellor's Diversity Council: Ranada Clark; no update
- 6.8. Employee Recognition and Excellence Award: Courtney Sullivan and Karla Yauchler
 - 6.8.1. Courtney met with Maureen to go over the timeline for the award:
 - 6.8.1.1. -November: Meet with Melissa, CSAC, & Special Events
 - 6.8.1.2. -February: Send out Qualtrics form through insidePFW and allow 3-4 weeks for nominations. Extend an extra week to get more nominations.
 - 6.8.1.3. -March: Have a winner and get plaque made.
 - 6.8.1.4. -April: Surprise winner a week before ceremony. Send winner info to payroll to receive prize. Invite all of campus to ceremony.
 - 6.8.2. A couple of questions we still have are:
 - 6.8.2.1. -Are there plans to still have a ceremony spring 2021?

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- 6.8.2.2. -Who generally votes on a winner? Is there a group of consultants or committee members that typically do this?
 - 6.8.2.2.1. Maureen had put together nominees for awards and that group decided on who was awarded
 - 6.8.2.2.2. Maureen had reached out to APSAC consultants group last year.
 - 6.9. Faculty Senate: Doug Hess (until President Elect is appointed)
 - 6.9.1. Resolution to reporting COVID 19 statistics
 - 6.9.1.1. Determined that people would likely not feel anymore comfortable with what we currently have
 - 6.9.1.2. Commended dashboard
 - 6.9.2. Moved withdraw date to 3rd Friday prior
 - 6.10. Food Service Committee: Vanessa Mettler
 - 6.10.1. No committee meeting yet
 - 6.10.2. Partially due to leaving to Steve George; Pam Thompson head of that committee; waiting for Allison to get caught up.
 - 6.11. Well-being Team: Christina Egbert
 - 6.11.1. Reached out to Eric Manor; Health Fair tentatively scheduled for March 24.
 - 6.12. Mastodon Athletic Subcommittee: Doug Hess; no reports
 - 6.13. Strategic Planning Committee: Doug Hess; no reports
 - 6.14. Summerfest: Deferred; no reports
 - 6.15. University Budget: Doug Hess; no reports
 - 6.16. University Council: Doug Hess; no reports
 - 6.17. University Resource Policy Committee: Sharon Wight
 - 6.17.1. Elected Committee Chair – Gordon Schmidt to remain
 - 6.17.2. Need members from Senate ranks
 - 6.17.2.1. Long discussion on voting members and voting structure
 - 6.17.2.2. URPC APSAC and CSSAC members are both voting
 - 6.17.3. Committees
 - 6.17.3.1. Will be doing further work to engage committees attached to URPC
 - 6.17.4. COVID19 Impact on Resources and Purview of Committee (see longer notes in APSAC O Drive)
 - 6.17.4.1. Not as bad as expected – will get some more reimbursed by CARES act
 - 6.17.4.2. Will have longer meeting with Jeff Malanson invited
 - 6.17.4.3. Biggest issue related to COVID – classroom cleaning supplies keep disappearing.
 - 6.17.5. Greg Justice sent over Master Plan documents – will put in APSAC O Drive
 - 6.18. West Lafayette Representative: Regina Gordon, Vanessa Mettler
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6.18.1. See Benefit Updates PDF in O Drive/Attached

6.18.1.1. October 28-November 10

6.18.2. Data related to COVID-19 response at the WL campus.

6.18.3. Discussed staff memorial

6.18.3.1. Do we have one of these?

6.18.3.2. Card service/something sent to family.

6.18.3.3. Melissa- there is a plaque, believed on first floor of KT, last time we had someone who was currently employed who passed Melissa remembers a nameplate being ordered.

6.18.3.4. There is a place where a department can request cards through HR that can be sent to families.

6.18.3.5. PFW HR page – under Employee Relations Tab, subtab for bereavement outreach.

6.19. PFW Prepared Committee: LV staying on

7. Old business:

8. Motion to Adjourn: Kris, Vanessa

Meeting Adjourned: 2:06 PM

Next meeting will be:



Administrative and Professional
Staff Advisory Council (APSAC)

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Committee Assignment Report Pages