

Monday, January 09, 2023 1:30-3PM – TEAMS Meeting

COUNCIL MEETING AGENDA

Call to order: The APSAC meeting was held on January 9th via TEAMS and began at 1:30 p.m. and was presided over by Laura Zeigler -President and serving as Secretary for this meeting as Alex was unable to attend the entire meeting.

Laura called meeting. Kris second calling meeting together.

APSAC Committee Members 2022-2023: Christina Egbert, Regina Gordon, Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Sable Eldridge, Kristine Frye, Laura Zeigler, Melissa Helmsing

Members present: Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Kristine Frye, Laura Zeigler, Melissa Helmsing

Members not present: Christina Egbert, Regina Gordon, Sable Eldridge

HR Representative: Melissa Helmsing

1. Approval of Previous Month's Minutes
 - 1.1. Motion to update to minutes as Laura was not documented as being present.
 - 1.2. Kris approved. Polly seconded approving the minutes with the update that Laura was in attendance.
 2. Committee Member Update
 - 2.1. Laura advised the committee that Marcus Tulley resigned from his position.
 3. HR Updates: Melissa
 - 3.1. Ken Christmon requested Melissa to remind APSAC committee that the Ombudsman Office continues to reach out to and is available for all professional staff and management.
 - 3.1.1. He offers coaching to mentoring for all university staff.
 - 3.2. Associate Vice Chancellor, Cynthia Springer has left the university.
 - 3.3. There is an active search for her replacement and Melissa currently serving as Interim.
 4. Treasurer's Report: David
 - 4.1. PD Budget: \$2203.82
 - 4.2. Operating: \$727.00
 - 4.2.1. No carry forward; Discussion with Glen necessary if desired for APSAC future use.
 - 4.3. Foundation: \$2,790.45
 - 4.4. APSAC Scholarship: \$0.0
 - 4.5. Total funding: \$4,994.27
 5. Old business:
 - 5.1. APSAC Fundraising/Marketing Committee -discuss if/how to advance fundraising for 2022-23.
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- 5.2. Committee Assignments -make final decisions on who will represent APSAC
6. Committee Reports/Assignment discussion - Those highlighted in black are first choice interests as shared by committee member during last meeting or via Qualtrics survey. All others names also share an interest in serving on the committee listed.

Committee Assignments

- 6.1. APSAC Professional Development Committee: Polly, Roy
- 6.2. APSAC Scholarship Committee: Laura
- 6.3. APSAC Technology Team: Website Updates/Maintenance & LISTSERV: Laura, Alex, Nicole
- 6.4. APSAC Elections Committee: Laura,
- 6.5. *APSAC Fundraising/Marketing Committee: pending 2023-2024 academic year*
- 6.6. Campus Master Plan (APSAC/CSSAC Presidents): Laura, Kris
- 6.7. Chancellor's Diversity Council: Nicole, Dave
- 6.8. Employee Recognition and Excellence Award: Karen, Dave, Roy
- 6.8.1. Summer Activity.
- 6.9. APSAC Affiliate Member to the Fort Wayne Senate: Nicole
- 6.10. Fort Wayne Senate: Budgetary Affairs Subcommittee: Polly
- 6.11. Fort Wayne Senate: Mastodon Athletic Subcommittee: Karen, Roy
- 6.12. Fort Wayne Senate: University Resource Policy Committee: Laura
- 6.13. Food Service Committee: Sable
- 6.14. Well-being Team: Roy, Dave
- 6.15. Strategic Planning Committee: Kris
- 6.16. Summerfest: Redesigned -Laura
- 6.16.1.1. Laura contact Kim Wagner to learn how Summerfest is being redesigned.
- 6.17. Employee Recognition Event Planning Committee: Melissa, OPEN to new members
- 6.17.1.1. Will be hosted beginning of Fall term.
- 6.17.1.2. Will combine all employee recognitions.
- 6.18. University Budget: Dave
- 6.19. University Council: Alex
- 6.20. West Lafayette Representatives: Karen, Regina
- 6.21. PFW Prepared Committee -not meeting per Chair -redesigned to Campus Safety Committee.
- 6.21.1. Campus Safety Committee: Dave, Alex
- 6.21.1.1. Per Lisa, this committee has not met in some time.

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6.22. Quality of Place: Kris

7. New Business:

7.1. APSAC Open Forum: Laura

7.1.1. Laura shared how last year's committee wanted to host an Open Forum/Open House which would allow the committee to meet with all professional staff in a public space/in person as all steering committee meetings are held virtual via TEAMS.

7.1.1.1. Response to hosting an Open Forum or Open House

7.1.1.1.1. This opportunity may grow committee membership and awareness.

7.1.1.1.2. Staying online helps with those working hybrid or have other commitments before/after meeting (better time management).

7.1.1.1.3. Will help increase connections and improve advocacy.

7.1.1.1.4. Recommendation to host a forum near election time

7.1.1.1.5. Recommendation to host Open Forum/House one per term and one prior to elections

7.1.1.1.6. Motion to advance this opportunity -approved by all members present.

7.1.1.1.7. Request for a member to take lead on this project -accepted by Laura

7.2 Laura asked if there is any new business that members would like to address. There were no new topics/business to address

7.2.1. Kris thanked everyone for their support in volunteering to serve on sub-committees.

7.2.2. Laura motioned to close meeting if no new topics/business.

8. Motion to Adjourn:

8.1 Kris motioned to adjourn -Karen seconded. Meeting Adjourned: at 2:13 p.m.

Next meeting will be: Monday, February 13, 2023 1:30-3 p.m. via TEAMS



Administrative and Professional
Staff Advisory Council (APSAC)

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Committee Assignment Report Pages