

Monday, February 13, 2023 1:30-3PM – TEAMS Meeting

COUNCIL MEETING AGENDA -MINUTES

Call to order: The APSAC meeting was held on February 13th 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.

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: Regina Gordon, Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Sable Eldridge, Kristine Frye, Laura Zeigler, Melissa Helmsing

Members not present: Christina Egbert

HR Representative: Melissa Helmsing

1. Approval of Previous Month's Minutes:
 - 1.1. Review of minutes -no changes
 - 1.2. Kris approved. Nicole seconded approving the minutes
2. HR Updates: Melissa
 - 2.1. Town Hall meeting this Wednesday, Feb 15 at 1 p.m. via Zoom.
 - 2.2. Save the date: Health Fair March 23
 - 2.3. Employee Assistant program -remind staff each employee gets 3 free sessions -with Bowen Center
 - 2.4. Each session is offered virtual or in person depending on need/interest.
3. Treasurer's Report: David
 - 3.1. PD Budget: \$2203.82
 - 3.2. Operating: \$727.00
 - 3.2.1.No carry forward; Discussion with Glen necessary if desired for APSAC future use.
 - 3.3. Foundation: \$2,790.45
 - 3.4. APSAC Scholarship: \$0.0
 - 3.5. Total funding: \$4,994.27
4. Old business:
 - 4.1. APSAC Open Forum: Laura Zeigler
 - 4.1.1.Host a live session with a Zoom option.
 - 4.1.2.Timeframe: Half hour
 - 4.1.3.Offer two meetings: 1-MWF and 1-TR.
 - 4.1.4. Laura will secure a dates and times.
 - 4.1.5.Kris offered IDEA Space -Daniel Lin can assist with ensuring we will be set up correctly.

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5. Committee Reports

Committee Assignments

- 5.1. APSAC Professional Development Committee: **Polly, Roy**
 - 5.1.1. Past committee members recommended that Polly reach out to PWL Representatives regarding development options.
 - 5.2. APSAC Scholarship Committee: **Laura**
 - 5.2.1. No Schlr dollars -nothing to report
 - 5.3. APSAC Technology Team: Website Updates/Maintenance & LISTSERV: **Laura, Alex, Nicole**
 - 5.3.1. Laura will schedule a meeting with Alex and Nicole to advance website changes.
 - 5.3.2. Updates like committee members must represent the current team.
 - 5.4. APSAC Elections Committee: **Laura**
 - 5.4.1. A call for nominations will be pushed out in March
 - 5.4.1.1. Open forums will be held in conjunction with elections to increase awareness.
 - 5.4.2. Elections to be held early/mid April
 - 5.4.3. Start of new term: July 1
 - 5.5. *APSAC Fundraising/Marketing Committee: pending 2023-2024 academic year*
 - 5.6. Campus Master Plan (APSAC/CSSAC Presidents): **Laura**
 - 5.6.1. Laura will contact Krissy Surface or Jeff Malanson to learn the status of this committee.
 - 5.7. Chancellor's Diversity Council: **Nicole, Dave**
 - 5.7.1. Housed under ODEI; recommended to contact Jayla
 - 5.7.1.1. Dave stated he will contact Jayla
 - 5.8. Employee Recognition and Excellence Award: Karen, Dave, **Roy**
 - 5.8.1. Nominee would need to be selected prior to mid-Aug
 - 5.8.2. Recommend pushing out Nominations in June/July
 - 5.8.3. Recognized in Sept at University Event
 - 5.9. APSAC Affiliate Member to the Fort Wayne Senate: **Nicole**
 - 5.9.1. Accountability support to PNW for the remarks made by their chancellor at commencement
 - 5.9.2. Memorial statements for Richard E Miers and Max Monetsino
 - 5.9.3. Civics Literacy Updates including on-site testing in the future
 - 5.9.4. Promotion of clinical faculty in school of education and recommended updates on this topic
 - 5.9.5. Office of Academic Affairs roles in changes to programs and courses as well as proposals for new programs and courses
 - 5.9.6. There was also a small discussion on start to implement charging stations for hybrid cars, but more will come on that later
 - 5.10. Fort Wayne Senate: Budgetary Affairs Subcommittee: **Polly,**
 - 5.10.1. APSAC will be contacted if/when they meet.
 - 5.10.2. No meeting at this time.
 - 5.11. Fort Wayne Senate: Mastodon Athletic Subcommittee: **Karen, Roy**
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- 5.11.1. Have not met yet -working on a date
 - 5.11.2. Update at next meeting.
 - 5.12. Fort Wayne Senate: University Resource Policy Committee: **Laura**
 - 5.12.1. Meeting scheduled for Tuesday, Feb 28th.
 - 5.13. Food Service Committee: **Sable**
 - 5.13.1. Met on Jan 23rd
 - 5.13.2. 5-9 evening extended hours have begun
 - 5.13.3. Recommend encouraging students to take advantage of services.
 - 5.14. Well-being Team: **Roy, Dave**
 - 5.14.1. Connected to health fair; working with Eric and Nick
 - 5.14.2. Health Fair; March 23rd; International Ballroom; 40 vendors; fresh produce on sale; therapy ponies; food/t-shirts; and yard games.
 - 5.14.3. April 22; 5K run fundraiser for PFW Food Pantry; IU dollars will go to Scholarship fund. Starts at 9 a.m.
 - 5.14.4. Weight room facility; updated free weight room with new equipment has all been replaced since 2020. Painted the space with a spirit mark
 - 5.15. Strategic Planning Committee: **Kris, Nicole, Polly**
 - 5.15.1. Working in working groups in three major areas to find solutions. Kris on communications group. March 3 is the deadline for deliverables.
 - 5.16. Summerfest: Redesigned
 - 5.16.1. Employee Recognition Event Planning Committee: Melissa,
 - 5.16.1.1. No APSAC member at this time.
 - 5.16.1.2. Event planned for late September
 - 5.17. University Budget: **Dave**
 - 5.17.1. Dave will reach out to Allyson to learn if this committee is meeting.
 - 5.18. University Council: **LAURA Nicole, Alex**
 - 5.18.1. No update. Laura is researching contact information of past members to determine if this committee is still active. If active, will inquire if an APSAC representative is needed.
 - 5.19. West Lafayette Representatives: **Karen and Regina**
 - 5.19.1. MAPSAC meeting on Feb 8th
 - 5.19.2. Most topics apply to PWL vs PFW
 - 5.19.3. No new 2023 Insurance cards -unless a change to the plan.
 - 5.19.4. Performance management: Goals need to be updated by March 15th.
 - 5.19.5. Winter Recess approved for Dec 27, 28, 29
 - 5.19.6. Winter Holiday/Closure approved for Dec 22, Dec 25, Dec 26, Jan 2
 - 5.19.7. Karen will be meeting with Regina to discuss final annual report
 - 5.20. PFW Prepared Committee: **Dave, Alex, Kris, Nicole**
 - 5.20.1. Committee mission moving to safety across campus
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5.20.2. Group will be looking at recommendations by Dottie Davis

5.20.3. Reaching out to Glen Nakata about APSAC Representation. Waiting to hear back.

5.21. Quality of Place: **Kris**

5.21.1. Report from Strategic Plan.

5.21.2. Committee divided into three working groups focused on action plans related to Quality of Place.

5.21.3. Meeting again soon to talk through the deliverable and recommendations that will be given to the Chancellor and his cabinet as part of the discovery process for this stage of the strategic plan.

6. New Business:

6.1. Recommendation from HR to invite Glen Nakata, VC Financial and Administrative Affairs to discuss how leadership can support APSAC.

6.1.1. Yes, invite to March meeting

6.1.2. Would like to gain support for scholarship dollars.

6.1.3. Additional structure – concern for those assigned that do not engage.

6.1.4. Additional promotion to increase overall awareness of APSAC

6.1.5. Recommendation to create a digital

6.2. Committee Spreadsheet for tracking APSAC sub-committee contacts.

6.2.1. Laura will create and put in O:drive

7. Motion to Adjourn:

Motion to adjourn: Kris 1st; 2nd Sable

Meeting Adjourned: 2:29 p.m.

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



Administrative and Professional
Staff Advisory Council (APSAC)

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Committee Assignment Report Pages