

Monday, April 10, 2023 1:30-3PM – TEAMS Meeting

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## COUNCIL MEETING AGENDA MINUTES

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*Call to order: The APSAC meeting was held on April 10th via TEAMS and began at 1:30 p.m. It was presided over by Kristine Frye (serving in place of Laura Zeigler -President). Serving as Secretary was David Reynolds (as Alex Backer - Secretary was unable to attend this 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:** David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Kristine Frye, Melissa Helmsing

**Members not present:** Christina Egbert, Regina Gordon, Alexandra Backer, Sable Eldridge, Laura Zeigler

**HR Representative:** Melissa Helmsing

1. Approval of Previous Month's Minutes:
    - 1.1. David: replace "Treat" with "Threat" in 2.8.1.3 and 6.19.2.3. Kris will make changes
  2. HR Updates: Melissa
    - 2.1. This will be Melissa's last meeting
    - 2.2. Will need to coordinate with Tina Grady (new Assoc VC of HR) who will sit in future meetings as HR representative
  3. Treasurer's Report: David
    - 3.1. PD Budget: \$2203.82
    - 3.2. Operating: \$727.00
    - 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: Karen (reporting for Laura)
      - 4.1.1. 1st Forum was attended by 1 new employee (non-APSAC member)
      - 4.1.2. 2nd Forum was not attended by any non-APSAC member and was cancelled after a short while
      - 4.1.3. Welcome Packages to new employees was discussed
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- 4.2. Committee Spreadsheet for tracking APSAC sub-committee contacts: Karen (reporting for Laura)
  - 4.2.1. Reminder to review and update O:Drive spreadsheet
- 4.3. Healthy Boiler Assessment: Karen
  - 4.3.1 Concern about personal health information being shared in this forum
  - 4.3.2 Question about who is receiving this information
  - 4.3.3 Melissa recommended reaching out to Amy Jagger

5. Committee Reports

**Committee Assignments**

- 5.1. APSAC Professional Development Committee: **Polly, Roy**
  - 5.1.1. Not very good response to Open Houses
  - 5.1.2. Polly attended the Bias Workshop put on by West Lafayette though it went well
- 5.2. APSAC Scholarship Committee: **Laura**
  - 5.2.1. No update (Karen reporting for Laura)
- 5.3. APSAC Technology Team: Website Updates/Maintenance & LISTSERV: **Laura, Alex, Nicole**
  - 5.3.1. Laura continues to update LISTSERV
  - 5.3.2. Alex has access to the website is and is working on making updates
- 5.4. APSAC Elections Committee: **Laura**
  - 5.4.1. Laura to provide update
- 5.5. *APSAC Fundraising/Marketing Committee: pending 2023-2024 academic year*
- 5.6. Campus Master Plan (APSAC/CSSAC Presidents): **Laura**
  - 5.6.1. Not currently active
- 5.7. Chancellor's Diversity Council: **Nicole, Dave**
  - 5.7.1. Working on community outreach to increase partnerships on campus - Kim Grannan spoke
  - 5.7.2. Encourage staff/faculty to attend trainings: Civility Training, Safe Zone, Disability Zone, Green Zone, and Inclusive Hiring
  - 5.7.3. Calendar shared with diversity and heritage events/months
  - 5.7.4. Working with students, faculty, and staff to help through Indiana legislation and laws to continue to support LGBTQ+ on campus

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- 5.7.5. Starting to work on preparing for coming semester where our campus may be the first 'safe zone' new students have been around and to be able to support those students
  - 5.7.6. Participating in Purdue Day of Giving
  - 5.8. Employee Recognition and Excellence Award: Karen, Dave, Roy
    - 5.8.1. Will want to time with Fall in-person event on September 13th
  - 5.9. APSAC Affiliate Member to the Fort Wayne Senate: **Nicole**
    - 5.9.1. Presented work on Student Success Standard Process Cycle that included a timeline for being ready to attend the institution to ready for second year for both transfer and high school admits
    - 5.9.2. Discussion on commencement being moved to a weekend to match Purdue, would not be immediate due to space reservations
    - 5.9.3. Absence policy for students; including topics of grief/bereavement, military duty, jury duty, parenting, medical
    - 5.9.4. No agreement, discussion will continue next week (4/16/23)
  - 5.10. Fort Wayne Senate: Budgetary Affairs Subcommittee: Polly,
    - 5.10.1. No update
  - 5.11. Fort Wayne Senate: Mastodon Athletic Subcommittee: **Karen**, Roy
    - 5.11.1. No update
  - 5.12. Food Service Committee: **Sable**
    - 5.12.1. No update
  - 5.13. Well-being Team: **Roy**, Dave
    - 5.13.1. Roy reported health Fair March 23 was a success
    - 5.13.2. 250 attended (students, faculty, staff and community)
    - 5.13.3. Most popular was planting and massages. Also, enjoyed therapy horses
    - 5.13.4. 35 vendors seemed happy
    - 5.13.5. Also noted upcoming Campus United 5K on April 22nd from 9A - 12 Noon.
    - 5.13.6. Signup for 5K at: <https://runsignup.com/campusunited5K>
    - 5.13.7. 5K is a Fundraiser for Friends of the Pantry for PFW and the Crimson Cares Scholarship Fund for IUFW
  - 5.14. Strategic Planning Committee: **Kris, Nicole**, Polly
    - 5.14.1. Meeting for first time next week
  - 5.15. Summerfest: Redesigned
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5.15.1. Employee Recognition Event Planning Committee: **Melissa**, Karen

5.16. University Budget: **Dave**

5.16.1. Not currently active.

5.17. University Council: **Laura**, Nicole, Alex

5.17.1. No longer active per Kim Wagner

5.18. West Lafayette Representatives: **Karen and Regina**

5.18.1. Self Assessments should be completed by 03/15/23, supervisor reviews by mid-April and completion by mid-May

5.18.2. Remote Work Website has been updated with updated guidelines and online training, IE. Technical training. It is on the HR homepage tile

5.18.3. PWL Town Hall had 100 in-person attendance, 284 livestream and estimated 600 total views since Town Hall

5.18.4. HR is reviewing the process of internal vs. external hires & lateral moves - how it effects salary rates

5.18.5. HR is reviewing retirement plans to possibly make some updates - thoughts are a waiver of the 3-year waiting period and recommending 3 years of vesting

5.18.6. Spring Fling is coming back in-person for the first time since COVID

5.18.7. Breakout sessions were held to discuss: compensation and benefits, membership communication/outreach, professional development/promoting job satisfaction and work/life balance

5.19. PFW Prepared Committee: **Dave**, Alex, Kris, Nicole

5.19.1. Laura was to forward Dave's name to Glen Nakata as an APSAC rep for future meetings

5.20. Quality of Place: **Kris**

5.20.1. Subcommittees have been doing their work and in process of requesting additional information. Will meet in one month to review again.

6. New Business:

6.1. Standardized "leave early to begin Holiday" - Polly

6.1.1. Some Vice Chancellors tell their staff OK to leave early

6.1.2. Is this a coordinated effort among Senior Administration? It doesn't seem to be, as some staff told OK to leave early and some not.

6.1.3. May foster resentment among staff.

6.1.4. Same issue as with Summer Fest and Hybrid Work Pilot.

6.1.5. Kris will send message to Jeff Malanson in Quality of Place context



Administrative and Professional  
Staff Advisory Council (APSAC)

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7. Motion to Adjourn and 2nd

*Meeting Adjourned: 2:15 p.m.*

Next meeting will be: Monday, May 8, 2023 1:30-3 p.m. via TEAMS