
COUNCIL MEETING AGENDA

1. Call to order: 1 PM (12/12/22 – 1:00 PM)
 1. Attendance: Alex Backer, Nicole Walsh, Laura Zeigler, Sable Eldridge, Karen Louis, Polly Wallis, Marcus Tulley, David Reynolds, Roy Danielian, Christina Egbert, Regina Gordon, Kris Frye [not present: Melissa Helmsing]
2. Welcome and Introductions, Time commitment, Roles & Responsibilities
 - **Past-President/President: Laura Zeigler**
 - **President-Elect: Marcus Tulley**
 - The President-Elect shall perform the following duties:
 1. Assume duties of the President in his/her absence.
 2. Assist the President as necessary.
 3. Assume duties of President at the beginning of their second year in office.
 - (1 year term President-Elect; 1 year term President; 1 year term Past-President; ends June 30, 2025)
 - **Secretary: Alexandra Backer**
 - The Secretary shall perform the following duties:
 1. Confer with Human Resources to obtain an updated listing of professional staff. Once obtained, list shall be compared to current membership list in APSAC listserv and updated as needed. This shall occur prior to annual elections.
 2. Record and disseminate to APSAC membership minutes of Council and Steering Committee meetings.
 3. Disseminate to APSAC membership minutes of West Lafayette APSAC meetings and PFW subcommittee meetings.
 4. Solicit nominations for open positions and prepare an election ballot.
 - Serve as Parliamentarian;
 1. Assure that APSAC meetings are conducted in accordance with provisions of this constitution and with policies and regulations of the university.
 2. Assure elections are held properly and on a timely basis.
 3. Assure all meetings are conducted according to Roberts Rules of Order (<http://www.robertsrules.org/>)
 - (2 year term; ends June 30, 2024)
 - **Treasurer: David Reynolds**
 - The Treasurer shall perform the following duties:
 1. Manage the various fund sources for APSAC
 2. Provide fund balance information to the Steering Committee on a monthly basis.
 - (2 year term; ends June 30, 2024)
 - **At-Large Members: Karen Louis; Polly Wallis; Nicole Welsh; Roy Danielian; Sable Eldridge**
 - At-Large Representatives shall represent and solicit ideas and concerns of the general APSAC membership.

- (2 year term; ends June 30, 2024; exception: Sable term ends June 30, 2023)
- From the At-Large Representatives, the following positions will be appointed by the President at the first meeting of the new term:
 - West Lafayette Representatives (2)
 - The West Lafayette Representatives shall perform the following duties:
 - Represent APSAC Fort Wayne at West Lafayette APSAC meetings and communicate ideas and concerns between the members of each steering committee.
 - Communicate minutes and reports of each committee's work and serve on appropriate sub-committees of both West Lafayette and Fort Wayne APSAC steering committees.
- **Emeritus: *Christina Egbert; Kristine Frye; Regina Gordon***
 - Emeritus Members (4) The committee may have up to four (4) non-voting members titled “Emeritus Member” who can serve for an additional year after completing his/her/their At-Large Representative membership. Emeritus members shall serve as resource members for the purpose of maintaining continuity of knowledge and experience, and enhancing the committee’s effectiveness.
 - (1 year term; ends June 30, 2023)
- **HR Representative/Liaison: *Melissa Helmsing***

1. What is APSAC??? How does APSAC fit into the Campus Community?

- APSAC (All Professional Staff Advisory Committee) serves as a two-way conduit between All Professional Staff and the administration.
- **Purpose** -The purposes of the Purdue University Fort Wayne All Professional Staff Advisory Council are to:
 - Serve as a formal communications link with the Chancellor to effectively present administrative staff views, positions and interests.
 - Serve as a consultative body for the Chancellor on matters of policy affecting the operation of the campus.
 - Serve as formal means of communication among administrators of the Fort Wayne campus.
 - Serve as an advocate for APSAC members and their families, raising funds when appropriate.

3. APSAC Constitution -attached. (recently amended and update summer 2022)

4. Committee Assignments -page 3

5. Next meeting: January 9th at 1:30-3 p.m. via TEAMS

6. Motion to Adjourn

7. Meeting Adjourned

Committee Assignment Report Pages

- 1.1. APSAC Professional Development Committee: **spring term – WL hosting something?**
- 1.2. APSAC Scholarship Committee: **Laura Zeigler**
- 1.3. APSAC Technology Team: Website Updates/Maintenance & LISTSERV & Qualtrics: **Nicole, Alex, Laura**
- 1.4. APSAC Elections Committee: **spring semester elections – largest undertaking is communication with nominees**
- 1.5. APSAC Fundraising/Marketing Committee:
 - 1.5.1. Might be a good idea to have 3-4 people – **partnership with Mike’s Carwash from last year -never happened, started process and stopped**
- 1.6. Campus Master Plan (APSAC/CSSAC Presidents): **Laura Zeigler**
- 1.7. Chancellor’s Diversity Council:
- 1.8. Employee Recognition and Excellence Award:
- 1.9. APSAC Affiliate Member to the Fort Wayne Senate
- 1.10. Fort Wayne Senate: Budgetary Affairs Subcommittee:
- 1.11. Fort Wayne Senate: Mastodon Athletic Subcommittee:
- 1.12. Fort Wayne Senate: University Resource Policy Committee:
- 1.13. Food Service Committee: **Sable Robinson**
- 1.14. Well-being Team:
- 1.15. Strategic Planning Committee:
- 1.16. Summerfest: Redesigned
 - 1.16.1. Employee Recognition Event Planning Committee: **Melissa Helmsing, would like APSAC support for advancing the events**
- 1.17. University Budget:
- 1.18. University Council:
- 1.19. West Lafayette Representatives: **(2) – Marcus Tulley, Karen Louis (Regina - Emeritus)**
- 1.20. PFW Prepared Committee: **likely inactive – transformed into the campus safety and wellbeing group (?) – will need to check in on who oversees this.**
- 1.21. Quality of Place: **Kris Frye, Marcus Tulley**

Additional Notes:

- **If you do not have access to the email account or the O- drive (apsac) – let Laura know**
- **Let Laura/Marcus know if you are interested in a particular committee or if you are not seeing a university committee represented**
 - **Define roles by or during the January meeting**

- Marcus and Laura are working on the time commitments of each of the committees
- 1 person on each of the 4 faculty senate committees; prioritize the APSAC committees at the top of list
- Join at least one committee, executive committee typically takes on 2-3 committee roles