

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

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## COUNCIL MEETING AGENDA

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**APSAC Committee Members 2023-2024:** Christina Egbert, Regina Gordon, Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Sable Eldridge, Kristine Frye, Laura Zeigler, Tina Grady, Danielle Dickow, Benjamin Rueger, Lindee Mason, Michele Shawver, Sable Eldridge, Shay Purba, Tami Smith, Tom Utnage, Tracey Hanton, Stephanie Patrick

Members present: **Danielle Dickow, Benjamin Rueger, Laura Zeigler, Tami Smith, Polly Wallis, Shay Purba, Roy Danielian, Michele Shaver, Karen Louis, Tom Utnage, David Reynolds, Lindee Mason, Stephanie Patrick, Alexandra Backer, Sable Eldridge, Tracey Hanton**

Members not present: **Christina Egbert, Regina Gordon, Nicole Welsh, Kristine Frye, Tina Grady**

HR Representative: Tina Grady

*Call to order: 1:30 p.m., Laura*

1. Approval of Previous Month's Minutes: **approved – first, Karen, second, Michele**
2. Special Guest/New Representative: None
3. HR Updates: Tina Grady, **not present**
4. Treasurer's Report: David - **no transactions since last meeting**
  - 4.1. PD Budget: \$2203.82 **Gift account – if someone donates to APSAC the funds will go there**
  - 4.2. Operating: \$727.00 **Funded by the university each year (\$1,080) - used for things like WL travel, APSAC awards, etc.**
  - 4.3. Foundation: \$2,790.45 **Will need to supply receipts and get reimbursed to use these funds**
  - 4.4. APSAC Scholarship: \$0.0
  - 4.5. Total funding: \$4,994.27
5. Old business:
  - 5.1. Committee Spreadsheet for tracking APSAC sub-committee contacts.
    - **Danielle to follow up with members to hear from new members about interest in the subcommittees and serving**
    - **Need to find out who will oversee the strategic planning committees with Jeff leaving the university – Laura to follow up**
    - **Members would like to know where the need is on the committees, to strategically approach filling in as needed**
    - **New members need to let Danielle know what their interests are – send email**

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- 5.2. Follow up to conversation regarding: Standardize “leave early to begin Holiday” -Kris - **tabled due to Kris’ absence**
- 5.3. Constitution -Laura - **any new members that would like to assist with updates, let Laura know. Two larger needs are the election process and fulfillment and responsibilities of duties (I.e. emeritus memberships), will send constitution out to members to look over next week**

## 6. Committee Reports

### Committee Assignments

- 6.1. APSAC Professional Development Committee: **Polly, Roy – no report, would appreciate new committee members**
  - 6.2. APSAC Scholarship Committee: **Laura**
    - 6.2.1. **Not currently active. Does not need additional support currently**
  - 6.3. APSAC Technology Team: Website Updates/Maintenance & LISTSERV: **Laura, Alex, Nicole - working on updating the website this summer, let Alex know of any edits**
  - 6.4. APSAC Elections Committee: **Laura – ran smooth this year, would like additional help to hand off the torch to newer members**
  - 6.5. *APSAC Fundraising/Marketing Committee: pending 2023-2024 academic year – reactivate this committee, when it was last active Mike’s Carwash was an option – Danielle to reach out for interest*
  - 6.6. Campus Master Plan (APSAC/CSSAC Presidents): **Laura**
    - 6.6.1. **Not currently active.**
  - 6.7. Chancellor’s Diversity Council: **Nicole, Dave – no report**
  - 6.8. Employee Recognition and Excellence Award: Karen, Dave, Roy – **we have email from last year and are ready to send it out, looking to send it out earlier than the end of August. \$250 award, presentation on September 19<sup>th</sup>. Early August campus email and nomination forms.**
  - 6.9. APSAC Affiliate Member to the Fort Wayne Senate: **Nicole – no report**
  - 6.10. Fort Wayne Senate: Budgetary Affairs Subcommittee: **Polly, - no updates, no report**
  - 6.11. Fort Wayne Senate: Mastodon Athletic Subcommittee: **Alex, Karen, Roy - no updates in the summer, no report, there will be a new chair for the subcommittee but do not know who yet, will update the spreadsheet when received.**
  - 6.12. Fort Wayne Senate: University Resource Policy Committee: **Laura - no meetings, no update**
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- 6.13. Food Service Committee: **Sable - no new updates, August 14<sup>th</sup> is the next meeting**
  - 6.14. Well-being Team: **Roy, Dave – food pantry is available on Thursday throughout the summer, staff use of the rec facilities – full year membership, farmers market will be back September – November under the Skybridge outside of Walb**
  - 6.15. Strategic Planning Committee: **Kris, Nicole, Polly – no report**
  - 6.16. Employee Recognition Event Planning Committee: **Melissa, Karen, Tina – September 13<sup>th</sup> event, working on logistics**
  - 6.17. University Budget: **Dave**
    - 6.17.1. **Not currently active**
  - 6.18. University Council: **Laura, Nicole, Alex**
    - 6.18.1. **No longer active.**
  - 6.19. West Lafayette Representatives: **Karen and Regina - was not able to attend last meeting but reviewed minutes, not a lot happened, replacement of HR positions – Mohit Tawarmalani will serve as Interim Dean of the Daniels School of Business July 1, Eric Barker will serve as Associate Provost of Graduate Programs succeeding Linda Mason June 30, Sunil Prabhakar succeeding Peter Hollenbeck as VP of Faculty Affairs June 30, Roberto Gallardo succeeding Steve Abel as VP for Engagement June 30, Director of Compensation James Clark (came from Maine) completely up and running**
  - 6.20. PFW Prepared Committee: **Dave, Alex, Kris, Nicole - Campus Safety Committee, three subcommittees, working on plans for fall, will report back following the next campus safety committee meeting**
    - **Question asked about - blue lights and the need for such technology, great safety feature, will pass along to committee at large again**
  - 6.21. Quality of Place: **Kris**
  7. New Business:
    - 7.1. Campus tours with new members of APSAC -Laura
      - 7.1.1. Status of those assigned by Polly -connections with new employees
      - **Thought of a quality add from APSAC to help new staff know their way around campus from the start**
    - 7.2. Thank you/Appreciation for Committee Members no longer serving. -Laura – **big thank you for all continuing and new members**
    - 7.3. New committee assignments – **will send email to committee members on interests (new) and where we may need support (returning)**
    - 7.4. Professional Development -Human Library -Laura/Regina - **professional development opportunities – challenging stereotypes and starting a framework for conversations,**
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**Danielle is happy to work with Regina on this project- let her know if others are interested**

**- <https://humanlibrary.org/>**

8. Motion to Adjourn: **motion by Tracey Hanton, seconded by Laura**

*Meeting Adjourned: 2:17 p.m., Danielle*

Next meeting will be: Monday, August 14, 2023 1:30-3 p.m. via TEAMS