Meeting called to order at 10:07 AM

Meeting minutes from July were approved.

Treasurer’s Report

- No report, Julie was not in attendance

Subcommittee Reports

- University Council: Chancellor’s retreat scheduled for 8/18
- University Resource Policy Committee: No Meeting.
- SPARC: No meeting.
- SCOA: No meeting.
- Campus Safety: No meeting.
- Traffic Appeals: No meeting.

West Lafayette APSAC

Ashley S. and Kim were not in attendance; however, we discussed the Performance Evaluation Policy. Below is a quick summary of the key policy provisions from the committee who created the policy:

Key Policy Provisions:

- All benefit eligible staff will receive a performance review at least annually. This policy does not apply to faculty, students or non-benefits eligible staff - pg1.
- Every performance evaluation must meet four minimum requirements – pg1.
- Each department has the option of developing its own performance review forms & support tools – pg2. This decision will be made by the Unit Head. Departments can maintain their existing systems and forms, however, the department must work with HR to ensure policy compliance.
- HR will offer optional standardized forms and tools – pg2.
- Performance Evaluations will be classified as sensitive information under Purdue’s Data Classification and Handling Guidelines – pg.2.

- Evaluators and staff, at a minimum, are required to participate in performance review policy orientation/training. This basic training is anticipated to take between 15 - 30 min. Additional training and workshops will be made available and attendance is encourage but not required – pg. 4.

- Overarching procedural steps are provided – pg.4&5.

- Only issues related to procedural application of the performance evaluation policy can be grieved per the policy language. – pg.5. If after implementing the policy, it is determined that Purdue’s grievance process is ill-equipped to address performance evaluation grievances, there are alternative approaches that have been discussed with APSAC, CSSAC, and employee relations. This is our attempt not to reinvent the wheel straight out the gate. We will keep a close eye on this process.

- The policy establishes a collaborative relationship between HR and the Unit Head (see responsibilities) – pg.4. Regional HR Directors will coordinate departmental support at the regional campuses and the Employee Relations Director will coordinate departmental support on the WL campus.

- Regional HR Directors will make HR policy interpretation on the regional campuses and the Director of Leadership and Organizational Development will make policy interpretation on the WL campus in consultation with the Employee Relations Director.

**Content for required training sessions** (staff and evaluators are only required to attend one orientation - online or instructor lead). We anticipate that the required session will take less than 30 min. More in-depth instruction will be made available on each topic.

- Overview of the Performance Evaluation Policy
- Your role in performance evaluation
- Requirements for establishing performance goals and staff development plans (Tips)
- Tips for identifying skill and career interest
- Tips on how to record and communicate performance throughout the evaluations period
- Tips on how to address concerns and issues during the evaluation process
- How to access support tools
- Standards for initiating performance improvement (Evaluator Only)

The only thing that the committee discussed in regard to the policy was the inclusion of the university's grievance policy. Some committee members did not think it was necessary to include the grievance policy in
this policy because it would deter evaluators/supervisors from being totally honest with the evaluations. Others thought that it was necessary to include for the benefit of the staff members being evaluated. Overall, the committee thinks this is a great idea and has no comments other than the grievance policy discussion.

Welcome Wagon

- Dimples showed the committee the cards that will be sent to new APSAC members when they are hired and Jennifer H. and Ashley M. are still working on small gifts that we may give new employees to welcome them to IPFW!

APSAC Dependent Scholarships and Professional Development Funds

- Nine students were awarded Dependent Scholarships; please look for their names soon on the APSAC Website!
- Six A/P staff members were awarded Professional Development funds. They are currently being notified. Once notified their names will be posted on the APSAC website and they will be asked to present what they gained from their professional development experience at an upcoming APSAC Steering Committee meeting.

Hot Topics/New Business

- Big thanks to those who signed up for and represented APSAC at the Student Information table during the first 3 days of the term! THANKS SO MUCH for your help!
- The APSAC Steering Committee is considering new ways to reach out to constituents. An idea currently being discussed is “Constant Contact” instead of minutes. Other things will be discussed once survey results are in from the recent APSAC survey.
- The committee will begin working on the Holiday Cards for the Fall Fundraiser so look for information to come about purchasing holiday cards from APSAC!

Meeting adjourned at 11:55 PM

Respectfully Submitted by Corrie Fox, Secretary