Thursday, June 18, 2015
Alumni Center Boardroom
IPFW APSAC Meeting Minutes

In attendance: Rhonda Meriwether, Mary Anne Stailey, Jennifer Oxtoby, Roy Danielian, Cyndy Elick, LV McAllister, Bob Brewer Lisa Zerkle

Absent: Alison Rynearson, Steve George, James Velez, Dave Peterson

Special Guest: Tamarah Brownlee

- Meeting called to order at 2:00pm by the Past President
- Introduction of New Members and New Positions
  - Alison Rynearson President
  - Bob Brewer President Elect
  - James Velez Parliamentarian
  - LV McAllister Member At Large
- Introduction of New Human Resources Director: Tamarah Brownlee
  - Rhonda welcomed Tamarah to the meeting and to campus.
  - Rhonda asked Tamarah, on behalf of the APSAC Committee, for her help with Staff Development Training offerings.
  - Tamarah briefly discussed her background and her ideas for campus.
  - Tamarah agreed we would continue to have HR representation at the APSAC meetings. That individual is TBD.
- April 18 Meeting Minutes reviewed/approved – Motioned by Jennifer, 2nd by Cyndy
- Treasurer’s Report
  - Cyndy shared a hand out (below) showing current state of APSAC fiscal affairs. No significant changes.

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Cyndy is following up with Phil Davich to investigate the best route for closing the Scholarship Fund account and to determine how already collected money would be awarded.

- Motion for approval of Treasure Report: Rhonda, 2nd Mary Anne.

- Secretary’s Report
  - APSAC Membership has been updated in the mailing list.

- Duties and Roles:
  - Rhonda distributed the by-laws to the new committee members and reviewed the various roles and their corresponding duties.
  - Jennifer proposed a By-Law review by the committee to reflect the new direction of APSAC. (Focused more on Professional Development instead of Dependent Scholarships).
    - A Subcommittee will be formed to review the by-laws and make recommendations to the full committee.
    - Any changes will need to be voted on by the APSAC Membership and will be handled in a manner similar to the elections process.

- APSAC Business
  - Diversity Council: Steve George
    - No report
  - University Council: Rhonda Meriwether
    - No meeting
  - SCOA: Roy Danielian will become the APSAC representative to this committee.
    - No report
  - URPC: Cyndy Elick
    - Report on the survey results for IPFW Division 1 was distributed to committee members. The survey indicated that being a part of Division I was seen as a positive for IPFW.
    - The Budgetary Affairs Subcommittee of URPC Committee submitted a memo to the Chancellor regarding the University Budget Committee’s recommendations. The memo outlined some principles that had been passed by the Senate which can help guide university administration when considering these budget recommendations.
    - URPC approved the proposal for a tenure track resolution for continuing lecturers be added to Senate Agenda.
    - Suggestion was made that the university consider a year round course plan for students interested in an accelerated degree plan. Committee agreed it was an idea worth further study.
    - Weather closure policy review tabled until Dr. Ashur is available.
    - Our last ex-officio report for the academic year revealed that IPFW did not receive the requested funding for the Phase II South Campus Building Renovations. Presumably we will seek this funding in 2017-19. The funds remaining from Phase 1 will be needed to complete the work designated to occur in the Library. We did receive an appropriation of $10M for deferred maintenance of which $5M can be used in fiscal years 15-16 and 16-17. This funding must be focused on ‘student success’ and
that list of projects must be approved by Commission of Higher Ed. How we can accomplish this is being determined. We have some fairly critical deferred maintenance needed primarily with our chilled water loop that is unlikely to be viewed as student success but is costing the university a lot of money in water leakage. Funding to address this issue will need to be identified.

- Campus Traffic Appeals: Lisa Zerkle
  - 3 people appealed their tickets, 3 tickets were upheld.
- Campus Calendar Committee: Dave Peterson
  - No meeting
- University Budget Committee: Alison Rynearson
  - Jennifer shared that the committee submitted their recommendations in April. This committee will not meet again until Fall.
- Homecoming Committee: James Velez will be representing APSAC

**Other Business**

- West Lafayette Meeting Report (Jennifer)
  - Some of the changes from the Leave Policy will be going into effect soon including the Parental Leave and Grievance Policies.
  - The WL Promotion and Tenure Process is looking to include mentoring in the requirements.
  - Discussion of the Purdue Principles: Freedom of Expression.
  - The overall summer enrollment for WL is up 5%. The on-campus summer enrollment for WL is down 11%.
  - The APSAC regional meeting will be at North Central Campus on July 8th.
  - Discussion of the campus merit increases:
    - West Lafayette 3½ %
    - Calumet 2% and a $1500 lump sum payout
    - North Central 2% and a $1500 lump sum payout
- USAP Updates (Jennifer)
  - The USAP Final Report and Recommendations came out.
  - They have developed 7 themes and are moving towards implementation of those 7 themes.
  - The committee is preparing to roll out Year 2 which will include beginning discussion of performance measures. The next phase to follow will be alignment of the budget. Most of the IPFW budget is salary and wages.
  - USAP Reports will be due October 31st of this year.
  - Some of the Year 1 goals will be reported as completed, some will carry forward, some will be tweaked and some will be new for Year 2.
- Staff Discounts/Longe Optical Eye Care Plan
  - Rhonda checked into the Longe Optical Eye Care Plan. This is not something that IPFW endorses.
- Current discounts can be found here: [https://www.ipfw.edu/dotAsset/55ba55a8-0f21-4889-989d-fe14a1b24f8e.pdf](https://www.ipfw.edu/dotAsset/55ba55a8-0f21-4889-989d-fe14a1b24f8e.pdf)
- Many places offer an IPFW discount. APSAC members are encouraged to ask!
  - Professional Development
    - Jennifer shared that the Chancellor is forming a committee to focus on Leadership Development. This will be an institutional initiative.
    - The APSAC committee discussed our role in supporting this committee’s efforts.
  - Meeting adjourned at 3:26pm.

Upcoming Events:  
- SummerFest 7/29
- Family Picnic (Date TBD)
- Fall Fest 10/26-10/30