Wednesday, November 18, 2014
Kettler G98
IPFW APSAC Meeting Minutes

In attendance: Rhonda Meriwether, Steve George, Jennifer Oxtoby, Shawna Squibb, Roy Danielian, Kim De Leon, Dave Peterson, Cyndy Elick, Lisa Zerkle

Absent: Alison Rynearson, Mary Anne Stailey

- Meeting called to order at 12:02pm by the President
- October 15th Meeting Minutes reviewed/approved – Motioned by Cyndy, 2nd by Kim
- West Lafayette Meeting Report (Kim and Jennifer)
  - The WL Fall Professional Development Event will feature the New Vice President of Financial Affairs, Bill Sullivan. He will be discussing applied leadership principles and his view for Purdue. He will be taking questions thru a moderator. This will be available for live streaming. More info to come.
  - WL is looking to completely change the Grievance Policy. The VP of Human Resources WL is leaving. Trent Klinger will be the Interim VP. He will be investigating moving this new process to regional campuses.
  - Leave Change information should be coming out soon pending final approval from Mitch Daniels.
- Treasurer’s Report
  - Cyndy shared a hand out (below) showing current state of APSAC fiscal affairs. Slight increases to accounts from donations, but no major changes.

<table>
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<th>ObjDesc</th>
<th>Date</th>
<th>TransDesc</th>
<th>Check #</th>
<th>Debit</th>
<th>Credit</th>
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<td>7/28/2014</td>
<td>Contributions Expense</td>
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<td>9607116 - APSAC Discretionary Fund</td>
<td>9/15/2014</td>
<td>Transfer Dependant Scholarship</td>
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<td>9607116 - APSAC Discretionary Fund</td>
<td>10/18/2014</td>
<td>Contributions Income Pvt. Cmty</td>
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- Cyndy has reached out to those who currently donate to the Scholarship Fund to notify them that it will be ending. She has offered them the Professional Development Fund as an alternative.
- Question was asked if the General Fund is a recurring fund. Steve will investigate.

- Secretary’s Report
All new hires have been entered into the APSAC database and have been sent the Welcome letter.

Poll to move the APSAC Meeting
- The doodle poll revealed that the 3rd Thursday of the month at 2:00pm would be the best time for the committee to meet. This will go into effect for the January meeting.

USAP Update (Jennifer)
- Software trainings are wrapping up, but there is a tutorial on the USAP website that provides the necessary information. It can be found here: http://www.ipfw.edu/microsites/usap/tools-software/
- All reports are due 12/31/14

Plans for Professional Development
- Rhonda distributed a sample questionnaire to the group designed to poll APSAC members on their training interests.

APSAC Business
- Diversity Council: Steve George
  - During their meeting last month they discussed the Angel Fund and Brown Ink Society Fundraisers along with potential programs for the year.
- University Council: Rhonda Meriwether
  - During their meeting this month they met the new budget director and discussed the governance study.
  - Food services on campus are down to 3 finalists, details forthcoming.
- SCOA: Shawna Squibb
  - During their meeting last month they began reviewing the duties of SCOA and updating them where available. Additional information on SCOA is available here: http://users.ipfw.edu/heffron/newmanual/deptscoa.html#guidelines
  - They also had discussion on how to make SCOA relevant in today’s climate and how to make people aware of what they do.
- URPC: Cyndy Elick
  - URPC is looking at developing a key policy due to the number of keys that are never returned by faculty, staff and students leaving the University.
  - They are also looking at URPC’s role in USAP and UBC.
- Campus Traffic Appeals: Lisa Zerkle
  - During the meeting there were 6 traffic appeals with 1 person appearing in person. One ticket was reversed.
- Campus Calendar Committee: Dave Peterson
  - No meeting last month
- University Budget Committee: Alison Rynearson
  - No Report

Meeting adjourned at 1:08pm. Motioned by Cyndy, 2nd by Shawna.