

Purdue University Calumet
APSAC Minutes
Tuesday July 15, 2008
SUL-307
9:30 AM

Members present: Hal Lusk, Chair, Dachea Hill-Bryan, Terri Chance, Michelle Gilhooly, Melissa Gonzalez, Kara Griffin, Martha Lowry, Laura Odom, Jim Pardonek, and Ryan Parsons-Rozycki and Donna Weidenfeller

Officers Reports:

- Chairperson: Hal Lusk welcomed new members
 - ✓ Preparing for annual picnic, no delivery service available
 - ✓ Review proposal submitted by Wayne Samardzich for a 4 day work week
 - Laura Odom offered to research the impact of this on various departments
 - Good option for some departments who have enough staff to cover flexible work week
 - Impact parking, if staff members stay late
 - Should each department be contacted for feedback
 - Who would determine if this is feasible
 - Some departments have flexible schedules
 - All employees in individual departments should have equal opportunities for flexible schedules
 - Hourly staff would need time cards reviewed
 - Days off would have to be staggered to provide adequate coverage
 - Customer Service can't be sacrificed to accommodate flexible schedule
 - Jim Pardonek stated some employees working on implementation of OnePurdue already work a flexible schedule – 10 hours a day, 4 days per week
 - Flexible work schedule might not work for all employees
- Vice-Chairperson: Kara Griffin- No report

Subcommittees Reports:

- Communications: Terri Chance
 - ✓ All committee members' photos taken except for Melissa Gonzalez
 - ✓ ASPAC logo can't be used per PWL. Laura Odom thought logo could be used system wide. She will have Mary Beth Rincon investigate PUC being able to use PWL logo. John Belk might be able to provide more information about logo
 - ✓ Letters will be sent to new staff members welcoming them to Purdue University Calumet and informing them about APSAC
- Membership: Michelle Gilhooly – No report
 - ✓ All positions are filled and we have a full committee
- Professional Development: Melissa Gonzalez
 - ✓ Survey is on hold. Will be sent out when faculty returns to campus
- Engagement: Michelle Gilhooly
 - ✓ Picnic is scheduled for Friday, August 1, 2008; theme will be "Dancing with PUC Staff on Broadway."

- ✓ PRF funds will pay for picnic.
- ✓ Start looking at dates in January for spring convocation
- Fundraising: Kara Griffin- no report
- Asst Vice Chancellor for HR/Policies & Procedures: Laura Odom attended in Mary Beth's Place.
 - ✓ Parental leave looking good, but still not approved by Board of Trustees
- West Lafayette Representative: Michelle Gilhooly and Terri Chance attended May and June meetings.
 - ✓ Send Terri e-mails, what is important to APSAC
 - ✓ Did not attend last meeting, off campus at Co-op extension
- University Committees Reports:
 - ✓ AQIP: - Terri Chance – no report
 - ✓ Bookstore Advisory: Dachea Hill-Bryan – No report
 - ✓ Campus Security Advisory Committee: - James Pardonek – No report
 - ✓ Chancellor's Meeting: Hal Lusk – No report
 - ✓ CTIS Oversight Committee - Hal Lusk – No report
 - ✓ Food Service Advisory Committee: Terri Chance – No report
 - ✓ Multicultural Campus Council: Michelle Gilhooly
 - Chancellor will speak about climate survey at convocation
 - ✓ Luminis Portal Information - Donna Weidenfeller
 - New passwords will be developed from the Career Account I.D. for students for fall semester.
 - ✓ Parking Policy Advisory Committee: James Pardonek – No report – Next meeting November
 - ✓ Student Services Fees: Martha Lowry – No report – Next meeting spring, 2009
 - ✓ Traffic Appeals Board: James Pardonek – No report
 - ✓ University Forum: Kara Griffin and Hal Lusk- No report – last meeting cancelled
 - ✓ Strategic Planning – Terri Chance – No report

The meeting was adjourned at 10:30 a.m.

The next APSAC meeting is scheduled for August 19, 2008, at 9:30-11:00 a.m. in SUL 307.

Minutes recorded and respectfully submitted by:

Donna Weidenfeller

APSAC Secretary