



APSAC Meeting Minutes

Tuesday, February 18, 2014 / CLO 154 / 9:30AM - 11:03AM

Members Present: Timothy Loudermilk, Susan Giannini, Jerry Pysher, Jordon Bruner, Pam Eggebrecht, Debra Grant, Kim Wasniak, Linda Robinson, Sara Witt

Members Absent: Jan Gonzalez

Meeting called to order at 9:30 am.

Approval of Minutes

January meeting minutes were reviewed and approved.

AQIP Presentation – Beth Pellicciotti

Beth explained to the committee what AQIP (Academic Quality Improvement Process) is, why it is so important and how it impacts the campus as a whole. Without this accreditation, the university would not be able to offer financial aid to current and potential students. She explained the accreditation process and how it assists the university in consistently reviewing our system(s) focusing on areas of improvement. As a result, mandatory IDEA faculty surveys will be sent to department heads this fall. Analysis to be done by IDEA and the results will be sent back to the faculty with a summary report to the department head. This will impact all faculty, LTLs, adjunct faculty, etc. Surveys are completely anonymous and a percentage of responders report is sent to the faculty member daily. A campus-wide self-study is done every three years which provides a good source of historical data. A communications plan and key dates of upcoming notices and deadlines were also provided to the committee. Beth offered to share this information with departments or groups at their request.

Officer Reports

1. Chairperson Timothy Loudermilk
 - a. Convocation Breakfast was a success. Enrollment statistics shared by Vice Chancellor Panlilio at Convocation Breakfast were very informative. APSAC members were asked to share the information within their departments. Tim will send information shared at convocation to the committee members.
2. Vice Chairperson - Suzy Giannini - No report
3. Secretary - Linda Robinson - No report.

Subcommittee Reports

1. Communications: Linda Robinson, Tim Loudermilk, Suzy Giannini, Jordon Bruner
 - a. Website is up-to-date. New member letters have been sent to new AP staff via campus mail. Discussion followed regarding the AP email distribution list and how it is maintained. Linda will work with Michelle to see who is currently maintaining the distribution list and if it is updated with the new AP staff as well as the transfers.
2. Engagement: Tim Loudermilk, Jan Gonzalez, Sarah Witt
 - a. Mid-Year Convocation Breakfast went very well. Presenters were very good. Thanks to Sara for all of her help.

3. Fundraising: Jordon Bruner, Suzy Giannini
 - a. APSAC will sponsor “Faculty & Staff Appreciation Night” at the Wednesday, February 19th, basketball game. Could not obtain necessary funding for PUC T-shirts to be sold before the game to support APSAC.
 - b. Will look into the possibility of have a PUC day at local restaurants.
 - c. A question about whether previously obtained monies raised for APSAC scholarship fund can be used to support other functions that support AP staff. Suzy will reach out to Mary Jane Dopp to see if she will come to the next APSAC meeting to discuss further. Another suggestion was to put a “Donate to APSAC” button on the APSAC website. Suzy will research further.
4. Professional Development: Jerry Pyscher, Pam Eggebrecht
 - a. Tech Tuesday: OIT and Creative Services initially stated they would be able present at Tech Tuesday. No further response has been received to date. Tim offered to present on VPN for mobile devices in March if no one is found to present.
 - b. SharePoint might be a good topic. It has not been determined if SharePoint is available at PUC. It was suggested that VC Panlilio speak with VC Howard to see if the application can be distributed for use on our campus.
5. Membership: Jan Gonzalez, Kim Wasniak – Emails have gone out to those in Academic Affairs to search for a replacement for Kim Wasniak since her move to Enrollment Management and Student Affairs. Kim will follow up and, if necessary, reach out to Tania Sanders for help in finding a replacement.
6. Add Hocks: a. No report.

Associate Director for HR/Policies and Procedures – Michelle Claus

Employee Recognition Luncheon is scheduled for 4/25. Emails will be distributed today for nomination submission, which are due back on 3/14. Nomination form has been changed to only require examples of competencies instead of listing all as was done in previous years. Performance evaluations are due by 2/28. Random audits will be done by end of March. Staff benefits focus groups have been meeting across campuses to review current leave benefits and complete a survey. The survey results will be taken back to the University Leaves Committee in WL for review. Randy Freeborn is our representative on this committee. A faculty focus group will be assembled for the same purpose. Michelle also gave a brief update on the vice chancellor searches.

University Committee Reports

1. Campus Security Advisory: No report.
2. Administrative Leadership Meeting: Tim Loudermilk and Suzy Giannini – No meeting.
3. Food Service Advisory: Linda Robinson, Sara Witt (Back Up) – Several new offerings to include wraps and salads for box lunches. Gluten free options are also available. Salads are available in SubGen even though salad bar is closed. Discounts for bringing your own coffee mug for coffee was discussed and will be looked into by Diane and Connie. Meal plan purchases are up and member were reminded that they are also available to faculty and staff. Over breaks they will try to be more accommodating to faculty/staff needs.
4. Multicultural Campus Council: Suzy Giannini & Jordon Bruner (Back Up) – No meeting. African American speaker on campus today at 2pm. Available APSAC members were encouraged to attend. March is Women in History month. Several events are planned.
5. Parking Policy Advisory: Jerry Pyscher, Tim Loudermilk (Back up) – No report.
6. Traffic Appeals Board: Jerry Pyscher, Linda Robinson (Back up) – One appeal this month.
7. University Forum: Tim Loudermilk, Suzy Giannini – No report.

8. West Lafayette Representatives: Suzy Giannini – Suzy attended. Mitch Daniels was present at this meeting. A new Purdue Creed was voted on and approved. APSAC will endorse. Louis Lewan, VP of HR, spoke on benefits, leaves focus groups, compensation and how and to whom HR questions should be addressed. Big issue: whether lateral moves should receive a pay increase. Mitch Daniels thanked Facilities for maintaining campus. He also spoke on the common application process; stated fundraising and reserves are up. He spoke about year round school, tuition freezes, use of 3rd party printing companies vs. in-house printing, and budget including raises. He was asked why he always mentions students and faculty but never staff. He stated he would work on that. Next meeting is 3/12. Linda and possibly Tim to go with Suzy to next meeting.

Open Comments / New Business –

- Suzy stated VC Panlilio has asked faculty to assist in the recruitment process.
- Back-up Bench will not be pursued at this time and removed from the APSAC agenda.

Important Dates to Remember:

1. Upcoming Tech Tuesdays
2. Next Meeting: March 18, CLO 154

Meeting adjourned approximately 11:03 a.m.