

**Purdue University Calumet/APSAC Minutes**  
**Tuesday, February 15, 2010 at 9:30AM in SUL 307**

Members Present: Ryan Parsons-Rozycki, Paul Pratt, Jan Gonzalez, James Pardonek, Lisa Kovacs, Kristin Kassela, Abbas Hill & Mary Beth Rincon

Members Absent: Diana Arroyo, Martha Lowry & Dachea Hill

Officer Reports

Chairperson: Ryan Parsons-Rozycki

Meeting called to order.

Minutes were corrected and approved.

Subcommittee Reports

- A. Communications/Jan Gonzalez & Abbas Hill –Abbas will update the website with the committees, APSAC establishing memo and new members (Lisa Kovacs). Jan explained that she will e-mail A/P staff the e-mail regarding meetings with Fidelity that will be occurring on campus when she sends out the January 2011 meeting minutes.
- B. Membership/Jan Gonzalez– Membership applications were handed out during the convocation in January. During the Graduate School Information Fair there will also be membership applications made available to attendees.
- C. Professional Development/Dachea Hill –the Graduate School Information Fair is scheduled for February 24 from 10AM to 2PM in Alumni Hall. Colleen Robison will speak at 12:30PM for about 15 minutes about how to use your fee remission benefit. APSAC will handle registration. Mary Beth will see if we can get the \$55 graduate school application fee waived if staff members attend the fair. Ryan send out the flier via Distribution E today (02/15/11) and will also send out the flier again via the APSAC e-mail on Wednesday, February 23<sup>rd</sup>. Additionally, Dachea will send out the “day of to-do list” by the end of the week.
- D. Engagement/Jan Gonzalez – the Convocation took place on January 21, 2011. Comments and feedback from some of those who attended were all positive.
- E. Fundraising/Ryan Parsons-Rozycki – Ryan will contact Wendy’s to inquire about the monies raised during the fundraiser in January.
- F. HR/Mary Beth Rincon-
  - a. Benefits: A small percentage of faculty and staff have actually signed up through Fidelity for their retirement contributions, leaving the ones that have not signed up to be defaulted into a retirement fund based on their age of retirement and no beneficiaries have been identified/named. It is imperative for employees to register with Fidelity. Numerous on-campus Fidelity visits have been announced via e-mails sent by PUC-HR.
  - b. Affirmative Action: List of finalists for the Affirmative Action position is being narrowed down, the in-person interviews and on-campus presentations to be finalized within the coming weeks.
  - c. Compensation: January 3, 2011 was the first day that the new overload policy took effect.
  - d. Training: Service Pack 3 Training is still occurring. Results from the most recent mystery shopper evaluation have been e-mailed to all PUC employees. Final mystery shopper evaluation will occur sometime within the spring semester.
  - e. Employment: Currently PUC has more vacancies than PUFW!

- f. Employee Relations: Staff Evaluation Policy proposed by West Lafayette. Mary Beth highlighted points within the policy. One area that may need to be visited in the future is where personnel files are held. Presently they are held by the supervisor and not in HR.
  - g. Service Recognition Luncheon: April 29<sup>th</sup> in Alumni Hall (if you have an idea of a theme for the event, please contact Mary Beth)
  - h. Schneider Avenue Building (SAB) Open House: March 1<sup>st</sup> Lemonade, Coffee, and Cake will be served along with building tours
- G.** West Lafayette/Dachea Hill & Paul Pratt– (1) Requiring that everyone on campus complete a performance review. (2) Performance reviews travel with the employee. Meaning that if a current employee applies for another job on-campus, the hiring manager would be able to access the employees past performance evaluations before hiring (as a part of the hiring decision if they chose to). Regardless if the evaluations are used for hiring purposes, the evaluations would transfer to the new department with the employee and kept on file there. This was not looked upon favorably by the group and it is still under discussion.

#### University Committee Reports

- A.** AQIP/Dachea Hill– No report. Meets tomorrow (02/16/11).
- B.** Bookstore Advisory/Dachea Hill– No report.
- C.** Campus Security Advisory/Jim Pardonek –No report.
- D.** Chancellor’s Meeting/Ryan Parsons-Rozycki & Abbas Hill– No report. Meets Friday (02/18/11).
- E.** Food Service Advisory/Jim Pardonek – No report.
- F.** Multi-Cultural Campus Council/Kristen Kassela – Tomorrow (02/16/11) at 11 a.m. the dedication ceremony for the International Concourse will take place. Refreshments will be served. Regina Biddings-Muro, Judith Pennywell, and Chancellor Cohen will speak/be in attendance.
- G.** Parking Policy Advisory/Jim Pardonek – No report.
- H.** Student Service Fees/Martha Lowry – No report.
- I.** Traffic Appeals Board/Jim Pardonek – No report.
- J.** University Forum/Ryan Parsons-Rozycki & Abbas Hill – No report. Meets Friday (02/18/11).

#### New Agenda Item

Jim mentioned that there is a FAQ page for questions faculty/staff may have regarding the change in the domain name in everyone’s e-mail to “purduecal.edu” The change in the domain name is taking place to help increase visibility and prestige on campus, along with autonomy from WL.

DATES to remember: Next meeting is Tuesday, March 15 at 9:30AM in SUL 307. Abbas will lead the meeting since Ryan will not be able to attend.