

**Purdue University Calumet/APSAC Minutes**  
**Tuesday, March 20, 2012 at 9:30AM in SUL 307**

Members Present: Abbas Hill, Aquinas Lewis, Jan Gonzalez, Mary Beth Rincon, Paul Pratt, Tim Loudermilk, Kristin Kassela, Shelly Robinson, Diana Arroyo

Members Absent: Lisa Kovacs

Officer's Report

Chairperson: Abbas Hill

Meeting called to order at 9:40 a.m.

- March Meeting Minutes approved.
- No officer reports.

Subcommittee Reports

- A. Communications/Jan Gonzalez & Abbas Hill
  - a. APSAC webpage updates complete.
- B. Membership/Jan Gonzalez
  - a. Applications passed around for committee review.
- C. Professional Development/Shelly Robinson & Aquinas Lewis
  - a. Grad Fair occurred April 25, 2012, from 11:00-1:30 in SUL Concourse. Students and professional staff invited. Human Resources and Financial Aid also participated, along with reps from each department. Shelly estimated that approximately 17-20 employees stopped by for information.
- D. Engagement/Jan Gonzalez – No report.
- E. Fundraising/Abbas Hill, Jan Gonzalez & Shelly Robinson – No report.
- F. West Lafayette/Paul Pratt
  - a. Recognition Luncheon in West Lafayette
  - b. Compensation & Benefits
  - c. Clinic on WL Campus
  - d. Bereavement Leave
  - e. North Central will host APSAC luncheon
  - f. Transition of WL representative from Paul to Shelly for upcoming year
- G. Human Resources/Mary Beth Rincon
  - a. New evaluation Process – Taskforce met; two groups, Focus groups and Best Practices. New evaluation form with nine competencies. Evaluation period from March 1 – December 31 with reviews delivered by end of February.
    - i. Training/Guidelines for feedback
    - ii. Communications to include town hall meetings, memo to all employees, CSSAC/APSAC communication, website with videos from town hall meetings, department/one-on-one meetings.
  - b. Benefits – Stable at this tie.
  - c. Employment – Review HR Services

University Committee Reports – All report information to be emailed to Secretary for inclusion.

- A. AQIP/Aquinas Lewis – No meeting/No report.
- B. Bookstore Advisory/Kristin Kassela – No report.
- C. Campus Security Advisory/Tim Loudermilk –No report.
- D. Administrative Leadership Meeting/ Abbas Hill & Diana Arroyo
  - a. Report given by Abbas Hill.

- i. Summer school report – Expenses tied to enrollment.
  - ii. Repair and Rehabilitation – Mike Kull – Limited budget, much to do.
  - iii. IT Faculty Staff and student Survey
- E. Food Service Advisory/Abbas Hill & Paul Pratt
  - a. Remodel to Oaken Arbor Café through Summer for Fall 2012
  - b. New vending representative and machine options on campus
- F. Multi-Cultural Campus Council/Kristen Kassela
  - a. Report given by Shelly Robinson
    - i. Race Relations Council Speakers – Encouraged communication and training
    - ii. Student Fund Request Form
- G. Parking Policy Advisory/Diana Arroyo – No report.
- H. Traffic Appeals Board/Tim Loudermilk – No report. Next meeting on 5/16.
- I. University Forum/ Abbas Hill & Diana Arroyo – No report.
- J. Faculty/Staff Satisfaction Taskforce – Shelly Robinson.
  - a. Taskforce met and reviewed feedback to organize and rate on importance. List and recommendations with executive summary submitted to Chancellor Keon.

New Agenda Items

- A. Membership – After review of applications, committee considered applications from:
  - a. Susan Giannini, Admissions, Academic Affairs
  - b. Linda Robinson, Administrative Assistant, Academic Affairs
  - c. Jerry Pysher, Maintenance Services Manager, Administrative Services

There are two openings on the committee; one in Academic Affairs for a two-year term, one in Administrative Affairs for a three-year term. Secret ballot voting occurred for the two applications for Academic Affairs with a 6-1 vote in favor of Susan Giannini. A showing of hands was used to vote confidence for Jerry Pysher with a 7-0 vote to accept. Paperwork will go to Chancellor for acceptance of both new members.
- B. Recognition Luncheon for APSAC/CSSAC.
  - a. Appreciation luncheon from Chancellor Keon to be held at Kuiper House. This will take the place of the annual luncheon. Tentative date is June 29.
- C. July 11, APSAC Meeting at Purdue North Central
- D. Chair/Co-chair
  - a. Diana Arroyo announced she would step down as co-chair, incoming chair for 2012-13. Two options were available. The current chair could continue to serve another one-year term; however, Abbas was not certain he could fulfill this position for the upcoming year. A new co-chair could be nominated and voted in; this individual would serve as chair beginning on June 1 for the upcoming year.
  - b. Five committee members were nominated by ballot. Each could accept or decline the nomination, as follows:
    - i. Kristin Kassela – Accepted
    - ii. Aquinas Lewis – Declined
    - iii. Tim Loudermilk – Declined
    - iv. Jan Gonzalez – Declined
    - v. Shelly Robinson – Accepted
  - c. Committee vote of 6-1 voted Shelly Robinson new co-chair/incoming chair.

DATES to remember: The next meeting is Tuesday, June 19, 2012, at 9:30AM in SUL 321. The meeting adjourned at 11:04 a.m.