

APSAC Meeting Minutes

Tuesday, September 18, 2012 / SUL – 307 / 9:30AM - 11:00AM

Members Present: Shelly Robinson, Mary Beth Rincon, Tim Loudermilk, Jerry Pysner, Susan Giannini, Aquinas Lewis, Lisa Kovacs, Jan Gonzalez, Abbas Hill

Members Absent: Kristin Kassela, Diana Arroyo

Meeting called to order at 9:35am.

Approval of Minutes

Minutes sent by email after August meeting and approved.

Guest from Advancement

1. Frank Podkul
 - a. Frank asked how Advancement can serve us?
 - b. Shelly explained that APSAC has tried fund raising such as Market Day, Script, etc. Some have been more work than profit. We would like to be “self sufficient” financially and in a position to offer scholarships. Abbas suggesting asking PUWL what they did for fund raising and how they got their endowment. Jan mentioned voluntary payroll deductions, lead by Advancement, as an easy way to raise funds.
 - c. All discussed a minimum endowment before spending from earnings.
 - d. Mary Beth mentioned that CCSAC scholarships can only be used toward PUC tuition. Would we want to do more? Professional Development funds or PhD program funds? Since PUC does not offer Phd programs and has few Masters programs offered, can we give scholarships to other universities? May not be able to do this.
 - e. Frank suggested looking at other peer organizations like PUWL APSAC to see what they have to offer. How did they establish endowments? Have there been failures?
 - f. Shelly mentioned that PUWL APSAC offers funds for Professional Development up to \$500. Employee submits a proposal and it is reviewed and then awarded if acceptable. They also sponsor speakers that have fees.
 - g. Frank will speak with Regina Biddings and Mary Jane Dopp and report his finding to us at the APSAC October 16th meeting.

Officer Reports

1. Chairperson: Shelly Robinson
 - a. Shelly received a complaint from an employee concerning the Smoking Ban on campus. The employee stated that there are other employees smoking in their cars on campus and the smoke goes into this employee’s vehicle. Can the ban be more specific? It was suggested that APSAC forward this complaint to Ken Johnston.
 - b. Shelly sent a letter to her constituents with her picture so they are familiar with her as their APSAC representative. Others can do the same.
2. Vice Chairperson: Aquinas Lewis
 - a. Aquinas is scheduled to attend the University Forum Meeting on September 21.
 - b. Assisted with the Faculty and Staff Annual Picnic.
 - c. Currently developing the APSAC representative connection to be sent to constituents.
 - d. Aquinas will work to meet with Kristen this week to construct a fundraising plan with goals and implement the activities.

3. Secretary: Suzy Giannini – Suzy will submitted meeting minutes to Shelly who sent them to committee for approval. Minutes were approved with some slight changes.

Subcommittee Reports

1. Communications: Jan Gonzalez, Abbas Hill, Kristin Kassela, Suzy Giannini
 - a. Added updated by-laws, new committee members, and meeting dates to our web site. We are going to add Centinel and logo also. Shelly is adding all documents to meeting information.
2. Membership: Jan Gonzalez, Jerry Pysner, Diana Arroyo – No Meeting, no report.
3. Professional Development: Aquinas Lewis, Shelly Robinson, Diana Arroyo, Lisa Kovacs
 - a. Lisa reported that the committee met before this meeting. We will have the Grad Fair/Resource Fair following the convocation this year.
 - b. Tech Talks or “Tech Tuesday” will be scheduled soon with 2 for the Fall semester and two for Spring. Looking at Outlook, Excel, Purdue Coop Extensions, and other subjects.
4. Engagement: Jan Gonzalez, Tim Loudermilk, Suzy Giannini
 - a. Jan is looking at dates and presenters for the Convocation. Possible time to schedule is end of January, on a Thursday or Friday, in the a.m. It will be held in Alumni Hall and will be divided between Grad Fest, Convocation, and breakfast area.
5. Fundraising: Abbas Hill, Jan Gonzalez, Shelly Robinson, and all other members as needed – No Report

Asst. Vice Chancellor for HR/Policies and Procedures: Mary Beth Rincon

1. Senior Leadership approved HR to sponsor a project “Best Places to Work in Indiana.” An on-line survey will be sent to 350 randomly selected people asking things such as “What attracts people to work here? What retains?”
2. Chancellor Keon was impressed that APSAC met with him. Mary Beth will be working with Senior Leadership on how to elevate APSAC and CCSAC. There are great leadership opportunities for committee members. Senior Leadership would like to know more about how to appoint representatives from their areas. Jan mentioned posting information on web site concerning what we are about and committee member time commitments for prospective members to view.
3. Open Enrollment - will begin on 10/29 and end on 11/16. All employees must participate. Tobacco free question must be answered. Benefits communications sessions and open labs will be held before and during Open Enrollment.
4. Volunteer Policy –Volunteer Policy has been revised. Information available on HR web site. Contact Michelle Clauss for questions or updates.

University Committee Reports

1. Bookstore Advisory: Kristin Kassela – Absent, no report.
2. Campus Security Advisory: Timothy Loudermilk
 - a. Campus Safety Walk will be on October 10, 7:00 p.m.
3. Administrative Leadership Meeting: Shelly Robinson & Aquinas Lewis- No report (Lorraine attended meeting).
4. Food Service Advisory: Abbas Hill, Diana Arroyo (back up) – No report, meeting on Wednesday

5. Multicultural Campus Council: Kristen Kassela, Suzy Giannini/Shelly Robinson (Back ups)
 - a. A 3 year strategic plan with short term, mid term and long term goals for Diversity and Inclusion Training is in process.
 - b. Sponsoring Hispanic Heritage month in October with activities and food. All has been coordinated with the help of 2 students. Hope is that it will be totally taken over by students next year.
6. Parking Policy Advisory: Diana Arroyo, Jerry Pysher (Back up) – No meeting, no report.
7. Traffic Appeals Board: Timothy Loudermilk, Jerry Pysher (Back up) – No meeting, report.
8. University Forum: Shelly Robinson & Aquinas Lewis
 - a. A three year Strategic Plan is needed for APSAC.
 - b. The idea of a virtual suggestion box was welcomed.
 - c. Let group know that Shelly shared our Satisfaction Summary with the WL APSAC and they were very appreciative.
9. West Lafayette Representatives: Shelly Robinson, Jerry Pysher (Back up)
 - a. There are currently 2000 employees enrolled for Castlight now.
 - b. Campus enrollment is down this semester at all campuses.
 - c. Issues concerning Delta Dental were discussed.
 - d. Requests for sabbatical for staff, not just faculty.
 - e. Request for pet insurance as a voluntary benefit.
 - f. “Safe Zone” training for campuses was discussed.

New Agenda Items:

1. University Picnic Committee Debrief
 - a. Making people register in advance made lines move quicker.
 - b. Some employees left early because only allowed 1 hour for lunch, eventhough HR sent a memo. WL campus closes departments for a period of time so that all may enjoy. Look further at this for next year.
2. Strategic Plan for 2012-2015 (APSAC)
 - a. Use University Strategic Plan to go off of and add to. Start with a list of what we already have.
3. Campus Safety Walk
 - a. Scheduled for October 10, 2012

Important Dates to Remember:

1. October meeting is Tuesday, October 16, 2012, at 9:30am in SUL 307.
2. Sub-committee meetings will be held before and after above meeting.

Meeting adjourned approximately 11:00 a.m.