

APSAC Meeting Minutes

Tuesday, October 16, 2012 / SUL – 307 / 9:30AM - 11:00AM

Members Present: Shelly Robinson, Mary Beth Rincon, Tim Loudermilk, Susan Giannini, Aquinas Lewis, Lisa Kovacs, Jan Gonzalez, Diana Arroyo, Kristin Kassela
Members Absent: Abbas Hill, Jerry Pysher

Meeting called to order at 9:30 am.

Approval of Minutes

Minutes sent by email following September meeting and approved.

Guest from Advancement

1. Frank Podkul
 - a. Frank has looked into history and options for endowments.
 - 1 \$25,000 of money required to create an endowment fund.
 - 2 A 3–5 year goal is suggested.
 - 3 Most people like giving to scholarship funds. This has a lot of appeal to donors who like to give back.
 - 4 CCSAC endowed in 1991 and had agreement with the Chancellor’s Office to match funds for every \$5,000. Matching funds come from “unrestricted “ gift types.
 - b. Payroll deduction can be quick and timely. Shelly will send Mary Jane Dopp request for forms for payroll deduction. CCSAC has sessions to meet your rep and have contribution forms on hand. Shelly would be comfortable with kick off of APSAC payroll deductions at Winter Convocation and follow up with visits to offices to share info. May add this information to New Employee Training, not New Employee Packet. Aquinas may be able to find grants to add to this. Mary Beth suggested adding this to Strategic Planning meeting with Chancellor Keon.

Officer Reports

1. Chairperson: Shelly Robinson
 - a. Reminder for November 2 APSAC and CCSAC meeting with Chancellor Keon.
 - b. West Lafayette campus has joint meetings with CCSAC and APSAC. Shelly spoke with Sam, Chairperson from CCSAC, and they are open to having a meeting with us.
 - c. Tech Tuesday response is good for today’s presentation. Many interested. Mary Beth suggested registration through Pathlore in future. She also suggested letting Chancellor know at Nov. 2 meeting if there is a good response this afternoon.
2. Vice Chairperson: Aquinas Lewis
 - a. Aquinas will be attending the University Forum meeting on Thursday.
3. Secretary: Suzy Giannini –No Report.

Subcommittee Reports

1. Communications: Jan Gonzalez, Abbas Hill, Kristin Kassela, Suzy Giannini
 - a. Suzy will be sending new employee welcome letters. Laura Guzman already including APSAC cards in new hire packets. Mary Beth will add Shelly and Suzy to list of new employee emails.
2. Engagement: Jan Gonzalez, Tim Loudermilk, Suzy Giannini
 - a. January 30 or 31 is date for Mid Year Convocation. Chancellor Keon will give opening remarks and will fund breakfast. Invites will be sent when the date is firm. There will be

a theme of “What’s happening on campus?” and “Budget updates.” Outside speaker will be an off campus source. Shelly suggests Lowell Kane who spoke at last APSAC/CCSAC meeting in West Lafayette. He is a dynamic speaker and may be free of cost since he is from our WL campus.

3. Fundraising: Krisitin Kassela, Aquinas Lewis, and all other members as needed – No Report. Meeting following this meeting.
4. Professional Development: Aquinas Lewis, Shelly Robinson, Diana Arroyo, Lisa Kovacs - Tech Tuesdays will be today and November 13.
5. Membership: Jan Gonzalez, Jerry Pysker, Diana Arroyo – No Meeting, no report.
6. Ad Hocs: Strategic Planning and University Picnic
 - a. Jan reported on University Picnic - worked great this year with no registration and no lines. Ran out of many things but had quite a bit of food left over. Picnic was moved to September from June because of faculty suggestion. Many meetings were still planned to conflict with the September date. We will stick with current formula and format, but need ice cream truck next year. Committee shirts cost \$300. Not needed for next year. Suggested to wear white tshirts with bandanas like previous year. Suzy volunteered to co-chair event. Still in need of other co-chair.

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

1. Health Plan for 2013 has been approved. There will be significant increases and changes to all three plans. Increases in employee contributions. Look through all options to see which chose is best for your family. Prescription drug plans will also see an increase. Labs will be reserved for Open Enrollment with schedule and locations available soon.
2. Focus groups are being developed for newly hired staff. Focusing on what new hires liked and disliked when coming to PUC. What do we need to do to make us more attractive to future employees?
3. A group is working to identify what tasks a department needs to do when there is a change in the organization. Once this is complete it will be shared with all supervisors.
4. CIP codes committee. We can only offer certain degrees. Used for salary survey for faculty.
5. Staff evaluations begin after Open Enrollment, last week of November. **Supervisors must have reviews delivered to employees by February 15, 2013.** Have you accomplished your goals by December 31?
6. Chancellore Keon has asked for APSAC and CCSAC numbers for representation. Needs to know if constituents are well represented in their areas. CCSAC has struggled to maintain full membership.
7. Pre-retirement seminars – Social Security, medical plan, and Fidelity representatives will be present.

University Committee Reports

1. Bookstore Advisory: Kristin Kassela – Absent, no report.
2. Campus Security Advisory: Timothy Loudermilk
 - a. Campus Safety Walk was cancelled. Will be rescheduled.
3. Administrative Leadership Meeting: Shelly Robinson & Aquinas Lewis
 - a. Regina Biddings, Frank Cervone, and Sara Howard spoke concerning ADA Accessibility. We are responsible to serve our students and make learning accessible to all.

- b. Frank Cervone stated that we have not yet signed updates on our contracts.
 - c. Mary Beth Rincon explained that current PUC students and employees do not need background checks when volunteering. Use new database to save your volunteer checks.
 - d. Budget update – We are using our reserves to cover bills since we did not meet enrollment goals. There are more expenses and enrollment is down. Shelly will ask Vice Chancellor Ken Johnston to speak at the convocation.
4. Food Service Advisory: Abbas Hill, Diana Arroyo (back up) – No report
 5. Multicultural Campus Council: Kristen Kassela, Suzy Giannini/Shelly Robinson (Back ups)
 - a. Shelly reported that a 4 year diversity training plan is underway. Still a proposal, but looking at : 1) Certification on line, renew biannually, 2) Hire consultant to set up plan for our campus specifically, 4) Have local experts as speakers, 5) Partner closely with West Lafayette by building on their program and possibly having their speakers here also. This is a 3 – 4 year proposition, but is needed as soon as possible. We can start quickly by using on line certification. Everyone needs to receive some type of training immediately. Requires funding. Plan to begin as early as Spring 2013. Plan going to Senior Leadership now.
 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. Kim Trajkovsky spoke about ADA Compliance. She communicated to faculty about how to identify students who need assistance.
 - b. Topic of Nursing program’s Academic Partners program not adding to our revenue addressed again.
 9. West Lafayette Representatives: Shelly Robinson, Jerry Pysher (Back up)
 - a. Guest Speakers at the West Lafayette APSAC meeting were PUWL Executive VP & Treasurer, Al Diaz & Acting President Tim Sands. Also speaking was Cheryl Laszynski – Worklife Administrator. Notes on these speakers are available upon request.

New Agenda Items:

1. Strategic Plan for 2012-2015 (APSAC)
 - a. Meeting with Chancellor on November 2.

Open Comments:

1. Shelly – Work Life programs are coming. May want to ask Martha Lowry about Work Life Programs for our offices. Mary Beth suggested to have Martha speak at Convocation about Work Life programs that are available.

Important Dates to Remember:

1. November meeting is Tuesday, November 20, 2012, at 9:30am in SUL 307.
2. Tech Tuesday: today, November 13, February 19, and March 19 from 12 – 1 p.m.
3. Sub-committee meetings will be held before and after above meeting.

Meeting adjourned approximately 11:03 a.m.