

APSAC Meeting Minutes

Tuesday, April 16, 2013 / SUL – 307 / 9:30AM - 11:00AM

Members Present: Shelly Robinson, Diana Arroyo, Tim Loudermilk, Susan Giannini, Aquinas Lewis, Lisa Kovacs, Jan Gonzalez, Jerry Pysher, Kristin Kassela, and Michelle Clauss (as representative for Mary Beth Rincon)

Members Absent: All present

Meeting called to order at 9:30 am.

Approval of Minutes

Minutes sent and approved by email following March meeting.

Officer Reports

1. Chairperson Shelly Robinson – No Chairperson Report
2. Vice Chairperson Aquinas Lewis
 - a. The Senior Leadership Team conducted an Open Forum in which Purdue University Calumet faculty and staff, inclusive of the University Forum members, was invited to attend March 22, 2013. For anyone who may have been unable to attend, a recording of the meeting was provided. (The link can be used view the meeting <http://youtu.be/8BA-xPdTw-8>.)
 - b. The Annual Faculty and Staff Picnic Subcommittee met March 19, 2013. Future meetings will begin in April and continue through September. Time, dates, and locations will be determined and announced.
 - c. The AQIP Institutional Leadership Committee Meeting was held March 20, 2013.
 - d. The University Forum members were invited to meet the candidates to date for the position of Vice Chancellor for Enrollment Management and Student Affairs.
 - e. The next Administrative Leadership Team Meeting will be held June 14, 2013.
3. Secretary: Suzy Giannini – No Secretary Report

Subcommittee Reports

1. Communications: Jan Gonzalez, Kristin Kassela, Suzy Giannini
 - a. Welcome letters to new employees are up to date. Suzy and Lisa will work together to update the web.
2. Engagement: Jan Gonzalez, Tim Loudermilk, Suzy Giannini
 - a. APSAC Open Forum meeting is scheduled for April 24, 1-2:00 p.m., in SUL 321. This is a good chance to promote membership. The PUWL APSAC power point will play continuously throughout meeting.
3. Fundraising: Kristin Kassela, Aquinas Lewis, and all other members as needed
 - a. Discussed an all campus event with many vendors available. Kristin's term will be completed next month, but she will get started with a plan for a fall date, 11.am. – 1 p.m. suggested, in the SUL Concourse.
4. Professional Development: Shelly Robinson, Jerry Pysher, Lisa Kovacs
 - a. Tech Tuesdays –Event dates are set for June 18 (VPN Remote Access & Mobile Devices), July 23 (ADA Web Accessible PDF'S), September 17, October 15 and November 19. All will be held from 11:30 – 1:00, except for July 23 at 11:00 – 12:30.

5. Membership: Jan Gonzalez, Jerry Pysker, Diana Arroyo
 - a. After looking at redistribution of Academic and Student Affairs, we have found that the following representatives are needed: 1 from Academic Affairs, 1 from Administrative Services, 1 from Advancement, plus 1 additional new member.
 - b. Shelly suggested an “open call” for new members. Applicants will be given until May 15 to apply. Jan will send out email with information. All are welcome to apply.
6. Add Hocks: University Picnic
 - a. “Hometown Fair” is the suggested theme for the September 6 picnic.
 - b. Food vendors are not restricted to Chart wells. Quotes for food will be available at next meeting. No funds can be spent for this event until after July 1.
 - c. We will suggest to departments, perhaps through the backing of Senior Leadership, that student workers cover offices during the entire picnic this year. All employees should be allowed up to ½ day for the picnic, but it is up to the discretion of supervisors.
 - d. Diana will once again manage the budget.

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

1. Purdue University will change medical provider to Anthem in January 2014. This will provide a savings of 7.5 million dollars over the next 3 years.
2. The Service Recognition Luncheon will be on April 26. Tickets may be purchased on line.
3. Qualtrics survey for Performance Evaluations was sent to all employees. Please complete and submit by April 16. Survey will be re-sent today.
4. Human Resources has developed a new Exit Interview database for on line use.
5. Best Places to Work results have been made available. There are numerous ways in which these results can be used for future improvement.

University Committee Reports

1. Bookstore Advisory: Kristin Kassela – No report.
2. Campus Security Advisory: Timothy Loudermilk & Jerry Pysker – No meeting scheduled.
3. Administrative Leadership Meeting: Shelly Robinson & Aquinas Lewis - No meeting scheduled.
4. Food Service Advisory: Abbas Hill, Diana Arroyo (back up)
 - a. Tim Loudermilk will step in as representative in place of Abbas.
5. Multicultural Campus Council: Suzy Giannini & Shelly Robinson
 - a. Shelly Robinson created a video related to our PUC campus using “Photo Story”. It was played at the last meeting and was very well received.
 - b. HR or EEOC may be part of roll out for inclusivity training.
 - c. Not enough members were present for a quorum. Voting will be done on line.
6. Parking Policy Advisory: Diana Arroyo, Jerry Pysker (Back up)
 - a. Jerry and Tim will be at the April 19th meeting.
7. Traffic Appeals Board: Timothy Loudermilk, Jerry Pysker (Back up) – No Meeting
8. University Forum: Shelly Robinson & Aquinas Lewis

- a. An Open Forum was held on March 22 to openly discuss budget cuts and the Strategic Plan. The Riley Child Care Center will remain open thanks to a \$50,000 donation from the City of Hammond.
 - b. The next meetings will be on September 20, October 18, and November 15.
9. West Lafayette Representatives: Shelly Robinson, Jerry Pysher (Back up)
- a. Provider changed to Anthem saving 7.5 million a year for the next three years
 - b. Castlight is being used by 30% of employees. Working on incentive program to encourage employee use
 - c. President Mitch Daniels joined the meeting and received a Welcome and History of APSAC
 - i. President addressed \$50,000 and above salary freeze
 - ii. Allowed the president the opportunity to address concerns brought up after recent statements involving AP staff
 - iii. What is tragic is someone who works really hard that doesn't help us advance our mission. This presents opportunities to repurpose and create a better university. Leadership needs to take talent and dollars and work on must do things
 - iv. Maximum student success (moving thru as fast as able) for Student Development while here and career success when gone

Important Dates to Remember:

1. Tech Tuesday - April 23
2. APSAC Open Forum – Wednesday, April 24 in SUL 321
3. Service Recognition Luncheon is Friday, April 26
4. Next Meeting – Tuesday, May 21
5. APSAC-CCSAC Recognition Luncheon - June 7
6. Tech Tuesdays also on June 18 and July 23

Meeting adjourned approximately 11:00 a.m.