

APSAC Meeting Minutes

Tuesday, May 21, 2013 / SUL – 307 / 9:30AM - 11:30AM

Members Present: Shelly Robinson, Aquinas Lewis, Susan Giannini, Tim Loudermilk, Lisa Kovacs, Jan Gonzalez, Jerry Pysher, Kristin Kassela, and Mary Beth Rincon

Members Absent: Diana Arroyo

Meeting called to order at 9:30 am.

Approval of Minutes

Minutes sent and approved by email following April meeting.

Officer Reports

1. Chairperson Shelly Robinson – No Chairperson Report
2. Vice Chairperson Aquinas Lewis
 - a. The AQIP Institutional Leadership Committee Meeting was held May 15, 2013. Topics covered in the meeting included Competencies in Performance Evaluation, Alumni Outreach, and the Best Places to Work survey results. Future meeting dates are June 19 and July 17, 2013.
 - b. The Administrative Leadership Team Meeting was held May 17, 2013. The meeting was facilitated by Jackie Sloane and Anil Saxena of Sloane Communications. An overview of the analysis findings from Sloan Communications completed last fall, actions being taken by the University and Senior Leadership in response to the findings, an overview of key areas of focus addressing issues and becoming a destination of choice, and an exploration and discussion of the Administrative Leadership Team's role in becoming a Destination of Choice were the topics covered. Future meeting dates include June 14, August 9, October 11, and November 8, 2013.
 - c. Picnic planning meetings will May 28, 2013, in SUL 307. The picnic is set for September 6, 2013. Time, dates, and locations will be determined and announced.
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. Tech Tuesday information has been updated on our web site.
2. Engagement: Jan Gonzalez, Tim Loudermilk, Suzy Giannini
 - a. Faculty & Staff Convocation is next on the calendar.
 - b. APSAC Open Forum meeting was April 24.
 - i. There was a good turnout. Committee members and 13 guests were in attendance.
 - ii. Shelly and Jan explained what we do as committee members and also spoke about future membership.
 - iii. Shelly explained the purpose of each committee within APSAC.
3. Fundraising: Kristin Kassela, Aquinas Lewis, and all other members as needed
 - a. Kristin will get information together for upcoming Vendor Fair in SUL concourse.
4. Professional Development: Shelly Robinson, Diana Arroyo, Lisa Kovacs

- a. Tech Tuesdays –Event dates are confirmed and rooms are reserved 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. The plan is to continue with Tech Tuesdays, with 8 per year during February, March, April, June, July, September, October, and November.
5. Membership: Jan Gonzalez, Jerry Pysher, Diana Arroyo
- a. Five new members are needed for the upcoming year, 1 from the Chancellor’s Office, 3 from Academic Affairs, and 1 from Administrative Services. Linda Robinson, from Academic Affairs, and Sarah Witt, from Administrative Services, were approved. Once all other applications are in, there will be a vote by email.
 - b. The June meeting is the last meeting for all current, incoming, and outgoing members to attend. We will need to meet in a larger room (SUL 301) to accommodate all.
6. Add Hocks: University Picnic
- a. Picnic committee members are meeting with the Chancellor soon concerning staff attendance at the picnic.
 - b. Suzy sent Shelly and Aquinas the PUWL Spring Fling “guide to attendance” with the W. Lafayette campus attendance policy for their employee picnic. Good information. Mary Beth noted that these guidelines are already in place at PUC as well. Our picnic invite this year will contain an extra note suggesting the use of additional student staff on that day.
 - c. The next picnic planning meeting will be on Monday, May 28, 10:00 a.m., SUL 307. Outside vendors can be used this year. CCSAC members will also be at this meeting.

Guest Speaker

1. Colleen Robison, Human Resources
 - a. Open enrollment will begin in October with new provider, Anthem Blue Cross/Blue Shield. Details will be given soon. The plans are different from those we now have.
 - b. Healthcare Reform Act – In 2014, employers must offer Healthcare benefits to any employee working 30 hours or more per week. If a department has such employees, that department will be responsible for their own additional costs. May 1 through October 1, 2013, will be the measuring period for calculating who worked 30 hours or more average per week and will be offered medical benefits in 2014. Future years will be measured by hours worked October 1 – October 1.
 - c. PUC is beginning a study to see if an on-site Healthcare facility is feasible.
 - d. PERF –R & S, Retirement and Savings, plan will be offered to NEWLY hired Clerical and Service employees. Existing Clerical and Service employees will continue in PERF, new Clerical and Service employees will be in the R&S retirement plan. The new R&S plan is through Fidelity.
 - e. Sick leave project – Sick leave process will be automated and employees will be able to see how much time they have available. There will be up to 10 days to care for family members. When all sick days have been exhausted, they will replenish after July 1.

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

1. Lake County Income Tax – it appears all employees working in Lake County will be taxed 1.5% of their gross income effective October 1, 2013. Stay tuned for more information.
2. Temporary Housing for new faculty/staff – Student Housing will have units available for new faculty/staff requiring temporary housing. The rate is \$600 a month and the maximum time a person can stay is two months.
3. Best Places to Work in IN – Greatest difference was in Leadership and Planning, Training and Development, and Corporate Culture and Communication. The least difference was in Pay and Benefits, Relationship with Supervisor, Role Satisfaction and Work Environment. Next steps are for HR to propose a process to use to improve the results, review with the Leading and Communicating AQIP committee, then present to SLT.
4. Performance Evaluation for Staff – Overviewed survey results. Employees and Supervisors indicated some competencies were hard to rate. Form needs to be more user friendly. Professional development and goals need to be better defined in the organization. These results and the audit results will be reviewed with the Taskforce in June and changes will be recommended to the SLT. These changes if accepted will be communicated with the campus.

University Committee Reports

1. Bookstore Advisory: Kristin Kassela – No report.
2. Campus Security Advisory: Timothy Loudermilk & Jerry Pysher – No report.
3. Administrative Leadership Meeting: Shelly Robinson & Aquinas Lewis
 - a. Issues and Opportunities at PUC were discussed.
 - b. Shelly sent a handout with information for all covering discussion on the following: Is there a need to change? Why is there a need to change? If we don't change? What is the Destination of Choice way of being we need to cultivate? What do we need to stop doing?
4. Food Service Advisory: Abbas Hill, Diana Arroyo (back up) - No report.
5. Multicultural Campus Council: Suzy Giannini & Shelly Robinson
 - a. Restructured budget for MCC. General funds can no longer be used for food, which must now go through PRF funds. Requests for funds have to be separated by general and food dollars.
 - b. Diversity and Inclusivity Training is still in the making.
6. Parking Policy Advisory: Diana Arroyo, Jerry Pysher (Back up) – No report
7. Traffic Appeals Board: Timothy Loudermilk, Jerry Pysher (Back up) – No report
8. University Forum: Shelly Robinson & Aquinas Lewis – No meeting. No report.
9. West Lafayette Representatives: Shelly Robinson, Jerry Pysher (Back up)
 - a. Transition to Blue Cross/Blue Shield was discussed.
 - b. Reports from regional campus representatives
 - c. Shelly will be on vacation during the next meeting, June 12, 1:30 – 3:30 p.m., Eastern time. Jerry will check his calendar to see whether he is able to attend in her place.



Important Dates to Remember:

1. Tech Tuesday – June 18 & July 23
2. APSAC-CCSAC Recognition Luncheon - June 7
3. Next Meeting: June 18 (note: We will discuss transition and what each committee does. No officer elections will be held until July meeting.)

Meeting adjourned approximately 11:30 a.m.