

## **APSAC Meeting Minutes**

Tuesday, November 12, 2013 / CLO 154 / 9:30AM - 11:30AM

Members Present: Pam Eggebrecht, Susan Giannini, Debra Grant, Tim Loudermilk, Jerry Pysker, Linda Robinson, Kim Wasniak

Members Absent: Jan Gonzalez, Shelly Robinson, Sara Witt, Jordon Bruner

**Meeting called to order at 9:35 am.**

### **Approval of Minutes**

October meeting minutes were reviewed and approved.

### **Officer Reports**

1. Chairperson Timothy Loudermilk
  - a. An email was sent campus-wide regarding cost saving measures. Campus community was asked to anonymously submit ideas and suggestions via a Qualtrics survey on how to improve efficiency and decrease expenditures on campus. APSAC and CSSAC, working together, will collect the information and create an action plan to submit to senior leadership.
2. Vice Chairperson - Suzy Giannini - No report
3. Secretary - Linda Robinson - No report.

### **Subcommittee Reports**

1. Communications: Linda Robinson, Tim Loudermilk, Suzy Giannini, Jordon Bruner,
  - a. Tim will get picnic information from Jordon for website and will get it posted.
2. Engagement: Tim Loudermilk, Jan Gonzalez, Sarah Witt
  - a. APSAC Forum was not heavily attended. It was suggested we might want to only offer the forum twice a year next year.
  - b. Mid-Year Convocation Breakfast will be held on January 29 at 8:30am in Alumni Hall. To date, speakers will be Ken Johnston, Chancellor Keon, Michelle Clauss, Regina Biddings-Muro, and Gayle O'Connor. APSAC members were asked for suggestions for additional motivational speakers. Michelle will reach out to the EAP group.
3. Fundraising: Jordon Bruner, Suzy Giannini
  - a. No report
4. Professional Development: Shelly Robinson, Jerry Pysker, Pam Eggebrecht
  - a. Tech Tuesdays –Pam Riesmeyer will be the speaker for the November 19<sup>th</sup>, Tech Tuesday. No Tech Tuesday in December or January. Suggested topic: mobile apps. It was also suggested to get faculty involvement for next years speakers.
  - b. Employee Resource Fair will be looked at for next year.
  - c. Leadership Series – two options were available to participate: streaming and physical location. The next session may just be streamed to better accommodate all attendees. The streaming fee is being paid for by WL APSAC.

5. Membership: Jan Gonzalez, Kim Wasniak
  - a. No report.
6. Add Hocks:
  - a. No report.

**Associate Director for HR/Policies and Procedures – Michelle Clauss**

1. An email should go out this week regarding the next Supervise for Success course. It is thought the next offering might be in December.
2. Kronos is live. Abundant emails about overtime are being addressed and should be resolved in the near future. PC Duration users cannot change their hours once their supervisor approves. Concurrent assignments are a problem. Supervisor need to make sure they assign their PERNR number to the hours the employee worked for their area. Touchpad problems have been corrected to date. Requests in the system do not show full details; this only shows in the emails. Upgrade is to come.
3. Open enrollment for 2014 benefits is ongoing. Friday is the last day to make selections. If no selection is made, the default will be a high deductible plan with no HAS. Open labs are still available this week.
4. Performance review information will be distributed in December.

**University Committee Reports**

1. Campus Security Advisory: No report.
2. Administrative Leadership Meeting: Tim Loudermilk and Suzy Giannini – No report.
3. Food Service Advisory: Linda Robinson, Sara Witt (Back Up) – No report.
4. Multicultural Campus Council: Suzy Giannini & Shelly Robinson (Back Up) – Diversity Training due by 11/30. All paid employees are required to take this training.
5. Parking Policy Advisory: Jerry Pysher, Tim Loudermilk (Back up) – No report.
6. Traffic Appeals Board: Jerry Pysher, Linda Robinson (Back up) – 8 appeals, mostly regarding line straddling which incurs a fine. Appeals can be handled by appearance or via email.
7. University Forum: Tim Loudermilk, Suzy Giannini – No report. Meets Friday.
8. West Lafayette Representatives: Shelly Robinson, + Monthly Alternate Rep – Pam may attend this month's meeting with Shelly. Need volunteers for 11/13, 12/11 and 1/8.

**Open Comments / New Business –**

- Partnership to promote university mission (Back-up Bench) –Further discussion necessary to determine if we want to pursue.

**Important Dates to Remember:**

1. Next Meeting: November 17

**Meeting adjourned approximately 10:39 a.m.**