In attendance: Bruce Arnold, LV McAllister, Alison Rynearson, Steve George, Cassandra Bracht, Kara Papaik, Shawn Peterson. Absent: James Velez, Kayla Klimasko, Kim Myers, Allyson Schreiber

- Meeting called to order by Cassandra at 2:40pm

- W.L. Report, Steve & Shawn
  a. Working with Aramark to determine meal plans for students.
  b. Campus Housing will be managed by IPFW completely.
  c. Updates from Purdue regarding FLSA, Purdue determined not to press forward, even though other Big 10 schools have.
  d. Not able to present IPFW changes to Purdue as their meeting ran over time.
  e. Working on making over 1,200 processes more efficient at Purdue.
  f. Contact Business Process Organization office at Purdue to report suggestions/concerns regarding processes that occur at IPFW.

- Secretary’s Report, Kara
  a. APSAC Listserv updated
  b. Working on documents for Excellence Award nominations, as well as leading the committee.

- HR Updates, Dimples- not able to be present at meeting.

- APSAC Business:
  1. Committee Assignments:
     a. Diversity Council – Kim – not present
     b. University Council – Cassandra – no update or contact
     c. SCOA – Kayla – not present
     d. URPC – Shawn – Reported wanting to add a faculty member to the space committee.
        Looking at key policy for locked computer labs.
     e. Campus Traffic Appeals – Allyson – “At the meeting held on January 4th, we had 5 appeals – 2 were dismissed, and 3 were upheld”.
     f. Budget – Cassandra – Steve George presented at UBC
     g. Campus Calendar – LV – No update or contact
     h. Homecoming – James – not present
     i. Food Service Committee – LV – No update or contact
     j. Health Fair Committee – Bruce – March 22, 2017, still in need of volunteers, but at this point it’s not a university sponsored event so staff would have to take time off work
     k. Staff Recognition- Alison & Kara- planning is underway, “Spring” theme and new way to reserve whole table for event.
- **Treasure’s Report, Allyson** (completed via email, please see below) Kara moved to accept treasure’s report. Shawn 2nd the motion. Approved Dec & Jan report at Jan 30 meeting, as there was not a quorum to vote at December meeting.

![Treasure's Report Table](image-url)
7. Misc.
   a. Discussion regarding writing a proposal to the Chancellor for a budget for APSAC. Recommend a computer update cycle for staff members, not only faculty. Also professional development, or items to assist with improving moral on campus.
   b. Discussion regarding lack of communication throughout the campus for “transition meetings”. Recommended inviting Kim Wagner to clarify some issues that have arose recently.

8. Adjourn meeting at 4:10 pm
   a. Moved by Alison
   b. Second by Kara

Next meeting: Monday, February 20th from 2-3:30pm in the HR Conference Room (KT G06)