ASC Meeting Minutes

December, 2005

Present: David Wood, Garrett Gilmer, Alison Delicati, Renee Eshcoff, Sarah merchant, Roberta Shadle, Kim DeLeon, Kari Smith,

Absent: Robin Newman, Mike Kelly, Pam Zepp

Introduction of Guest Speaker
- Garrett introduces guest, Dani Witzigreuter.- Student Government Coordinator. She has been emailing back and forth with David Wood and has wanted to become a part of ASC when she worked in housing. Now that she is an IPFW employee she can participate.

Secretary Report
- No Report

Treasurer Report
- IP Foundation account- had a lot of deposits from fundraisers
  - It’s not 100% accurate due to deposits and outstanding payments of vendors
  - Balance: $1037.51
- Before fundraising we were at $424. From what Renee understands from last year’s holiday fundraiser, it was $185 profit. ASC is down from last year’s profit. It is hard to sell things when other groups are selling.
- Dependent Scholarship- Mark Franke did put in our money. ASC is now up to $10 from $0
- Professional Development $2591.11
- PEPS and how to do those was discussed
  - there’s two different ones, one for dependent scholarship and one for Professional Development called PEP and Payroll Deduction Gift
  - Jay gave a bit of historical perspective. Need to get the word out through minutes, marketing at events. We are down to two people in IP Foundation. Dependent Scholarship- we are down to one person giving $5 per month. We could look into making another drive for it, maybe there’s a dollar amount that we’d like to suggest
  - David thinks people don’t miss it when a few dollars is coming out of your paycheck, rather than paying a lump some of $120. Last time we did a campaign was 2-3 years ago, they advertised it through an envelope, letter and postcard. Renee will investigate this process again- is there some way that this can be done electronically? It also may be nice to have a flyer at the auction as they check in. Jay and Renee will set up a meeting with Diane to discuss this more
APSAC Report

- See minutes below immediately following these minutes

All Campus Auction

- Mid-winter auction - quick background, strategic planning session this summer, we blocked time at the Union and the Chancellor’s calendar with February 1. Since then, the State House day was scheduled on February 1. Chancellor is required to go. Chancellor said he’d be fine with us going ahead with Feb. 1 but he really wants to be involved. He asked if we could change it to a breakfast and then he could leave for state house day. We have decided breakfast would not be a good idea. We made the decision to go ahead with the auction on Feb. 9.

- Jay suggested that this will now give us another week to prepare and generate enthusiasm. After Christmas, we will be having on January 6 a meeting and Robin and Jay have already gotten together and have tried to identify people that have been active and we’re going to have a meeting in Walb cafeteria. The meeting will help them to go to their own areas and start talking about auction items. Jay conquers with David that the Chancellor has done a lot for us and we need to keep him involved.

- Marketing - Get out schedule change fairly early and keep it lighthearted. Marketing should probably go out next week to get the first run of marketing out to get on peoples’ calendars.

- Sarah has emailed three names of people who would be willing to volunteer and have only heard back from one person.

- David will send out an email the first week of class after the initial flyer is sent out.

SummerFest

- Mike is co-chairing that sub-committee with Kim DeLeon
- The committee will get a hold of Barbara Vederman from CSAC for support.
- Jay has several years of files that may be helpful.
- Dani may be willing to serve on that sub-committee
- There is a date set - Thursday, June 29

Recognition Luncheon

- Date: April 5 in Walb Ballroom from 10-2:30pm that day.
- Last year, we didn’t give people enough time to submit an award and will make sure that doesn’t happen again this year.

Enrollment Management Council

- Kari Smith is the new enrollment management council ASC rep

Next Meeting

- January 18 - 9:00am
I. ANNOUNCEMENTS, ADOPTION OF THE AGENDA AND APPROVAL OF OCTOBER 12, 2005 MINUTES

Pat Mull called the meeting to order. She asked if anyone had corrections and/or additions to the agenda, Pat noted that she sent corrections for the Parking & Traffic committee to Carrie. No other corrections were noted. Maureen Huffer motioned to approve the minutes with corrections, Mary Schultz seconded. The vote to approve the minutes was unanimous.

II. SPECIAL VICE CHAIR ELECTION

Pat stated that the committee would hear presentations from two first-year members interested in the Vice Chair position. Both parties presented their interest in the position and a ballot vote was taken. Kristie Bishop was chosen as the interim vice Chair.

III. UNIVERSITY OFFICER REPORT

Jim Almond reported that the Board of Trustees met last week. An extensive report regarding the progress of the Strategic Plan was given. Much of the University’s success can be attributed to the Strategic Plan. A report published in the Times of London has Purdue University ranked 59th in the world among
universities; 25th in North America, 22nd in the United States, and 9th as a public university.

A Physical Facilities Governance Report was also heard regarding long-term campus planning, and to identify a consultant firm to look at Master Planning effectiveness. The multi-year project to renovate Cary Quad is almost complete. Approval is now expected for Windsor Hall renovations in the area of $53 million – this project will be totally funded by students. Jim stated that all Board of Trustee reports and presentations are available on the Board of Trustees website, and encourage all to visit the site.

Progress reports for the regional campuses were heard; private housing on the North Central campus is nearing completion.

At the December meeting of the Board of Trustees, student financial aid will be the focus. Considering student financial aid is extremely important when completing the University budget.

Jim added Purdue University has reached 79% of its campus campaign fund raising goal.

IV. HUMAN RESOURCE SERVICES OFFICERS' REPORT

John Beelke reported that a decision to change the pay frequency for 40A and 70A employees has been made. Beginning March 1, 2006, 40A and 70A staff will begin receiving biweekly paychecks. A series of communications is planned beginning with correspondence this month to affected individuals and business offices. It is important to note that this change is in direct correlation with FLSA.

John also reported that open enrollment will end on Friday, November 11th. He stressed the importance of completing and returning the enrollment packages, even if you are not making changes. Flexible spending accounts, (amounts), will not carry forward. The amount has to be specified each year. A one time enrollment for dependent life insurance is being offered. After this year, insurability will be required.

Good news for retirees 65 and above; the Segal consulting firm worked to obtain bids on Medicare Supplement plans, and have favorable outcomes. Purdue has switched from Anthem to Pacific Care. The out of pocket for retirees will decrease as they receive better benefits.

OnePurdue HR & Finance teams are creating “blueprints” that will tell us how to do business with SAP. Once the blueprints are approved, software configuration and system testing will begin. A “Gap Analysis” will be created to determine what still needs to be done.

There are HR Payroll issues regarding academic year appointments and SAP. 10-month employees should not be affected with premium deductions, etc.
Beginning in the summer of 2007, mandatory direct deposit will be added as a condition of employment at Purdue University. Pay can be deposited in up to three separate institutions. Again, pay cards will be issued for employees who are considered “unbankable”.

Overtime Policy states that overtime will be paid to employees working over 40 hours per week.

Background checks on new hires will begin in 2006, this includes temporary staff.

V. SUBCOMMITTEES

Fort Wayne – Sarah Merchant reported that the Fort Wayne campus is accepting donations for a benefit/auction to contribute to their dependent grant fund.

IPDG – Sam reported that the applications have been scored. The committee will meet to finalize application selections.

MSR – Maureen Huffer stated that any members needing letter openers and/or envelopes for new employees on campus should let Pat Mull know.

SPD – Barb Austin reported that she was working on a OnePurdue update with Colleen Robison scheduled sometime around the first of March.

UNIVERSITY COMMITTEES

Parking and Traffic – Pat reported that the committee is reviewing student and bus pull offs. Signage will be placed at the pull offs, indicating no stopping or standing.

Spring Fling – Steven Putt reported that if APSAC still planned to sponsor the bingo event at Spring Fling, more members are needed to volunteer for set up and tear down. The date for Spring Fling is May 17, 2006.

Staff Appeals – Kristie Bishop reported that the committee has seen a rise in tickets for “Loading Zones”. Signage is not clear where these zones are.
VI. OLD BUSINESS

CIC Conference – Pat reported that she and Dan Leaird attended the conference in Chicago. Some issues with other Universities were: Iowa attempted to become Unionized and Minnesota dropped out of its State medical plan. A/P Advancement and participation on University student government bodies was an agenda item. Three universities currently have voting representation on University senate committees.

Attendance – Pat reminded everyone that attendance at all meetings is important and is included in the Policies and Procedures.

VII. NEW BUSINESS

A/P Voting Representation on University Senate Ad Hoc Committee – Pat appointed Dan Leaird as chair of an ad hoc committee to research how to become a voting member. Anyone interested in participating on this committee should send an email to Pat Mull.

VIII. DR. MASON; PROVOST & DR. OLSen; EXECUTIVE VICE PRESIDENT AND TREASURER

Dr. Mason and Dr. Olsen answered questions received from APSAC constituents, and fielded questions from the committee. Those questions, along with the answers, will be provided to the committee and placed on the APSAC website at a later date.

IX. NEXT MEETING

The next meeting of APSAC will be held on December 14, 2005 in STEW 204.

Respectfully submitted,

Carrie Hanson

Carrie Hanson, APSAC Facilitator