Steering Committee Members Present
Kim De Leon, Garrett Gilmer, Michael Kelly, Sarah Merchant (APSAC Representative), Bobbi Shadle, Kari Smith, and Pam Zepp

Steering Committee Members Absent
Alison Delicati, Renee Eshcoff, Robin Newman and David Wood

Guests
Jennifer Mayhall (Continuing Studies), Jay Thayer (Development), and Judy Tillapaugh (Wellness & Fitness)

Approval of Minutes
December minutes were approved.

Treasurer’s Report
Mike Kelly reported the following account balances:
- I-P Foundation: $398.41
- Dependent Scholarship: $10.00
- Professional Development: $2,591.11
- Mid-Winter All Campus Lunch & Auction: $451.90
- ASC Recognition Lunch: $0.00
- 2005 Holiday Fund Raiser: $280.05

Professional Development Scholarship
Mike Kelly reported that six ASC members applied for the scholarship. The committee reviewed their applications. Kari Smith made a motion to approve the requests, Garrett Gilmer seconded it, and the requests were voted on and approved. Those receiving $200 scholarships for professional development are Greg Anderson, Rachelle Darabi, Barbara J. Ehle, Susan Keck, Barbara Kirkwood and Kimberly Wagner. Four recipients will use the funds for First Year Experience and two will use them for attending On Course National. Pam Zepp will check with Renee Eshcoff to ensure that these recipients have not received this scholarship in the past two years since ASC members are only eligible once per two year period.

A question was brought to the committee as to whether ASC members from the same department should receive funding at the same time. A brief discussion was held and the committee concluded that each ASC member with a legitimate need should be treated as an individual request. The department is not a factor to consider in the request.

An important note for all ASC members: This scholarship is available for all ASC members to apply to towards financing conferences and/or workshops that directly relate to their job responsibilities. For information, contact David Wood at x16627.
ASC Meeting Time
Renee Eshcoff submitted a request to change the time of monthly ASC Steering Committee meetings. It was discussed and a new meeting time was agreed upon. Future meetings will be held on the 2nd Thursday of every month. Mike Kelly will send updated appointments to all ASC Steering Committee members.

ASC Website
Garrett Gilmer brought up a concern regarding the ASC website about some conflicting information in the procedures for the New Employee Reception and the Recognition Luncheon. This question was addressed to Pam Zepp, who agreed to review the site and make the appropriate updates. Also, there appears to be some outdated information on the site regarding event dates. Again, Pam Zepp agreed to review and update the information. The ASC website can be found at www.asc.ipfw.edu.

All Campus Auction
Jay Thayer reported that the date for this event is February 9th. The auction will begin at 11:30 am. Chancellor Wartell and Mark Pope will again serve as this year’s auctioneers. The auction will begin in advance of the date via online bids. Silent bids will also be accepted the day of the auction. Several items will be sold at a live auction as well. Having live and silent auctions is a new concept which Jay hopes will help keep the auction moving forward and finishing within the specified time.

The auction is open to all IPFW employees and everyone is encouraged to attend. The committee continues to collect auction items from any source and is asking for donations. All donations can be dropped off at any of the following locations:

- Jay Thayer – KT 140
- Sarah Merchant – ET 105
- Robin Newman – Walb 120A
- Coleen DeLong – ET 243
- Judy Tillapaugh – Gates 121
- Barb Romines – VPA 102

Payroll Deduction to Fund ASC
Jay Thayer reported that ASC will be sending out Payroll Deduction forms to help raise funds for the organization. The form will be distributed to all ASC members with a letter of explanation.

The following accounts will be available for funding through payroll deduction.

- ASC Professional Development Fund
- Administrative/Professional Staff Dependent Scholarship
- ASC Discretionary Fund.

Through payroll deduction, donations will come directly out of the paycheck and are tax deductible. ASC members are encouraged to consider donating to the ASC cause.
Campus Safety Committee
Jay Thayer requested that any ASC member with concerns or suggestions pertaining to campus safety, to contact him (x16963) or Renee Eshcoff (x15744).

Sarah Merchant asked about the new campus smoking policy and how it is being received. Jay reported that many of the smokers are using the huts but there are still some who don’t. He researched the issue with Lauren DenHartog about what employees can do when someone is smoking in a non-designated area. Lauren’s reply was that any employee can ask the smoker to move to a designated area. Garrett Gilmer noted that some of the designated smoking areas do not have any signage.

Jay finished his report with a reminder for all employees to exercise care in walking on campus during inclement weather.

March 16th is the next Campus Safety Committee meeting.

IPFW Employee Health Improvement Initiative
Judy Tillapaugh presented this new program for all employees, including those who have opted out of the benefit package. She has been sending out printed information to all fully–benefited employees of IPFW. This program will pay out $100.00 to those employees and their spouses that participate in a wellness screening and an online Health Risk Assessment survey.

IPFW Wellness will be offering free health screenings and information packets will be sent to the homes of eligible employees within the next few weeks. If an employee has completed an adequate health screening since September 1, 2005, they may use the results from the screening to complete the survey and receive the incentive.

Judy offered to visit any departments that would like to here more about the program and she can be contacted at x16647 to set up a time.

IPFW Wellness will also offer a comprehensive Blood Profile on Tuesday, March 14. This profile can serve as the health screening needed for the incentive program. Finally, Judy shared that the Health Fair will be held on March 22, 2006

APSCA Report
Sarah Merchant submitted a separate report. Please see the attachment for further details.

Summerfest
Mike Kelly reported that January 24th is the first committee meeting to start making plans for Summerfest 2006. Anyone interested in helping can attend the planning meeting and should contact Mike (x16620) or Kim De Leon (x15414). This is a great opportunity to help with a campus-wide event and to get involved in ASC.
ASC Fundraising Final Report – 2005

Time involved:

Oct 15 - Nov 2, 2005
- Creating the paper order form = 20 minutes
- Sending info to Pam Zepp for website order form = few seconds
- Compiling items to order from vendors = 30 minutes
- Sending orders to vendor (online) = less than 10 minutes
- Sending email and giving few items (sent to campus) to employees = few seconds
- Requesting payment to vendors = less than 10 minutes

Jan 2006
- Creating final reports = 30 minutes
Total time involved = less than 2 hours

2. Total ordered items:
- 32 – 1# bags of Pecans
- 4 – 26” Door Sprays
- 2 – 25’ Garland strands
- 5 – 50’ Garland strands
- 5 – 12” wreaths
- 6 – 24” wreaths
- 3 – 28” wreaths
- 1 – 10 yds of ribbon

Affirmative Action Committee (AAC) report for ASC
- We met on Dec. 6, 2005.
- The charge and history of the committee was reviewed.
- Affirmative Action Plan for the period of Oct 2005 to Sept 2006 was distributed and it was noted about the statistics of the ‘availability of minority and women in specific areas, current utilization, and goals for the underutilized areas’(of IPFW).
- The goals of the AAC:
  - Continue to develop positive search attitudes and behaviors throughout campus and providing support for the Affirmative Action Officer.
  - Develop a list of websites and resources that will assist the campus with regard to minority hiring.
  - Making members of this committee available for search committees, in particular, for searches involving Administrative Professionals.
  - The committee plans to make a presentation at the Diversity Showcase.
  - The committee currently has two openings for a Student Representative one from IU and one from PU.

Next Meeting
The next meeting of the ASC Steering Committee will be Thursday, February 9, 2006 at 9 am in the Walb Union Ballroom. For updated information, check out the ASC Website at www.asc.ipfw.edu.

The council encourages all ASC members to attend the ASC Council Meetings. Please bring your comments, questions, and/or ideas to have addressed during the meeting.

*Renee Eshcoff is on medical leave, if anyone has questions or concerns related to ASC finances, please contact Mike Kelly or David Wood.