Steering Committee Members:

- Michael Kelly
  481-6620
  President (2006-2007)

- David Wood
  481-6627
  Past President (2006-2007)

- Kimberly Wagner
  481-6060
  President Elect (2006-2007)

- Garrett Gilmer
  481-6601
  Parliamentarian (2006-2008)

- Sarah Merchant
  481-5710
  APSAC Representative (2005-2008)

- Kim De Leon
  481-5414
  At Large (2005-2007)

- Norm Newman
  481-6242
  At Large (2006-2008)

- Roberta Shadle
  481-6927
  At Large (2005-2007)

- Pam Zepp
  481-6031
  At Large (2005-2007)

Meeting Minutes – January 17, 2007

The meeting took place at KT 147 at 9:30. In attendance were: Norm Newman, Renee Eshcoff, Garrett Gilmer, Judy Tillapaugh, Bobbi Shadle, Kim Wagner, Mike Kelly, Sarah Merchant, and Jennifer Mayhall.

Finance – Renee Eshcoff

- Detailed finance report distributed.
- Dependent Scholarship program financially supported 4 employee scholarship requests, and the Chancellor’s office covered the other two requests.
- Mike Kelly will draft procedures for future disbursements to clarify the timing of disbursements.

APSAC – Sarah Merchant

- We reviewed report from Mike Budziak from Purdue:
  - Regional campuses may be able to apply for Professional Development grants from the main campus
  - A proposal has been submitted to update benefit tiers. $38,000 has been the level at which administrative staff contribute more for health benefits, and the proposal is to increase this figure based on inflation.

ASC Related Items – Renee

- Traffic Appeals – Fall 2006 Report
  - The Traffic Appeals Committee reviews each appeal; there were a total of 94 appeals in the 4th quarter; 88 were upheld & 6 dismissed
  - Staff can arrange for visitors on official business to be given a parking pass, available from Police and Safety.
- ASC Dependent Scholarship Fund – Employees can now contribute through payroll deduction. The form is available on the ASC Website: [http://www.asc.ipfw.edu/](http://www.asc.ipfw.edu/) The form needs to be printed, filled out, and submitted to the Development Office.
- The Campus Safety Committee (from Jay Thayer) reminds us to take extra care while driving and walking on ice or snow. The campus Grounds Department does a fantastic job of making the walkways and parking areas safe but accidents can happen if we are too hurried during bad weather

Healthy Purdue – Judy Tillapaugh

- 48% of the IPFW employees participated in the Healthy Purdue 2006. Findings showed that excess weight, stress, and mental well being were the top three health concerns among faculty and staff. Confidentiality of health records is ensured through the third party provider, StayWell. StayWell strictly follows HIPPA regulations.
-Information about the NEW Wellness Achievement Incentive Criteria will soon be distributed. Employees can choose 5, from a choice of 8, programs/service and qualify for the $250 Wellness Achievement Incentive. Employees should call StayWell helpline, 1-800-926-5455, should they have any questions about Health Path Questionnaire results.

-Food Service on campus – It was suggested to propose that the limited food service on campus during the holidays and weekends be expanded. Many employees are on campus when school is not in session, and this Spring, there are 1100 students enrolled in Weekend College. Mike and Kim will research.

MidWinter Auction & Lunch – Norm Newman, Sarah Merchant, & Kim Wagner
Date is set for February 8, 2007 -11:30-1:00 – Wall 222/224/226
-Many are working hard to collect auctions items. Did you get a nice X-mas present that you just can’t use? Consider donating it to the cause. Proceeds go to the Dependent Scholarship Fund. Please contact Kim Wagner wagnerk@ipfw.edu, x16060. If you have an item you can donate, or can gain an item from a vendor, Kim has a letter available from Development for tax purposes. Please let her know if you need one.
-Sarah needs help with decorating, beginning at 10:00 on Thursday, 2/8. Please contact her if you have interest – merchans@ipfw.edu, x15710.
-We will be using the same caterer as last year, and the cost will remain at $7.00 (due to a generous donor who will pay the cost difference between this year and last year).
-The Chancellor and Mark Pope will MC again this year. What a hoot!

ASC Recognition Luncheon – April 4, 2007, 12-1:15

Next meeting – February 21, 2007

Respectfully submitted,

Jennifer Mayhall