August 19th, 2009
10:00-11:00 KT 204K

In attendance: Kellie Hockemeyer, Daysha Jackson, Roxanne Kingsbury, Corrie Fox, Mandi Witkovsky, Ashley McArdle and Jennifer Roherty.

Meeting called to order at 10:06 AM

Secretary’s Report

- Because of the resignation of Kelly Klinker from the APSAC Steering Committee, we will look to the elections held in March 2009 for a replacement. The person with the next highest amount of votes in the At-Large Representative Election will be the replacement for Kelly. That person is Kathy Skurzewski. Welcome back Kathy!

- Nametags: It was decided that the APSAC Steering Committee will continue to use the plastic nametags instead of purchasing new nametags

Treasurer’s Report

- No report as Kirk was unable to attend the meeting.

Subcommittee Reports

- The Mid-Winter Auction Committee has been informed that they need to pay Goeglein’s for their services at the auction.

- Assignment of subcommittee chairs for 2009-2010 are as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Date</th>
<th>Committee Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Table</td>
<td>For incoming students, APSAC provides information during the first week of fall and spring semester</td>
<td>August 2009 January 2010</td>
<td>Cyndy Elick</td>
</tr>
<tr>
<td>New Employee Reception</td>
<td>Semi-annual recognition of new clerical, support, and administrative staff</td>
<td>September 2009 February 2010</td>
<td>Ashley McArdle</td>
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<tr>
<td>Holiday Fundraiser</td>
<td>An informal activity to generate donations to various APSAC accounts</td>
<td>November/December 2009</td>
<td>Mandi Witkovsky</td>
</tr>
<tr>
<td>Mid-Winter Auction</td>
<td>A formal event to generate donations to various APSAC accounts</td>
<td>February 2010</td>
<td>Jennifer Roherty</td>
</tr>
<tr>
<td>Officer Elections</td>
<td>As stated in the APSAC Constitution, this event is to secure officers for the next year.</td>
<td>March 2010</td>
<td>Corrie Fox</td>
</tr>
<tr>
<td>Recognition Luncheon</td>
<td>A social gathering in honor of service anniversaries, graduates, and Excellence Award Winner</td>
<td>April 2010</td>
<td>Daysha Jackson</td>
</tr>
<tr>
<td>Summerfest</td>
<td>An annual celebration for clerical, support and administrative staff</td>
<td>Summer 2010</td>
<td>Mandi Witkovsky</td>
</tr>
</tbody>
</table>
Old Business

- Employee Discount page: Kellie Hockemeyer will speak with CSSAC as well as HR for more clarification about APSAC’s responsibilities for this endeavor. Also, the APSAC steering committee would like to share responsibilities and combine discount pages with CSSAC. Kellie will explore the possibilities of this happening.

University committee assignments

- It was discovered that there could be several committees that either no longer exist or need to have new APSAC representation of which the steering committee needs to aware. Kellie will investigate what University committees need to have a new APSAC member included on them or simply need to be updated as no longer existing on our website.
- The APSAC Steering Committee has been asked to appoint an APSAC representative to the Homecoming Committee. Jennifer Roherty will be the APSAC representative on the Homecoming Committee.

Professional Development/Dependent Scholarships

- The committee needs to investigate some issues regarding the dependent scholarships, the processes for applying and awarding and how/when to publish the recipients of the awards. Roxanne will contact Chris Douse to discuss, Mandi will begin working on an electronic application system and the committee will evaluate the process at the next meeting.

Other Topics

- Our meeting: 10:00 AM, 3rd Wednesday of the month, KT 204K
- Committee would like to review/discuss the following this year, but will table until next meet when Kirk Tolliver is there to discuss because of his connection to the HR policy Committee:
  - Bereavement policy
  - Tax issues for employees who are Ohio residents
- The Steering Committee needs to update the display board next the information desk in Kettler. The changes should reflect new members, their photos and their committee assignments.
- The Steering Committee will have a group photo and head shots taken soon for the website and bulletin board.

Meeting adjourned at 10:55 PM

Respectfully Submitted by Corrie Fox, Secretary