October 21st, 2009
10:00-11:00 KT 204K

In attendance: Kellie Hockemeyer, Daysha Jackson, Roxanne Kingsbury, Corrie Fox, Kirk Tolliver, Susan Byers, Mandi Witkovsky, and Kathy Skurzewski

Meeting called to order at 10:00 AM

The meeting began with the taking of the 2009-2010 Steering Committee’s photo for the website. Regular meeting followed.

Secretary’s Report

- Nothing to Report

Treasurer’s Report

- We are up-to-date with payments for events and scholarships.
- The need for a more formal process for scholarship applications and follow-up was discussed. This is needed to avoid anyone getting left out or not receiving their awarded funds. The committee decided on the following process:
  1. Application completed (Kathy is working on an on-line form)
  2. Treasurer receives application and brings to APSAC Steering Committee Meeting
  3. Steering Committee votes
  4. Current President notifies recipients
  5. Treasurer follows up with Financial Aid and any other necessary offices
  6. Webmaster puts winners on the APSAC website

Purdue-West Lafayette APSAC Report (Susan Byers)

- Provided information about Flex spending accounts
  - They will become restricted on January 1st
  - If you have one for 2009 look for message to be forthcoming
- The Enrollment packages were shipped on October 23rd
• Purdue University is losing money on university owned vehicles (1.42 million in losses and in 2009 there have been 250 accidents compared to 191 in 2008 and 142 in 2007), this is leading to a new policy for use of fleet vehicles.
  o Employees must be at least 18 with a valid license and students must be at least 20 with a valid license
  o No one using a fleet vehicle may have a DUI on their record for 3 years, if so their job duties will be changed.
  o Kirk added that IPFW should not see many (if any) changes because of this policy change
• There was discussion of an “Adoption Reimbursement” policy to financially assist employees who adopt children. More information to come.
• A website is being developed so that employees can see ALL professional development opportunities available to them

Subcommittee Reports
• URPC (University Resources Policy Committee)
  o Kirk reported that because of the incident at the Science Building there will be a safety meeting with the Vice Chancellors
  o If you did not get a “Notice E-mail” after this incident please contact ITS (some people are inadvertently blocking the e-mails)
  o Look for information about donating to the United Way Campaign
• SPARC (Strategic Planning And Review Council)
  o IPFW’s 50th anniversary is coming up (2014-2015) and the council is looking for the top 50 ideas of how to celebrate. If you have any ideas give them to a council member (Kellie Hochemeyer is APSAC’s representative on the council)
  o Some ideas include: raising $50 million for 50th, scholarships, adopting schools, etc. The council wants to discover the “next big thing” that people are doing to celebrate things
  o The Chancellor wants IPFW to be known as a “Community Partner” so ideas related to this are welcomed
  o The committee will meet again in November

Old Business
• Employee Discount page: Done! Check the website!
• New Employee Reception:
  o Ashley did a great job with this semester’s event!
  o However, the majority of new employees did not come this year, nor did other employees (low attendance all around). Was this a bad day? Do we need new ideas for this event? Is it worth the effort? Do people not feel it is important for them to attend?
The decision was made to do the event again, but try a different day (not a Friday before a holiday) and then reevaluate event.

- Sam’s Club Discount
  - October 24th was the second provided opportunity for IPFW employees to get discounted membership ($40 and $10 gift card). If you were not able to attend that day, when you visit Sam’s Club ask for Amanda and take with you your IPFW ID card or a check stub.

- APSAC Fundraiser
  - Look for APSAC Steering Committee members selling “Urban Survival Kits” the week after Thanksgiving. These make great stocking stuffers and gifts so please help support!

- Mid-Winter Auction: Jen is working on a date

- University committee assignments:
  - Still working on updates

Other Topics to be discussed at future meetings:

- Ohio Employee Income tax issues

- Bereavement policy

- 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.

Meeting adjourned at 11:07 PM

Respectfully Submitted by Corrie Fox, Secretary