Meeting Minutes
February 17th, 2010
10:00-11:00 KT 204K

In attendance: Kellie Hockemeyer, Daysha Jackson, Roxanne Kingsbury, Corrie Fox, Kirk Tolliver, Susan Byers, Jennifer Roherty, Mandi Witkovsky and Ashley McArdle

Meeting called to order at 10:10 AM

Treasurer’s Report

- Professional Development funds are pending because of requests.

Subcommittee Reports

- Mid-Winter Auction
  - March 3rd, 2010 11:45-1:15
  - Everything on track
  - Stay tuned for results!

- Recognition Luncheon
  - April 21st
    - Need nominations for the Administrative Excellence Award -
      http://www.ipfw.edu/apsac/projects/luncheon/excellence/
      - Do you have a fellow employee that you admire?
      - Do you think someone deserves an extra pat on the back?
      - Do you have someone that you would like to re-nominate for the APSAC Excellence Award?
    - If you received a degree in 2009 please contact Kirk Tolliver (tolliver@ipfw.edu) to be included among the list of honorees. Please know that this means you received a degree during your time of employment at IPFW (those who received a degree and then began working here will not be included).

- Summerfest
  - Date is July 14th
  - There will be a talent show during lunch as well as a “Hall of Fame” to display talents that would not be appropriate for a talent show (ie., quilts, other crafts, etc.)
  - More information to come!
• Diversity Showcase
  o Taking semester to meet, plan and revamp the event

• APSAC at WL
  o Please refer to the update sent by Susan for information

Old Business
• New Employee Orientation Table
  o APSAC will be represented at the New Employee Orientations and a document about APSAC has been created.
  o We need a table cloth and or informational sign. Jen is looking into this.

• Professional Development
  o A committee policy for approving professional development fund requests is needed and will be discussed at the next meeting.
  o We will be looking into how PU-WL approves requests

New Business
• APSAC Elections
  o This year the committee is in need of nominees for the following positions (6 total):
    ▪ President Elect
    ▪ Parliamentarian
    ▪ Secretary
    ▪ West Lafayette APSAC Representative
    ▪ Treasurer
    ▪ At-Large Representative
  o To find a listing of all eligible Administrative & Professional Staff and to complete your nomination, visit http://www.ipfw.edu/apsac/projects/elections/default.shtml
Please look at the list and nominate those who you feel would be a great addition to the committee. Per the APSAC constitution: "Each voting member may nominate one person for each position".

Meeting adjourned at 11:09 AM

Respectfully Submitted by Corrie Fox, Secretary