August 18th, 2010
10:00-11:00 KT 204K

In attendance: Kellie Hockemeyer, Daysha Jackson, Corrie Fox, Ashley McArdle, Jen Roherty, Kim Myers, Jennifer Horrom and Mandi Witkovsky

Meeting called to order at 10:06 AM

The meeting began with a discussion of the Steering Committee membership and if another member needs to be added, more specifically an additional West Lafayette APSAC Representative. The committee decided that a representative from HR would be a nice addition to the Steering Committee and an additional WL-APSAC representative would be helpful. Per the APSAC Constitution the committee will look to runners-up from the previous election and “(s)hould no candidate be identified from the prior ballot, the vacancy shall be filled by nomination and election of the Steering Committee”. Daysha will contact Rose Costello to see if there is an HR staff member that would be able to serve on the APSAC Steering Committee.

Subcommittee Reports

- Steering Committee Subcommittee assignments are as follows for 2010-2011:

<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 2010 January 2011</td>
<td>Cyndi Elick</td>
</tr>
<tr>
<td>New Employee Reception</td>
<td>Semi-annual recognition of new clerical, support, and administrative staff</td>
<td>September 2010 February 2011</td>
<td>Jennifer Horrom</td>
</tr>
<tr>
<td>Holiday Fundraiser</td>
<td>An informal activity to generate donations to various APSAC accounts</td>
<td>November/December 2010</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 2011</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 2011</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 2011</td>
<td>Ashley McArdle</td>
</tr>
<tr>
<td>Summerfest</td>
<td>An annual celebration for clerical, support and administrative staff</td>
<td>Summer 2011</td>
<td>CSSAC</td>
</tr>
</tbody>
</table>
• University committee assignments were discussed. New Committee assignments are as follows:
  o Calender SubCommittee: Julie Schrader
  o SubCommittee on Athletics: Corrie Fox
  o University Resources Policy Committee: Mandi Witkovsky
  o Diversity Council: Daysha Jackson

Treasurer’s Report
• No report

Old Business
• Summerfest
  o Great Event! Mandi Witkovsky did an amazing job organizing the event and she and the committee deserve some accolades for their hard work!

• APSAC Constitution
  o Mandi is compiling the suggested changes by the Steering Committee members and will send them out to the committee for final approval before making it available to all of APSAC

• Online forms for scholarships
  o Corrie will be working on putting the forms on Qualtrics and updating the regulations for both scholarships and professional development funds
  o Please try to get your applications for Scholarships in on time once the site is updated!

• APSAC Members can submit questions and comments on the APSAC website!

New Business
• New Employee Reception
  o Jen Horrom will take the lead on this event and discuss with CSSAC the possibility of no longer having the reception. APSAC would like to replace the reception with a more personal gift for new employees (i.e. an IPFW lapel pin). Jen will meet with a CSSAC rep to discuss.

• Sam’s Club Open House for IPFW Faculty and Staff
  o September 11th, 10-2
  o Look for more information about a Sam’s Club event for students.
• Shoe Carnival may also want to have a Discount Day for IPFW Faculty and Staff!

• Professional Development
  o Because of some disagreements about the use of professional development funds the committee is exploring new ways to help APSAC members get more professional development opportunities. Currently, the majority of Professional Development requests are to help pay for conferences and some committee members feel that there could be alternative ways to better use funds. Mandi will be taking the lead on this and seek out some options.

• The APSAC website is being converted.

• The APSAC Steering Committee picture was taken immediately following the meeting.

  Meeting adjourned at 11:04 PM
  Respectfully Submitted by Corrie Fox, Secretary