October 20th, 2010
10:00-11:00 KT 147

In attendance: Kellie Hockemeyer, Daysha Jackson, Corrie Fox, Ashley McArdle, Kim Myers, Jennifer Horrom, Julie Schrader and Mandi Witkovsky. Also in attendance: Norma Endersby representing the United Way campaign.

Meeting called to order at 10:01 AM

Subcommittee Reports

- University Council: Meeting was canceled.
- Calendar Subcommittee: Julie reported that the committee met to discuss the 2013-2014 calendar and after some minor changes to words and a look at holidays the calendar was set.
- Diversity Council: Daysha reported that a date for the Diversity Showcase has been set for March 24th, 2011.
- West Lafayette APSAC: Kim reported that the meeting this month was a combination of APSAC and CSSAC and each group talked about changes/developments within their committees and then someone spoke at length about Fidelity and retirement questions.

Treasurer’s Report

- The money for dependent scholarships has been subtracted from our budget as well as a small ($1.23) discrepancy in the Recognition Luncheon account.
- Our current balance is $2,347.31

Old Business

- New Employee Reception: Jennifer met with HR to discuss options and it was decided to host the Fall New Employee Reception as it had been done in the past (it was help on Friday, October 15). Moving forward, the Steering Committee has decided that it will no long host a reception but will have a “Welcome Wagon” to greet new professional staff members. New Professional staff will get a card and an “IPFW survival kit” (this is the Urban Survival kit that was sold as the fundraiser last year and
includes many useful items) from APSAC. Jennifer is looking into what other things we may be able to include in this welcome gift. This will begin with employees hired after January 1\textsuperscript{st} 2011.

- APSAC Constitution
  - Has been updated, please look for the amended Constitution which will be coming to you via e-mail soon. We will ask for comments and there will then be an electronic vote for approval of the amendments.

- Online forms for scholarships
  - Corrie is working to complete this and changes will be reflected on the website.

New Business

- New Employee Orientation: Jennifer will cover the November 5\textsuperscript{th} orientation for APSAC
- Daysha will be speaking with any current members who have missed several meetings to see if they are still able to remain on the Steering Committee
- Holiday Fundraiser: The amazingly creative Mandi is taking the lead and we will be selling Homemade Holiday cards beginning soon! Look for more information to come.
- United Way: Norma Endersby spoke to us about the upcoming United Way Campaign. The Campaign will begin on October 25\textsuperscript{th} with a kick-off luncheon and will end on November 24\textsuperscript{th}. The goal for this year is $50,000 (if every employee were to donate $1.00 per week it would equal $57,200). It was also noted that people can choose the organization or area to which their donation goes, and all the donated money will directly help people in Allen County.

Meeting adjourned at 11:04 PM

Respectfully Submitted by Corrie Fox, Secretary