Meeting Minutes
December 15th, 2010
10:00-11:00 KT 147

In attendance: Kellie Hockemeyer, Corrie Fox, Ashley McArdle, Kim Myers and Mandi Witkovsky.
Also in attendance: Ashley Simmons and Kirk Tolliver.

Meeting called to order at 10:06 AM

The meeting began with an HR update from Kirk Tolliver about the changes in overtime and call-back pay.

Changes to Purdue’s overtime and callback pay policy will take effect on January 1, 2011.

Overtime
Overtime pay will no longer apply to hours in paid status in excess of eight hours a day. Nonexempt employees will now receive overtime pay for all hours in paid status in excess of 40 hours in a single workweek.

Because of the change in policy, it will no longer be necessary to indicate on the timecard when an employee’s schedule ‘flexes’ between workdays.

Callback Pay
Nonexempt, benefits-eligible employees receive callback pay when, after leaving a scheduled work shift, the employee is required to return to the workplace outside of the employee’s normal work schedule.

Callback pay is not provided when extra work is scheduled in advance or when employees are asked to extend their regular work shifts (either to stay beyond the end of the shift or to report to work early).

Employees eligible for callback pay will receive a premium payment equal to two hours of regular pay. This is in addition to being compensated for all hours worked at the regular rate (or overtime rate, if applicable). All time worked in callback status is included to determine overtime eligibility, but the callback premium itself is not included when calculating overtime eligibility.

When callback applies, the employee should record 2.0 hours with the code “CB” on the appropriate day on the timecard in addition to recording the actual regular and/or overtime hours worked that day.

If you have questions about these changes, please contact:

- HR compensation – 16680
- HR payroll – 16679

The updated policy can be found on the Purdue website at: http://www.purdue.edu/policies/pages/human_resources/IV_5_8.html

Treasurer’s Report

- No report.
Holiday Fundraiser Update

- 87 sets of cards were sold and the committee raised $850.00 for scholarship funds! A big thanks to Mandi Witkovsky for leading, organizing and being the creative mind behind the design and creation of the cards! Great job to Mandi and her helpers!

Subcommittee Reports

- University Council: Next meeting in January
- University Resource Policy Committee: No report
- SPARC: The Higher Learning Commission was very impressed with IPFW and a draft report will come soon. There was also a long discussion of Faculty salaries because URPC said that “IPFW should meet Strategic Planning goals by raising Faculty salaries”. The committee looked at IPFW’s Faculty salaries and compensation in relation to our peer institutions.
- SCOA: No report
- Diversity Council: No report
- Traffic Appeals: No report
- Academic Appeals: Still waiting to hear about this committee.

West Lafayette APSAC

- Kim reported that Open Enrollment for Fidelity is behind and that there is going to be a new Background Check policy coming. Look for minutes coming soon!

AP SAC Constitution

- We need to update the constitution with the list of duties for the members of the Steering Committee.

New Committee Members

- Nominations were made and the Steering Committee chose Garien Hudson from Admissions for the position of Parliamentarian and Ashley Simmons from the Office of International Education for the 2\textsuperscript{nd} West Lafayette APSAC Representative. Welcome Garien and Ashley!

New Employee Orientation Dates/Welcome Wagon Update from Meeting with CSSAC and HR

- Ashley met with members of CSSAC and HR to discuss the New Employee Reception. It was decided that APSAC no longer wanted to participate in this event because of lack of interest from new employees and current employees and wanted instead to do something more like a “welcome wagon”.

• APSAC will now send a representative to the New Employee Orientation at which the representative will talk a little about APSAC and attend the lunch with the new employees. We would also like to give a welcome card and gift to the new APSAC members when they first start and we would like to partner with CSSAC if there is interest.

• New Employee Orientation Dates for Spring will be sent to Steering Committee members to signup for dates to be present and share information about APSAC.

Spring Programming
  o Mid-Winter Auction – The March Mayhem event is set for Monday, February 28th, 2011 from 12:00 PM - 1:00 PM in Walb Ballroom. Anyone who would like to donate ANYTHING (do you bake, craft, sew, quilt, have gifts from the holidays that you do not need?!?!) for the event please contact Jen (rohertyj@ipfw.edu).
  o APSAC Elections – March/April – Corrie will coordinate
  o APSAC Recognition Luncheon – April 20th, 2011, Ashley will coordinate for APSAC

Hot Topics
  • The committee is still looking into the idea of a location on the web for major committee meeting minutes.
  • APSAC is ready for the website update/conversion
  • The Dependent Scholarship request was voted on and passed.
  • There was discussion of adding an APSAC “Community Service Award” to the Recognition Luncheon, Corrie and Ashley will work on this and present to the Steering Committee at the next meeting.

Meeting adjourned at 11:10 AM

Respectfully Submitted by Corrie Fox, Secretary