

**APSAC Minutes
Purdue North Central
Agenda August 11, 2011
2:00 to 3:00 PM**

The Purdue University North Central APSAC met for their monthly meeting on August 11th, 2011, in LSF Room 60. Present: *Jason Inman, Angel Cable, Bridget Cadwell, Steve Taylor, Erin Zak, Tom Albano.*

New Business

- Reviewed progress on annual goals.
- Solicit nominations for election as needed.
- Organizing pie sale/fund raiser to begin in October- pie selection and order fliers

Old Business

- Discussed Employee Recognition Program
- Chancellor will make announcement at Welcome Back Breakfast on August 15 & 16
- Reviewed next steps to implement process

Proposed Employee Recognition Program

Proposed Employee Recognition Program

Original proposal was submitted by APSAC and CSSAC committees subsequent to employee survey. Survey results and proposal were presented to VC Turner and discussed at a meeting with both committees on July 28, 2011. The version listed below was edited by VC Turner from original to reflect the outcome of discussion at our meeting.

- **Semester Award**
 - Employee recognition award each semester
 - Award given
 - \$50 Gift Certificate
 - Personal note from supervisor
 - Personal note from Chancellor
 - One award to each employment classification each semester
 - Clerical Staff
 - Professional

- Service Staff
 - Nominees - Selection / Criteria
 - Nominee list will be produced from “Thumbs Up” program
 - Nominee must have completed one year employment at Purdue University North Central
 - Recipients will be selected randomly from among all nominated
 - Employee may only receive one award per year
 - Enhancing Level of Campus-wide Recognition
 - All nominees and recipients highlighted in “Chancellor’s News Letter”
 - Posted on electronic monitors in each building
 - Everyone e-mail notifying campus
 - Noted at Chancellor’s Forum
- **Annual Award**
 - Awards presented at annual spring recognition luncheon
 - Awards Presented (all employee categories will receive same level of award(s))
 - “A” Parking Permit good for one year
 - \$1000 (same as provided to outstanding faculty)
 - Personal note from supervisor
 - Personal note from Chancellor
 - One award will be given to each employment classification (faculty award/recognition currently in place)
 - Clerical Staff
 - Professional
 - Service Staff
 - Nominees – Selection / Criteria
 - Nominees will be peer selected by each committee
 - Nominee must have completed one year employment at Purdue University North Central
 - Employee may only receive award every four years
 - Campus recognition
 - Recipient highlighted in “Chancellor’s Newsletter”
 - Posted on flat screen monitors in each building
 - Everyone e-mail notifying campus
 - Recognized at HR Spring Luncheon

Outcome

- Improve staff moral
- Positive peer pressure to encourage outstanding work performance

- Collaborative alliance between APSAC and CSSAC
- Administration favorably recognized for addressing employee recommendations on survey
- Increased participation in future surveys
- Increased participation in program

Respectfully Submitted from the APSAC and CSSAC committees at Purdue University North Central

Adjourn: Next meeting Thursday, September 8, 2011, 2:00 – 3:00 in LSF 60