

APSAC Monthly Meeting

March 20, 2008; Retreat PNCP-G Conference Room 12:15 to 4:00 PM

Members Present: Liz Depew, D. Carol Kurmis, Leigh Fuller, Todd Laux, and Janice Whisler

Members Absent: Barb Austin * Guest/Host: none * Purpose: Retreat and yearly planning session

The APSAC Chair, Liz Depew called the meeting to order, passed out an agenda, and welcomed the members of the committee.

General Business:

- Received Annual 2007 Report
- Monthly meetings will be held on the 2nd Thursday at 2:00 PM
- Location TBA each month by Liz in her reminder to the committee
- Annual meeting with the Chancellor will be scheduled by Liz; it was discussed and agreed that the committee would present the annual budget and goals to him.
- Group and individual pictures scheduled for next month's meeting
- Individual pictures will be added to the webpage with Bios
- Invite Dana Krill from Campus Relations to discuss best ways to update APSAC web page
- Add/bring back Welcome Committee:
 1. The chair and a committee member will visit new PNC employees.
 2. Committee members may pass if their schedule does not coincide with a new employee PNC visit/another opportunity will be afforded in the future.
 3. It was proposed that a welcome packet of information and a t-shirt be given to the new employee; under investigation.
- A discussion ensued to change the luncheon from a fall/spring venue to a summer kick-off at the end of July. Todd Laux and Leigh Fuller will chair this event. Liz will coordinate a speaker. The suggestion was made that games should be available for the guests.
- Fund raising ideas were discussed to support the APSAC scholarship.
- Professional and development grant and dependent grant to be awarded at the summer luncheon.
- A discussion ensued concerning the parking issues. Liz shared information about the parking policy (rates) being set through 2009/2010. She also stated that conversations were on-going about creating a tiered structure to assist in the paying for parking. Liz reminded us of APSAC's responsibilities according to the bylaws, which is to, but not limited to, participating in the formulation or change of policies affecting conditions of employment and to act as a liaison between A/P staff and campus administration.

Task Calendar Review:

- The Task Calendar was completely reviewed and adjustments were made to fit the growing and diverse needs of the committee and the constituents served. Particular attention was paid to streamlining the various events and awards that typically occur. Liz will revise the calendar with the suggested changes and forward to the committee. See attached Task Calendar.

Bylaws:

- It was discussed and agreed to eliminate the strategic plan in-lieu of the bylaws.
- After a cursory review by the committee, no amendments are required. It was discussed and decided to make minor changes to the bylaws that would align them to the task calendar, mission and vision statements, Purdue West Lafayette's APSAC bylaws, and to correct typos.

Goals for the Year:

1. To host an open forum in September
2. Provide professional development opportunities
3. Award Grants
4. Act as liaisons

Respectfully Submitted

D. Carol Kurmis, Secretary