

APSAC Minutes
October 13th, 2011
2:00 to 3:00 PM
LSF 60

Members Present: Steve Taylor, Bridget Cadwell, Tom Albano, Erin Zak, Jason Inman. Rachel Weaver and Erin Zak were absent.

- @ 2:30 Guests attended, CSSAC Committee arrived to discuss Christmas party.
- We are planning to have a Dessert Auction at the Christmas party.
- Maria Watson will arrange bakers. The luncheon will be held on December 8th, 2011 from 11:30 a.m. to 1:30 p.m. in LSF Bldg., Room 144.
- Ginger bread houses are a possibility.
- Dave Pratt will likely provide live music again.
- Amber Cable will send out invites / "Save the Date" information.
- Joe Maggio plans to acquire a camera from Campus Relations for pictures.
- CSSAC & APSAC staff should be ready to set up around 10:30

I. Reviewed October/November - Task Calendar

October

1. Need to conduct election.
2. Fund Raiser for dependent grant: Pie Sale underway.

November

3. We will notify election winners.
4. We will need to notify senior administration of new APSAC representatives.

II. Unfinished Business:

- A. Employee Recognition Program- Semester awards announced.
 1. Dream Weaver software installed on Angel's computer
 - i. Angel and Ella (CSSAC) will alternate weeks to enter Thumb's Up nominations
 2. Announce and Advertise "NEW" Thumbs Up Program
 - i. Chancellor's Newsletter
 - ii. Electronic Screens
 3. Annual Employee Recognition- Need to create criteria and process

III. Leadership Roles

- a. Fundraiser/Pie Sale: Angel Cable and Steve Taylor
 - i. Sell dates: October 13 – 31

- ii. Return form and checks to Angel: November 1
- iii. Angel call order in to GFS: November 2

iv. Delivery date: Friday, November 18

v.

- b. Holiday Luncheon/Carry In: Jason Inman and Angel Cable /Save the Date Dec. 8
 - i. Dessert Auction
 - ii. Decorations
 - iii. Room Set up
 - iv. A/V- Music and PNC- Slide show of pix/events throughout the year
 - v. Food
 - vi. Drinks
 - vii. Invitations

IV. New Business

- A. Ideas for Annual Employee Recognition Criteria- Bring to next meeting
- B. CSSAC Committee to provide Clerical and Service criteria

V. Adjourn: Next meeting Thursday, November 10, 2011, 2:00 – 3:00 in LSF 60