



**Meeting Minutes**  
**November 13, 2013**  
**UC 134, 11:00am**

*These November 13, 2013 ASC minutes were approved online December 3, 2013*

**ASC Representatives Present:** Drew Eli, Kathy Engle, Terry Erker, Sean Garnes, Diane Harris, Barbara Hesner, Jody Horn, Alexandra Lampert, Tamara Miller-Glahn, Mary Roberts, Adam Schreiber

**Approved October 9, 2013 meeting minutes:** These minutes were approved online October 16, 2013, and then distributed to the ASC constituents.

**Treasurer's Report:** Drew Eli, ASC treasurer, stated that the only costs for October were \$26.00 for printing and \$319.00 for catering, leaving a balance as of October 31, 2013, of \$1,208.79.

**Procedures for distributing information and minutes to constituents:**

- When ASC reps want to distribute information to their constituents, the members will send their emails to other ASC reps with a (1) Subject line and (2) text and attachment(s), if applicable.
- For emails with information related to larger ASC events, such as our fall open house, spring social, etc., ASC reps will send their emails with the subject line, text and any attachment(s), but allow for other ASC reps to comment, add to the email, and/or include photographs. The person who originated the event summary email will then review and submit the email with all related comments and additions, and send out (edited) email the following day.
- When an ASC rep is off campus for more than a day, that rep should share their constituency list with another ASC rep and make arrangements for that other rep to send out any ASC-related information.
- Action items in meeting minutes should be bolded and italicized along with the name of the person who will follow up on action item(s).
- Organize checklists for key events to retain for subsequent years.

**Website Review and Updates:**

Add rotating photos on the website: **JJ Stolz** to follow up with PLU photographer, John Froschauer to obtain some photos of the Veterans' Day Ceremony to post on the home page of [www.plu.edu/asc](http://www.plu.edu/asc).

**Committee Updates:**

**Benefits:** The committee met with Albers & Associates to discuss premiums and open enrollment.

**Budget:** Next meeting will be November 14.

**Christmas Luncheon:** This committee has met several times, and the next meeting will be November 15.

**Distinguished Staff Awards:** Meeting to be determined soon.

**Fall Open House (October 30, 2013):**

Attendance: Well attended with over 100 attendees plus the ASC representatives.

Guest Speakers: The ASC would like to thank our guest speakers again: Sheri Tonn, Vice President of Finance & Operations, who presented updates on campus facility projects, and Teri Phillips, Associate Vice President of Human Resources, who presented campus-wide policies, particularly healthcare. For future open houses, we should reverse the location of the speakers (to allow them to face Park Ave., as long as the open house is held in the Regency Room) so they can have access to the podium and have the option of offering a presentation requiring audiovisual equipment.

Donations: The ASC would like to thank 12 departments across campus that donated door prizes for some of those who attended the open house: I&TS, Athletics, Human Resources, Center for Community Engagement, Dining Services, Congregation Relations, 208 Garfield, KPLU, Garfield Book Company, Department of Music, Office of Alumni, and the ASC.

**Habitat for Humanity:** Adam Schreiber said there were still some openings for the ASC to volunteer. Joel Zylstra said that Nicole Jordan (and PLU's Habitat liaison, Kendra, would be happy to coordinate a special orientation to accommodate our schedule. The Habitat project at The Woods and Tillicum will go through mid-December. December 7 is the last day to sign up. For further details, visit [www.plu.edu/service/habitat-for-humanity/home](http://www.plu.edu/service/habitat-for-humanity/home).

**Parking:** Vehicles were broken into around campus. New cameras are in seven zones all around campus, and go through the Campus Safety server. Lighting throughout campus is good; there is no need to add more lighting at this time. Any burnt out lights will be taken care of through standard facilities' work orders.

**University Diversity** (Diane Harris is an ASC member and serves on this committee as an individual, not as a representative of the ASC): Diane reported to the ASC that faculty and non-faculty employees will be receiving a survey from the University Diversity Committee as part of PLU 2020's commitment to diversity. This committee worked on a "Race at PLU" survey to learn about race related experiences at PLU. Once the survey has been approved, it will be sent to all benefited faculty, staff, and administrators in early December.

**Veterans' Day Ceremony:**

The ceremony held at Lagerquist Concert Hall, during chapel time (10:30 – 11:00) on November 11, 2013 was very well organized thanks to **Kathy Engle**, **Tamara Miller-Glahn** from the ASC; VetCorp reps, **Shameka Mitchell**, **Johnny Gilbert** and **Bob Rahal** (Master of Ceremony); **Nancy Connor** in Campus Ministry and **Nicole Juliano**, in the Diversity Center. Nancy generously offered to pay for the printing of the program and Nicole offered to pay for the posters and for distribution of them around campus boards. About five people in Marketing & Communications and Advancement did a VERY fast posting of the Veterans Day events' webpage and getting a banner on the website.

During the ASC meeting, it was suggested that spouses of veterans also stand, if they wish, to be recognized.

**Winterfest:** Mary Roberts and Jody Horn will coordinate the marketing and distribution of boxes for the [Winterfest](#) toy drive.

**Guest Speaker: Lt. Col. Kevin Keller, ROTC**

Lieutenant Colonel Kevin Keller joined PLU in July, 2013 as the Professor of Military Science and MSIV Instructor with the ROTC program. He has served in the Army for 27 years, and was an ROTC cadet when he attended college. The PLU ROTC program is comprised of 12 highly qualified staff members; 5 of them being civilians. He was the keynote speaker for the Veterans' Day Ceremony. He shared interesting information about the ROTC program with the ASC.

The ROTC program at PLU draws ROTC cadets attending PLU in addition to University of Washington at Tacoma, Saint Martin's University, University of Puget Sound, and Central Washington University Tacoma at Pierce College. The PLU ROTC program is ranked eighth in the nation based on the cadet national ranking, program quality, and performance. Thirty percent of cadets are females, and eighteen percent are from diverse ethnic backgrounds. For the past three consecutive years, PLU's ROTC program has earned the prestigious [MacArthur Award](#).

Cadets come from various sources, such as: signing up while in high school, apply to a national ROTC scholarship (based on strict criteria in academics, athletics, leadership, extracurricular activities and SAT scores), and active duty. An impressive program within the ROTC program is the [Green to Gold Program](#). Through this program, an active military person who been in the army for a minimum of 2 years and less than 10, he or she could be eligible for the ROTC, and enter college with junior standing.

A key objective of the ROTC program is to train and develop cadets to become leaders as Second Lieutenant Officers upon graduation. This year, there are 88 cadets; last year, there were 120 cadets. As students enter as freshmen, the majority of their ROTC coursework is introducing them to the Army rudiments; whereas, the focus for seniors is on leadership. Every Monday, Wednesday, and Friday, cadets do physical training, and every alternating Thursday, there is a leadership laboratory. Topics differ and are in tactical in nature.

In addition to the ROTC cadets' training at PLU, they attend combat water training at JBLM (Joint Base Lewis McChord). A primary skill for all cadets is land navigation, and that is taught at Fort Lewis. Two field training exercises are taught semi-annually on weekends at Fort Lewis.

At PLU, Lt. Col. Keller believes the cadets are well received, well supported, and enjoy engaging with the civilian community. He wants to continue to see common communication between the cadets with the civilian students, staff and faculty. ROTC cadets assist PLU events.

**Next Meeting:** December 11, from 11:00 – 12:00 in AUC 134. There will be no business meeting, but instead have a holiday party for ASC members.

Meeting adjourned at 12:03pm.

Minutes respectfully submitted by Jody Horn.