



Meeting Minutes
February 12, 2014
AUC 134, 11:00am

January 2014 Minutes approved online.

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

Treasurer's Report - The balance is \$887.50.

Website Review - The ASC discussed having a rotating banner with photographs from events in which we're involved, such as: Night at the Rainiers, Stuff the Bus, (Habitat for Humanity), Veterans' Day, donated Christmas gifts for Winterfest, and Christmas Luncheon with Distinguished Admin/Staff Awards. If anyone has other photos, please share with the council.

ASC Officer Roles -

Allison: will be gone again in March and is hoping someone else can take over the role of Secretary. Since the fiscal year is coming to a close and new members will be voted in within the two months, we agreed to have one person take the minutes for March, April, and May. Barbara, Sean and Kathy all offered to take meeting minutes, respectively, for these last three months.

Jody: now works in Career Connections. We would like to have Jody remain on the ASC even though she has transferred to another division. Jody is on the Long Range Planning Committee and is the co-chair for ASC. We would like to have her stay for the last three months; her two-year term will end May 31, 2014.

ASC Nominations and Ballots - Alexandra and Jody will be working on producing and distributing the 2014 - 2016 ASC nominations of those eligible administrative and staff employees to be on subsequent 2014 - 2016 ASC ballots. The ASC member nominations and ballots will be created and mailed out in March and April, respectively.

(Continued on next page)

Committee Reports –

- Benefits - Next meeting in March
- Budget - HR is reviewing the medical and dental plans and salary but they have not been finalized yet. The Budget Committee reviewed the bond financing of residence hall renovation which was discussed at the Board of Regents meeting February 7 and 8.
- Habitat for Humanity - If anyone is interested we can offer more opportunities just let your constituents know. According to Joel Zylstra, Habitat for Humanity is very open to coordinating a required orientation during the day (e.g., lunch hour), instead of after work, for the ASC and any of our constituents. The house that PLU helped to build is completed; however, there are plenty of other opportunities to volunteer. Adam and Jody expressed interest in volunteering.
- Long Range Planning - Currently studying the Key Performance Indicators (KPI) and the faculty and staff responses gathered from fall conference. The committee is meeting weekly through April.
- Parking - Met January 28th. Gretchen Howell is doing an analysis on ZipCar usage. Parking tickets are down due to more warnings being given out. There will be camera updates for parking lots. Blue phones on campus will be updated in spring.
- Retirement - There was a meeting on February 14th
- Spring Event - Save the Date for Thursday, April 3rd from 4:30 - 6:00pm; more details to follow. Last spring's event expenses were \$300 - 350.

Guest Speaker - Dave Veazy, Director, University Assessment, Accreditation and Research

There are three major points that Dave wanted to discuss about his role on campus:

1. Data Integrity - PLU needs to assess where students come from and why. Increasing integrity will enhance the data quality. Dave analyzes the data to assist PLU in assessing enrollment management and to determine trends. Dave focuses on historical trends in lieu of prospective. Primary goals in data assessment are to enhance communication and provide service to units across campus to share these trends and related analysis with the administration, faculty, department chairs, deans, vice presidents, President Krise, and the Board of Regents. He is also trying to help PLU with strategic planning & enrollment management for internal and federal funding.

- If any constituents need help, Dave is more than willing to offer his service.

2. Accreditation - peer review system - Dave studies the accreditation process of other institutions & interfaces with regional accrediting associations. Determining outcomes is a key objective.

3. Assessment of Student Learning

- Continually evaluate what PLU is doing with respect to student learning and determine how we can improve the process.

Next Meeting – Wednesday, March 12, 2014, 11am, AUC 134

Meeting adjourned 12:07pm.

Minutes respectfully submitted by Allison Carroll