



**ASC Meeting
8/13/2014
Morken Rm 180, 11:00am**

Attendees: Alexandra Lampert, Erick Swenson, Tom Harvey, Peggy Vance, Barbara Hesner, Seth Spidahl, Diane Harris

Treasurer's Report: In budget \$1,455 remaining. Total budget is \$1,620 for the year.

Website Update: People please send pictures to Adam S. so he can download them onto ASC website.

Monthly Meeting Schedule:

Last month for the guest speaker we ran over, do we want to have a guest speaker every month?

Committee agreed that it was ok for our meetings to run over 10-15 minutes if guest speaker spoke too long so we can conduct our normal business.

An agreement was made to make sure guest speaker limits their presentation to 30 minutes (or as close as possible). They will always be at the beginning of the meeting.

Committee agreed to try to line up a guest speaker for every meeting.

Alexandra will double check to make sure room reservations allows committee to extend until 12:15.

Google Drive: Alexandra has created Google drive for committee that everyone should be able to access and edit. Feel free to add new folder and ask Alexandra with any questions.

All the voting will be done via Google Drive

Emails to Constituents: How should we handle emails to constituents about events that aren't 100% involved on PLU or with PLU?

Resolution to this question was to send out anything and everything that is associated with PLU or the Pierce County Community.

Events:

- 1.) Stuff the Bus – Library has two boxes of donation items, another reminder will come out soon
- 2.) PLU Night at the Rainiers – Saturday, August 23rd, Several committee members will be there, Alexandra will bring camera to take some photos
- 3.) Fall Open House – What is our goal and how do we achieve that?
Guest speakers were favorable and highly recommended. Find guest speakers that are beneficial to the campus community (IE Sheri Tonn and Teri Phillips)
Diane, Barbara, and Terry are on the committee.
Main goal is for the constituents to know who is on the ASC committee.
- 4.) Veteran's Day – Tom is looking at what we did next year and will reach out to Col. Keller to find out what the expectation is. Tom and Tamera are on the committee.
- 5.) Christmas Luncheon – Meetings have not been set up yet.
- 6.) Long- Range Planning Committee: They are meeting weekly and have put out Key Performance Indicators (KPI) for each division to be distributed and discussed. This will help with benchmarks and to set future goals. Main intent is to allow everyone on campus to see how they are doing.
- 7.) Winterfest: Alexandra will meet with Ginger Peck to discuss details.
- 8.) Spring Event: Goal is to have a social event with ASC and our constituents. Highlight what ASC actually accomplished throughout the year. Last year it was held at 208 Garfield. This year it will be held on campus and a possible activity for the group.

Committee Updates:

Note: Alexandra has let all the committee leaders know who from ASC has volunteered to help.

- 1.) Bylaws – Peggy Vance agreed to lead this committee.
- 2.) Benefits – The meeting is at the end of August; Alexandra will have more to report on then. This is an advisory position.
- 3.) Budget – Peggy will be the new ASC rep for this committee. Meetings have not been set up yet.
- 4.) Skipped Habitat for Humanity and Long Range Planning
- 5.) Parking and Parking Appeals – Nothing to report, usually meet during the school year.
- 6.) Retirement Committee – Similar to Benefits committee in that is an advisory committee where they look at different retirement funds and help guide the university on where our money goes.
- 7.) Welcome to PLU – Peggy Vance is on the committee
Small discussion was held on the “how and why” for contact lists for ASC committee in terms of staff and admin positions. The university has changed divisions and structure and we want to make sure the ASC is current and up to date with how and who they communicate with.

Next meeting it was decided we should have a guest speaker and it will be in the AUC Room 134.

Next Meeting – Wednesday, September 10th, 2014, 11am-12 pm; AUC 134

Meeting adjourned 11:57 a. m.

Minutes respectfully submitted by Seth Spidahl