**ASC Meeting**

**8/9/2016**

Attendees: Tom Harvey, Seth Spidahl, Josh Smith, Cassandra Brazell, Jason Weaving, Kelly Poth, Asuka Goya, Lauren Hibbs, Alicia Hinkley, Adam Sripranaratanakul, Katie Hoover.

Teri Phillips is our guest speaker for today. Allen is the Vice President and Director of Human Resources.

Teri’s Guest Speaker Points:

1. Notifications went out to those employees whose salaries were reduced.
2. Lots of discussion on hours worked when traveling as PLU employee.
3. Overtime hours worked was also a topic. Overtime is considered extra hours over the 40 hour work week during the week.
4. Vacation was another topic. Exempt vs. Non-Exempt.
5. Exempt employees need to look at the time sheets as “Sick Leave” and “Vacation Leave”.
6. 21 current jobs open on the PLU Campus…Dining Services currently has a lot of openings.
7. HR Fall Orientation. 50 new faculty will begin teaching this Fall at PLU…due to retirements, sabbaticals, and tenure.
8. Benefits survey will be put out this Fall.
9. KPLU is taking a lot of time from HR right now. – August 30th KPLU will decease its relationship with PLU.

**Treasurer’s Report**: Tom – Our budget has not been released yet so no balance as of right now.

**New Business Items**:

1. Bylaws – Any interest to retype or convert the By-Laws into a word doc from the PDF format it sits in now.
2. Committee assignments were discussed and placed.
3. Use of the budget $1600 was determined in three areas: Fall Banquet event, Spring Banquet event, a banner, and some swag.

Next meeting is Tuesday, September 15th at 12:00-1:30 p.m. location TBD.

Meeting was adjourned at 12:15 p.m.