

MEETING AGENDA

1. Call to Order
2. Approval of Minutes
3. HR – **Christine-**
 - a. **If you worked from home 2/2, 2/3, or 2/4 don't do anything to timesheets. If you didn't, use "OL" w/l pay. Write in note section "Snow day".**
4. Unfinished Business-
 - a. **\$1,000.00 toward Professional development for 35 day reading challenge.**
5. Treasurer's Report (Khin Khin)
 - a. Operation fund : **\$3,241.79**
 - b. Scholarship fund: **N/a**
 - c. General fund: (has not received)
6. Committee Reports
 - a. Communications (Elizabeth)
 - i. **Listserv is now set up.**
 - b. Fundraising – (Shawyna)
 - i. **Reach out to see if we can get space in Kettler for around Easter time.**
 - c. Grants
 - i. **Open till 4/30 and then closed. Christine will work with financial aid to disperse and then with Khin Khin to get the funds out of the correct fund.**
 - d. Professional Development – (Shawyna)
 - i. **N/a**
 - e. Pride Plus –
 - i. **4 members will get together and send out notices to Inside PFW so nomination form can be included in March issue. Award will be given out in July.**
 - f. Purdue WL – (Shawyna) – Meeting is at the same time as ours.
 - i. **Happening right now.**
 - g. Strategic Plan Steering- All
 - i. **Shawyna was unable to attend but she can send out list of initiatives and updates if anyone wants to see them.**
 - h. Summerfest – (Shawyna)
 - i. **Meeting on 2/23 at 9am with APSAC to discuss Summerfest.**
 - i. University Committee Reports
 - i. University Council – (Khin Khin)
 1. **Meets 2/14.**
 - ii. University Resources Policy Committee (URPC)/ Budgetary Affairs Subcommittee Combined – (Shawyna)
 1. **Working on Athletic budgets and printing services issue.**
 - iii. Food Service Advisory Committee – (Kaye)

1. Meet quarterly and Kaye will attend next meeting.

- iv. Revenue Subcommittee – TBD
- v. Welcome Wagon – TBD
- vi. Faculty Senate – (Khin Khin)

1. Haven't met yet.

- vii. University Budget Committee – (Khin Khin)

1. Khin Khin to reach out regarding next meeting time.

- viii. Facilities Management Safety Committee – (Christine)

1. Voted in Safety Committee Leadership at last meeting: President- Susan Huller, Vice-President- Andrei Lacsan, Secretary- Ashley Tash. Talked about tiles in Science Building and looking to get them changed. Talking about safety plans for all departments. Injury reports were shared with committee.

- ix. PFW Prepared Committee – (Elizabeth)

1. Haven't meet yet

- 7. New Business-
- 8. Bridge Questions, none
- 9. Adjourn

Meeting Invitees: Shawyna Koorsen, Khin Khin Gyi, Melissa Helmsing, Christine Hall, Kaye Pitcher, Elizabeth Miller