

PURDUE UNIVERSITY
ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD June 11, 2008

APPROVED

MEMBERS PRESENT

Mike Budzik
Susan Byers
Sabina Calhoun
Terri Chance
Cherry Delaney
Marsha Freeland
Bonnie Fox
Leigh Fuller
Michelle Gilhooly

Kathy Heath
Nick Howell
Dan Leaird
Sally Luzader
Barbara Mansfield
Kevin Maurer
Mollie Pennock
Pamela Phegley
Timothy Riley

Linda Rose
Leonard Seidel
Mark Sobers
David Tate
Michelle Walls
Ed Wiercioch
Christina Wilson
Joseph Zadik

MEMBERS ABSENT

Kristie Bishop
Steve Santy
Janice Whisler

RESOURCE MEMBERS PRESENT

John Beelke, Director, Human Resource Services
Carrie Hanson, Human Resource Services
Lisa McCloud, Human Resource Services
Valerie O'Brien, University Periodicals

I. ANNOUNCEMENTS, ADOPTION OF THE AGENDA AND APPROVAL OF May 14, 2008 MINUTES

Lenny Seidel called the meeting to order and asked if there were any additions or corrections to the agenda. Barbara Mansfield added to the new business, an update to the Vice President of Physical Facilities sub committee search and a letter drafted for President Cordova. Hearing no other adjustments, the agenda was approved. Lenny asked for any corrections to the minutes, Lenny noted that the sub-committee chairs will have a scheduled meeting next month. Hearing no other corrections, the minutes were approved.

II. HUMAN RESOURCE SERVICES OFFICERS' REPORT

John Beelke reported that the administration will review the parental leave policy with the Board of Trustees at their June meeting. A conference call may occur so that formal approval can be obtained. If there are issues that need to be addressed, the administration plans to deal with parental leave at the September Board of Trustees meeting. The effective date has not been determined yet, but the goal is still to have the policy in effect the first of July.

Bids have been sent out to life insurance companies for proposals on term life insurance coverage. CSSAC and APSAC will be involved with this review process. There will be an "open enrollment" for faculty and staff to choose their level of coverage and this will occur in the spring of 2009 for a July 1, 2009 effective date.

Proposals have also been sent out to hire a consultant to assist with a comparison of our benefits with our peer institutions and Big Ten schools. This will aid in planning any necessary changes to the benefits package. This process is expected to be completed early this fall and will be shared with the advisory groups.

Changing health networks for Purdue 500 and Incentive PPO plans will occur on July 1st. Staff Benefits is working with local providers who have not joined the United network and this should not be a problem in the Lafayette area.

Next fall requests for proposals for new health plan networks will be sent out. The anticipation for 2010 will be offering an option with a high deductible and a health savings account. More communication will be occurring in 2009.

III. REGIONAL REPORTS

Calumet – Terri Chance reported that the first recognition of incoming and outgoing members went well.

North Central – Leigh Fuller reported that the interviews for the Vice Chancellor for Academic Affairs.

IV. SUBCOMMITTEE REPORTS

Communications – Cherry Delaney reported that there are several items needing updated on the website. There is information regarding the 20th Anniversary on the website. Contact Cherry with any changes or corrections needed.

Professional Development – David Tate reported that the Hadley speaker will be Ken Johnson, the Indianapolis Colts Chaplain. Dave also reported that the grant process needs clarification for consistency. There were 51 applicants and 24 grants were awarded.

Membership / Staff Relations – Joseph Zadik reported that packets will be sent welcoming new administrative professional staff that include a letter and a free letter opener to new employees.

Executive subcommittee – Lenny Seidel reported that the policies and procedures manual requires reviewing and updates. The last revision was done in 2005. Instead of visiting a regional campus this year, the APSAC committee will travel to the Clinton County Extension Office.

V. UNIVERSITY COMMITTEES

Campus Safety Task Force – Linda Rose will be joining this committee.

Spring Fling – Lenny reported that the wrap up meeting will be June 26th. According to feedback, the event seemed to go well. Next year APSAC will be handing out the plastic drinking cups.

Staff Appeals Board – Lenny Seidel reported that he will be replacing Kristie Bishop as the representative.

University Senate Report – Dan Leaird reported that a CSSAC representative will serve on this committee. Jane Morris will need to know that persons' name.

Executive committee – Lenny reported that Kristie Bishop volunteered to continue with the staff memorial project. Kristie and Steve Santy are leading an investigation into the possibilities. The in-coming and out-going APSAC representatives are recognized each year in May. Lenny recognizes this as an opportunity to recognize form APSAC members that are no longer with us. This may be a good time to recognize an employee “going that extra mile.” Anyone wanting to participate in these projects need to let Lenny know.

VI. UNFINISHED BUSINESS

Be Your Own Best Champion – Cherry Delaney reported that the APSAC's 20th anniversary theme is, “Be Your Own Best Champion”. The week long celebration highpoint will be a self improvement fair held in the PMU Ballrooms on October 21st. The fair will be a week after the Hadley speaker, Ken Johnson on the 14th. There has been a very positive response from vendor's participation at the fair.

VII. NEW BUSINESS

Speaker suggestions: Lenny Seidel asked for suggestions for speakers for the upcoming year. Please forward those suggestions to Lenny.

Introduction letters – Carrie Hanson presented the introduction letters for signatures from APSAC representatives. These letters will be mailed to all administrative/professional staff in early July.

Amendment to APSAC policies and procedures to clarify Vice Chair responsibilities- Lenny made a motion to amend: the vice Chair shall preside in the absence of the Chair at monthly meetings, *participate as member of the Executive Subcommittee* and serve as Chair of the communications subcommittee. And insert the following at the end of the first sentence: *“The Vice Chair shall not serve in a leadership capacity (Chair or Vice Chair) on any subcommittee other than the Communications Subcommittee. The Vice Chair, upon election, shall immediately relinquish all currently-held leadership positions on APSAC subcommittees other than the Communications Subcommittee. A replacement*

shall be chosen by the subcommittee membership prior to the next monthly APSAC meeting. The Vice Chair shall continue participation as a regular member of the APSAC subcommittee/s and University committee/s previously assigned.” Sabina seconded, the vote was in agreement, and the motion carries.

Changes in Physical Facilities – Barbara Mansfield reported that a search committee is reviewing resumes for the Vice President of Physical Facilities. The top three candidates will visit this campus for interviews.

Letter to Dr. Córdova – Barbara Mansfield reported that a letter has been drafted from Compensation and Benefits subcommittee regarding Healthy Purdue in depth. APSAC supports the Healthy Purdue concept and wishes to express interest for future endeavors. Upon approval of the letter, it will be forwarded to Dr. Córdova.

VIII. NEXT MEETING

The next meeting of APSAC will be Wednesday, July 9, 2008 at Clinton County Extension office, 1111 South Jackson St., Frankfort, IN.

Respectfully submitted,
Lisa McCloud