

PURDUE UNIVERSITY
ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD February 11, 2009

APPROVED

MEMBERS PRESENT

Dan Annarino	Michelle Gilhooly	Linda Rose
Mike Budzik	Nick Howell	Steve Santy
Susan Byers	Sally Luzader	Leonard Seidel
Michelle Davis	Barbara Mansfield	Mark Sobers
Cherry Delaney	Kevin Maurer	David Tate
Marsha Freeland	Mollie Pennock	Ed Wiercioch
Bonnie Fox	Pamela Phegley	
Leigh Fuller	Tim Riley	

MEMBERS ABSENT

Kristie Bishop
Dan Leaird
Joe Zadik

RESOURCE MEMBERS PRESENT

John Shipley, Interim Vice President of Business Services & Assistant Treasurer
John Beelke, Director, Human Resource Services
Carrie Hanson, Human Resource Services
Lisa McCloud, Human Resource Services
Valerie O'Brien, University Periodicals

ANNOUNCEMENTS & APPROVAL OF MINUTES OF THE January 14, 2009 MEETING

Lenny Seidel welcomed invited guests, Sumana Bouchan, the DRO's visiting scholar from Cambodia and Suzanne Clemenz, Diversity Resource Specialist with the Diversity Resource Office. Lenny announced that nominations for Member Emeritus will be needed for the March meeting with a vote at the April meeting. Lenny will contact each nominee to verify their willingness to participate for one more year. Voting members may vote for up to three on the Member Emeritus ballot. Nominations for vice chair are requested for the March meeting with a vote at the April meeting. Lenny asked for any other additions or corrections to the agenda, Barbara Mansfield asked that a status report for the ad hoc committees be added to the agenda. Hearing no other announcements or corrections, the agenda was approved. Lenny asked for any corrections to the minutes. Hearing none, the minutes were approved.

HUMAN RESOURCE SERVICES OFFICER REPORT

John Beelke introduced John Shipley, Interim Vice President of Business Services & Assistant Treasurer to the committee. Mr. Shipley will serve as the Interim University Officer for CSSAC and APSAC. Mr. Beelke reported that the voluntary benefits deductions did not get taken on the first two biweekly paychecks of this year. These issues have been addressed and the deductions will be doubled up until it is taken care of. Human Resource Services will work with employees if they need assistance. Proposals have been received regarding health benefits for 2010. The health plan advisory committee along with Human Resource Services will work together on the findings. A dependent eligibility audit will be done on dependents covered on medical plans. Mercer has been hired to assist with this project this spring. This will also include collecting social security numbers as in 2010 it will be a requirement to provide social security numbers of all dependents to the federal government. Open enrollment for life insurance will begin in April. Enrollment information will be mailed to employees' homes.

UNIVERSITY OFFICER REPORT

John Shipley reported that the Board of Trustees will be meeting this week. The Academic Affairs committee will hear from Dr. Richard Cosier regarding the Changes and Challenges at Krannert. The Finance committee will hear from Mr. Almond regarding proposed changes to Animal Disease Diagnostic Laboratory Fee schedule and a resolution for refunding of student fee variable rate bonds series S, T, and V. Mr. Almond also will discuss two information items, the "Identity Theft Red Flag and Address Discrepancy" rules, and US Route 231 relocation

update. The Physical Facilities Committee will be requested to act on five action items: request approval to hire an engineer to plan Boiler 6 installation, approval to finance and construct Wetherill Air Handler units replacement, approval to renovate Harrison Hall sprinkler system and air conditioning, approval to award construction project for IUPUI Student Services and Library Complex, and approval of the campus master plan for the West Lafayette Campus. Bob McMains, Vice President for Physical Facilities, will report on repair and rehabilitation efforts and funding.

Calumet – Michelle Gilhooly reported that President Cordova visited the PUC campus on Thursday, January 22, 2009. While on campus, she toured the Visualization Center, addressed Faculty & Staff and had lunch with the Senior Leadership team and Undergraduate Research Students. About 60 ppl attended the annual convocation on Friday, Jan. 23rd. Speakers included Judith Williamson from the Napoleon Hill Foundation and Prof. Richard Rupp, Interim Dean of History & Political Sciences.

North Central – Leigh Fuller reported that there are two new administrative and professional employees. APSAC welcomed them over coffee and with an APSAC travel mug. The spring semester brought a record enrollment with 3,861 students. This was an increase of 5.5% over last spring. PNC has an extension campus in Valparaiso (Porter County) which continues to grow both in enrollment and land thanks to Vice Chancellor of Special Projects, Bill Back. Enrollment is 606 students and Mr. Back has negotiated a 99-year lease agreement with the city for \$1 year that allows PNC Porter County the use of several acres the city owns next to the PNC facilities. APSAC is planning the year's events.

SUBCOMMITTEES

Communications – Cherry Delaney reported that each member needs to give her their constituent contacts as soon as possible. Each sub-committee chair needs to provide the annual reports by March 2nd. David Brannan has the two possible logos for review. She will forward those to the rest of the committee members.

Compensation & Benefits – Barbara Mansfield reported that guidelines are being reviewed and will be provided to the executive committee next month.

Professional Development – Pam Phegley reported that thought is going into the spring speaker. Grant applications are coming in.

Membership/Staff Relations – Kevin Maurer reported that the following areas need representation:

- College of Engineering
- Colleges of Pharmacy, Nursing & Health Sciences, College of Technology
- Vice President for Information Technology
- Vice President for Housing and Food Services
- Intercollegiate Athletics, Senior Vice President for Advancement, Dean of the Graduate School, Vice President for Human Relations, Vice President for Research, Vice President for Governmental Relations
- College of Agriculture, Field Extension Educators

Carrie Hanson has the letter openers for new members; new trinkets will need to be ordered soon.

Executive committee – Lenny reported that SharePoint is functional. Make sure and log in soon. Documents need to be placed here for all APSAC members to view.

UNIVERSITY COMMITTEES

Campus Safety Task Force – Linda Rose reported that Keith Bowman commented about the intersection of Stadium and Northwestern. He would like to turn the intersection into a more pedestrian friendly area by making it an “all stop, diagonal crossing” intersection. A more stringent enforcement of traffic laws is needed.

Parking & Traffic – Cherry Delaney reported that bus ridership is up. The Wood Street garage repairs are not finished. The garage will not be shut down for the remaining repairs.

Recycling – Linda Rose reported that the importance of using white or muted color paper as opposed to neon colors was discussed. Neon color paper is difficult to remove in the recycling process. Purdue Recycling wants to work with the City of West Lafayette on a project that will use food pulp to produce methane, which will in turn be used to produce electricity.

Spring Fling – Lenny Seidel reported that the Spring Fling 2009 logo has been decided upon. The menu will consist of a 4” sub sandwich with a vegetarian option.

Staff Appeals Board – Lenny Seidel reported that there were ten appeals and all tickets were upheld. There is a concern about closing parking lots after employees arrive to work.

AD-HOC COMMITTEES

Staff Memorial – Steve Santy reported that the proposed date will be April 22, 2009 during Gala week.

CIC-APSAC – Bonnie Fox reported that the conference call was well attended. It was decided that the annual trip to Chicago should continue. Purdue and Ohio State would co-host the event in October 2009. Each University would co-host for two years. There could even be more conference calls throughout the year.

Training & Career Development Steering Committee – Cherry Delaney reported that this committee will work with Human Resource Services in centralizing training. One of the goals is to create a website for individuals to communicate how they have advanced their career either by going back to school or received certifications while working.

Policies & Procedures update – The update to the policy & procedures is going well. Members are encouraged to view the revision on SharePoint and let Lenny know of any other necessary changes. A vote on the revisions will be done at the March meeting.

Vice Provost for Diversity and Inclusion Search committee – Mark Sobers noted that the Chair sent an e-mail with a copy of the position advertisement and encouraging nominations for this position.

Executive Vice President for Business and Finance and Treasurer – Pam Phegley reported that interviews will be conducted at the airport.

Retirement Plan Review Task Force – Dan Schuster reported to the APSAC committee of the ongoing review of investment options available for Purdue staff and faculty. The fees, expenses, education component, reporting structure, administration, and quality of investment choices are being evaluated and reviewed by the consultant group to develop and seek a “best practices” solution for Purdue. The committee is seeking to give individuals the greatest ability to make their own choices of quality, low cost options. Once the new investment option(s) are confirmed, there will be need to educate staff about these options and transitioning requirements, if any.

NEXT MEETING

The next meeting of APSAC will be Wednesday, March 11, 2009 in STEW 204.

Respectfully submitted,
Lisa McCloud, APSAC Secretary