

PURDUE UNIVERSITY
ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD April 11, 2007

APPROVED

MEMBERS PRESENT

Sam Axley	Maureen Huffer	Dan Schuster
Kristie Bishop	Clay Landreth	Lenny Seidel
Bob Brophy	Sarah Merchant	Marcia Swails
Mike Budzik	Susan O'Shea	David Tate
Juan Casas	Rebecca Richardson	Chris Tompkins
Deb Cronkhite	Sam Royer	Joseph Zadik
Jeff Gunsher	Steve Santy	

MEMBERS ABSENT

Barb Austin
Sabina Calhoun
Dan Leaird
Joy May
Steve Putt

RESOURCE MEMBERS PRESENT

Jim Almond, VP Business Services & Assistant Treasurer
Carrie Hanson, Human Resource Services
Dan Howell, University Periodicals
Lisa McCloud, Human Resource Services

I. ANNOUNCEMENTS, ADOPTION OF THE AGENDA AND APPROVAL OF MARCH 14, 2007 MINUTES

Kristie Bishop called the meeting to order. Kristie announced the May recognition luncheon will be in the Anniversary Drawing Room on May 9th. There were no changes to the agenda. Kristie noted a correction to the minutes, under the Vice Chair Nominations announcement, "Kristie Bishop announced that a new vice chair will be elected in April. In the minutes it reads, "May". The minutes were approved with noted change by Jeff Gunsher and seconded by Sam Royer.

II. VICE CHAIR ELECTION

Sam Axley gave a brief presentation regarding his interest in serving as Vice Chair for APSAC. Carrie Hanson distributed voting ballots and Kristie instructed the members to vote either for Sam, or abstain. The ballots were collected and tabulated, with Sam Axley being selected.

III. UNIVERSITY OFFICER'S REPORT

Jim Almond reviewed the Senate appropriation recommendation relative to the budget recommendations passed by the Commission for Higher Education, Governor, and House. The Senate proposal did not have tuition and fee caps included in the recommendation. The legislative session is scheduled to end on April 30 so a budget will need to be developed in Conference Committee.

Once the appropriations are known, tuition and fee levels can be established after a public forum to provide individuals an opportunity to comment on the proposed fee levels.

Jim also noted that Board of Trustees committee meetings will be held on April 12 and the stated meeting of the Board of Trustees on April 13. Governance reports on diversity and physical facilities will be presented to the Board of Trustees at the April 13 meeting.

IV. HUMAN RESOURCE SERVICES OFFICERS' REPORT

John Beelke reported that a vendor has been approved for the employment process. The new vendor is Taleo, with headquarters in California. This new system will be implemented next fall. There will be several improvements to the employment process: Applicants will establish an account and will be able to see the status of each position they applied for and the recruiters will be able to communicate with the applicants early on in the process. Supervisors will also be able to go online and view the applicants. This results in less paper and a much quicker process.

The Health Plan Advisory Committee has already met regarding the 2008 medical benefits. Due to OnePurdue, there will not be any new medical plan options or changes to the employee premium tiers at this time. Due to some potential changes in the community, anticipate changes in networks and coverage of providers in PHCS. The goal is to have recommendations made in July for the 2008 plan year.

The OnePurdue plan for implementing the HR/Payroll system is July. Training for HR inquiry and time administrator roles will be rolled out soon. The time administrator role will be data entering time for hourly paid staff replacing how the payroll is currently done. This data entry will need to be done in a timely manner and a backup will need to be in place in case of illness or vacation time. Workshops and a "sandbox" will be available for staff to use as practice time. In regards to direct deposit/bank cards, two financial institutions have provided proposals and an agreement is being pursued. If the University wishes to implement direct deposit and pay cards this July, arrangements need to be finalized soon so employees who currently get paychecks are aware of the new process and so students are prepared before they return next fall.

The vision for employee self service (ESS) is to allow employees to view their own personal information and make any needed changes themselves.

V. SUBCOMMITTEES

Fort Wayne – Sarah Merchant reported that the recognition luncheon was a success. The APSAC group wants to be more visible for constituents.

Communication – Mike Budzik reported he has worked with the graphic designer in Human Resource Services in completing the APSAC web page. There are several pictures of the male APSAC representatives, but not enough pictures of the female members. If you have a picture, please get it to Mike.

Compensation & Benefits – Dan Schuster reported that the Faculty Compensation and Benefits committee met with the Health Plan Advisory committee, and will recommend a paid parental leave policy for both parents that does not require using sick time in the event of pregnancy, childbirth and /or adoption. A dental health benefit is also being considered.

IPDG – Rebecca Richardson reported that the committee received 46 grant applications. Seventeen applicants were granted. Award letters will be sent today; the recipients' names will be posted on the APSAC website. There were some eligibility concerns, so the following guidelines were created: Applicants must be at least 0.5 FTE A/P appointments, current APSAC members are eligible with the exception of current IPDG members, and only West Lafayette campus and Cooperative Extension Service employees are eligible.

Membership/Staff Relations - Maureen Huffer reported that six of the seven vacancies have been filled with new members. A candidate is still needed from the School of Veterinary Medicine. New binders will be created to include the Policy and Procedures, Roberts Rules of Order, meeting schedule, roster, and a new welcoming letter from the APSAC chair. This committee will be working with the Chair and vice chair to finalize new committee assignments and mentor assignments.

SPD – Susan O'Shea reported that this committee will be working with Cooperative Extension Services for the fall speaker. John G. Miller, the author of "OBO! The Question Behind the Question" will be the speaker at the fall event. By October there should be a replacement for the current APSAC brochure available. Quotes are being received for business cards to be distributed at APSAC events.

Spring Fling –Maureen Huffer passed a sign-up sheet around to the committee members. Five volunteers are needed to distribute cups the day of the event.

Staff Appeals Board – Kristie Bishop reported that tickets have been issued to people parking in bus stop areas. These areas have been posted as an area for buses to stop for riders.

ONEPURDUE

OPUS – Mike Budzik reported that there are concerns about individuals not completing all of their training for job functions they rarely perform and not having access to job functions that they perform regularly. A recommendation was made that the training team make use of the Role system that SAP is based on.

NEW BUSINESS

Policy and Procedure Amendments

Merge IPDG and SPD – Susan O’Shea and Rebecca Richardson proposed to merge the Individual Professional Development Grant committee and the Staff Professional Development committee. Both subcommittees share a common goal of “staff professional development opportunities” for A/P staff. The changes will be as follows: “(Including *Richard Hadley Professional Development*) this subcommittee considers career-related issues including training opportunities and hosts free staff professional development forums during the school year. The subcommittee regularly invites guest speakers to talk on campus about issues that pertain to A/P staff. The Richard Hadley Memorial APSAC Fund for Staff Development was established to subsidize opportunities for career enrichment for A/P staff at Purdue. A contribution to this fund is actually an investment in your own professional development. This committee also provides financial support via individual professional development grants awarded twice each academic year to A/P staff on the West Lafayette campus. These grants help A/P staff continue their education through conferences, seminars, workshops, classes, etc. Mike Budzik recommended leaving “Staff” out of the title, this motion was passed. An ad hoc committee consisting of the Membership and Staff relations subcommittee and the chairs of the Individual Professional Development Grant and Staff Professional Development subcommittees will commit to the selection of a new chair and vice chair and re-assign the subcommittee members as needed.

Communication Subcommittee Responsibilities – Mike Budzik proposed to amend Appendix B, Item 1 of the APSAC Policies and Procedures by replacing the words “They Work” in the second sentence with the words “ The communications subcommittee works” and inserting the following paragraphs as the last paragraph of item 1; This subcommittee is composed of vice chairpersons from the other four subcommittees, and is chaired by the vice chairperson of APSAC. The communications subcommittee works with the other APSAC subcommittees to make sure important information is effectively communicated to all A/P staff. Responsibilities include establishing guidelines and specifications for brochures and fliers, maintaining the APSAC website, and assessing the overall effectiveness of communication efforts across subcommittees. Additionally, the communications subcommittee is responsible for writing the monthly APSAC Updates and providing them to the APSAC members for distribution to APSAC constituents. The APSAC Updates are to include important items and items of interest that are discussed in APSAC meetings. APSAC Updates Procedures:

- Communications subcommittee members will work with their respective APSAC subcommittees to write items to be included.
- Items presented by the Director of Human Resource Services (HRS) and/or his or her designee will be approved by the Director of HRS prior to being released in the APSAC Updates.
- Items presented by guest speakers will be approved by the guest speaker before being released in the APSAC Updates.
- APSAC Updates will be provided to APSAC members each month within 14 days of the scheduled monthly APSAC full committee meeting.

The Vice Chair makes sure the web page is up to date. Chris Tompkins and Leonard Seidel will present at the next meeting to form a committee to perform the monthly updates.

CIC Teleconference – Kristie Bishop reported that some of the topics discussed were health care issues, leaves of absences, Presidential searches, and same sex partner benefits upheld in Wisconsin.

VI. GUEST SPEAKER

Debbie Dillman-Crowell and Amy Clawson from OnePurdue presented Employee Self Service to the committee.

VII. NEXT MEETING

The next meeting of APSAC will be Wednesday, May 9, 2007 in STEW 204, immediately following the recognition luncheon.

Respectfully submitted,
Lisa McCloud