

**PURDUE UNIVERSITY**  
**ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE**  
**MINUTES OF MEETING HELD August 8, 2007**

**APPROVED**

**MEMBERS PRESENT**

Sam Axley	Maureen Huffer	Timothy Riley
Gretchen Bertolet	Dan Leaird	Steve Santy
Kristie Bishop	Barbara Mansfield	Lenny Seidel
Mike Budzik	Kevin Maurer	Marcia Swails
Sabina Calhoun	Joy May	David Tate
Juan Casas	Pamela Phegley	Michelle Walls
Cherry Delaney	Steve Putt	Joseph Zadik
Jeff Gunsher	Rebecca Richardson	

**MEMBERS ABSENT**

Barb Austin  
Sarah Merchant

**RESOURCE MEMBERS PRESENT**

James Almond, VP 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

**I. ANNOUNCEMENTS, ADOPTION OF THE AGENDA AND APPROVAL OF July 11, 2007 MINUTES**

Mike Budzik called the meeting to order and asked if there were any additions to the agenda; Mike added Communication to the President under New Business. Mike asked if there were any additions/corrections to the minutes; there were none. Both were approved as written.

Mike introduced and welcomed Valerie O'Brien as the resource member for University Periodicals. He added that APSAC is interested in collaborating with University Periodicals in getting APSAC projects highlighted in *Inside Purdue*.

**II. UNIVERSITY OFFICER'S REPORT**

Jim Almond and Jim David, Director of Budget & Fiscal Planning, presented the total system budget for FY 2008 and fielded questions. The final budget will be presented to the Board of Trustees at the end of September for approval.

**III. HUMAN RESOURCE SERVICES OFFICER'S REPORT**

John Beelke reported that HR has now written 3 payrolls for those paid bi-weekly, and 2 for those paid monthly. We are currently working with new interfaces and reports, and rectifying any issues that have come up.

The HR Advisory Committee will be reconfigured. This committee will begin to look more towards things that need to be fixed and how to enhance our services in the future, rather than the advisory role it has played. There have been some issues with gaining access to Employee Self Service from individual homes. This was due to browser use and is currently being worked on. OnePurdue is still a very manual process. Large amounts of paperwork are being audited and entered into the system daily.

It looked as though Unity, a current vendor in Purdue 500 and Incentive PPO, would drop out of the PHCS network, but they have agreed to an extension. Human Resource Services sent a communication to all affected staff. HRS is working to resolve this issue prior to open enrollment.

#### **IV. SUBCOMMITTEES**

##### **Regionals:**

Calumet – Juan Casas reported that their annual picnic is scheduled for September 14<sup>th</sup>. Both staff advisory groups collaborate in this event; the theme this year is Hawaii.

##### **Subcommittees:**

Communication – Sam Axley reported that this committee will continue to look at the Web site for areas of improvement. He encouraged members to look at the site and provide him with feedback.

Professional Development – Rebecca Richardson reported that this committee is reviewing the grant application and will make needed changes. The revised grant application will become available on September 1<sup>st</sup>, with October 1<sup>st</sup> as the deadline. The speaker for the collaboration with Extension is John G. Miller on October 17<sup>th</sup>. A mass email will be sent regarding both items.

Membership/Staff Relations – Maureen Huffer reported that this committee is currently assigning its members to “task areas”. One specific task is to review the membership portion of the current Policies and Procedures. She noted that other subcommittees may want to review their respective areas of the Policies and Procedures.

##### **University Committees:**

Health Plan Advisory – John Beelke reported that this committee is investigating ways to make changes to enhance our current benefits; i.e. encourage smoking cessation and weight loss by helping staff purchase items created to help in these areas.

#### **ONEPURDUE**

HR Advisory Committee – Mike Budzik reported that this committee is currently being restructured.

OnePurdue User Support Advisory Committee – Mike Budzik reported that this committee is preparing to offer user support for the academic side once the student module is implemented. He added that OnePurdue support for the regional campuses is available via the help Web page.

#### **NEW BUSINESS**

Provost & Executive Vice President and Treasurer Meeting – Mike Budzik stated that each November, the Provost and Executive Vice President and Treasurer meet with the full APSAC to discuss current projects, issues from constituents, and to have dialog in general. Mike stated that a format for this year should be decided. A format that incorporates topics of discussion, a Q&A sections, and allows for open discussions is most favorable.

Communication to the President – Mike reported that the Executive Committee is currently drafting a letter to President Córdova addressing issues affecting staff at Purdue. A final draft will be presented to the full committee for review, discussion, revision, and vote.

Gretchen Bertolet asked if a written report from the Executive Committee was provided. Mike stated that a written report had not been provided in the past, but added that he would add “Executive Committee Report” to the agenda for future meetings. Items discussed at the last Executive Committee meeting included; 1) Briefly discussed APSAC’s role in advising administration concerning policy development, 2) Discussed the communication to President Córdova, 3) Discussed improving the way University Periodicals publishes APSAC information, 4) Began discussions concerning APSAC’s 20<sup>th</sup> anniversary in 2008.

Gretchen inquired about the 3-year waiting period for contribution eligibility into a TIAA-Cref account. Mike stated that a letter was drafted and presented to Human Resource Services.

#### **V. NEXT MEETING**

The next meeting of APSAC will be Wednesday, September 12, 2007 in STEW 311. Ms. Shaun Sengsanith will discuss the new employment system, Taleo.

Respectfully submitted, Carrie Hanson