

PURDUE UNIVERSITY
ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD January 10, 2007

APPROVED

MEMBERS PRESENT

Sam Axley	Clay Landreth	Steve Santy
Kristie Bishop	Dan Leaird	Dan Schuster
Bob Brophy	Joy May	Lenny Seidel
Mike Budzik	Susan O'Shea	Marcia Swails
Sabina Calhoun	Steven Putt	David Tate
Juan Casas	Rebecca Richardson	Chris Tompkins
Maureen Huffer	Sam Royer	Joseph Zadik

MEMBERS ABSENT

Barb Austin
Deb Cronkhite
Jeff Gunsher
Sarah Merchant

RESOURCE MEMBERS PRESENT

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

I. ANNOUNCEMENTS, ADOPTION OF THE AGENDA AND APPROVAL OF JANUARY 10, 2007 MINUTES

Kristie Bishop called the meeting to order. Kristie congratulated Dan Leaird for ten years of service with Purdue and Sam Royer with 40 years of service. The agenda and the minutes were approved.

II. UNIVERSITY OFFICER'S REPORT

Jim Almond reported that prior to the Christmas holiday, a letter was sent from Dr. Olsen confirming February 6th was the "go live" date for the financial module of OnePurdue. Some items are still being resolved, but everything looks good. A large number of employees are currently in training.

A memo was also sent from the Executive Vice President and Treasurer Olsen and Provost Mason announcing that the Board of Trustees approved the purchase of the SunGard Higher Education Software for Enrollment and Student Affairs. This software will be implemented to support enrollment and student affairs for the entire Purdue system in lieu of the SAP module. Currently, the Fort Wayne and Calumet campuses are using versions of the SunGard software.

In other news, the Governor's proposal to privatize the Hoosier lottery, (hiring an outside firm to operate), would bring in \$1 billion over a 10-year period. If approved during the legislative session, \$600 million would be used for scholarships targeted to retain students in Indiana and \$400 million to support faculty positions, particularly in the area of science and technology.

Jim added that the legislative session began this week and he will update the committee as he receives news of legislation.

III. HUMAN RESOURCE SERVICES OFFICERS' REPORT

John Beelke reported that HR is continuing their discussions regarding go live dates. The third phase of testing for HR payroll will begin soon. It is questionable if the April "go live" date is possible. The next implementation of July has its own issues; Purdue would have to begin budgets in the legacy system and complete them in SAP, and Purdue would have to utilize the legacy system for summer pay for academic, faculty and staff, and then switch with July payrolls to SAP.

Nine out of ten vendors responded to the RFP for the employment system which has now been narrowed down to two. The target date for a new system for the employment process is October 2007. All campuses will be using the same system, but it can be tailored to fit individual campus needs.

Benefits enrollment has concluded. John reported that there were no major shifts of plans, but that Purdue saw an increase of approximately 260 more benefit eligible staff. More than 2,900 people have completed their wellness screenings and HPQ credits are being paid. The information from last year's Healthy Purdue program indicated that stress was an issue for many employees, so the mental health benefits were increased for 2007. Financial stress was another issue. HR, APSAC, CSSAC, and PURA are sponsoring several events and discussions concerning saving money, managing debt, and budgeting money.

Jim Almond added that our Worklife programs currently conduct many sessions including weight loss and smoking cessation. These were noted as needed trainings according to last year's Healthy Purdue program. The criteria for the next incentive will be communicated soon.

IV. SUBCOMITTEES

Calumet – Juan Casas reported APSAC will be hosting its first ever Administrative Professional Staff New Year's Convocation. The convocation will be a meet and greet; presentations and announcements by members of the senior leadership team; collaborations between APSAC and CSSAC and a question and answer session. As far as the issue of the staff tuition remission and the increases/additions of student fees not covered by the remission. The Senior Leadership Team decided to award a \$100 scholarship to staff members that successfully complete their course of study each semester. This does not cover spouse and dependents.

Communication – Mike Budzik reported that the APSAC brochure is now available on the website. He will be meeting with the Human Resources communications person soon.

Compensation & Benefits – Dan Schuster noted that the letter to John Beelke regarding the insurance premium tier system has been posted on the APSAC web page and that he has received some very positive feedback from constituents.

IPDG – Rebecca Richardson reported that grant applications received for the most recent period was lower than the previous period. Carrie Hanson stated that it is not unusual; the history of the grant program shows a decline nearly every year in the spring. Rebecca encouraged all members to make sure their constituents know grants are available.

Membership/Staff Relations - Maureen Huffer reported that a letter has been drafted and will be sent to all Deans informing them of the areas with vacancies. A letter will also be sent to all A/P staff, with special note of the areas needing replacements. Candidate interviews will begin early to mid March. Maureen also reported that a packet is being compiled for new members in addition to the binders, to help them become more quickly acclimated to APSAC.

SPD – Susan O'Shea reported that everything moving ahead with the Hadley Presentation for the fall. The topic of discussion is Identity Theft Awareness and Prevention. She asked that members of the committee obtain questions to provide to the speaker prior to the presentation.

ONEPURDUE

Communications/Change Management – Chris Tompkins reported that OnePurdue has not sent any communications lately. He expressed that there is a concern on campus that some areas are not aware of the "go-live" date. Individual areas have been putting information out, but this information may not be sanctioned by OnePurdue. Jim Almond added that a letter was sent to List 39 last week with "go-live" information.

Human Resource – Dan Schuster reported that without significant changes to benefits, there wasn't a real need for the advisory committee. However, this committee will be reviewing employee self service.

OPUS – Mike Budzik reported that approximately 3500 staff members are enrolled in training. The Ariba system will no longer be available after January 26th.

NEW BUSINESS

Kristie Bishop will provide the CIC report via e-mail. Kristie explained to the full committee that Purdue will possibly chair the next CIC for the Administrative/Professional staff. The next teleconference meeting will be in a couple of weeks.

OLD BUSINESS

Kristie Bishop expressed her gratitude for everyone's participation in reviewing/updating the APSAC policies.

V. NEXT MEETING

The next meeting of APSAC will be Wednesday, February 14, 2007 in the Burton D. Morgan building room 206. Ned Howell, E-Enterprise Center Managing Director will provide an overview of Discovery Park with a "window tour"

Respectfully submitted,
Lisa McCloud