

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

**APPROVED**

**MEMBERS PRESENT**

Barb Austin	Dan Leaird	Timothy Riley
Mike Budzik	Barbara Mansfield	Steve Santy
Juan Casas	Pamela Phegley	Joseph Zadik
Jeff Gunsher	Steve Putt	
Maureen Huffer	Rebecca Richardson	

**MEMBERS ABSENT**

Sam Axley  
Kristie Bishop  
Gretchen Bertolet  
Sabina Calhoun  
Cherry Delaney  
Kevin Maurer  
Joy May  
Sarah Merchant  
Marcia Swails  
Lenny Seidel  
David Tate  
Michelle Walls

**RESOURCE MEMBERS PRESENT**

Carrie Hanson, Human Resource Services  
Lisa McCloud, Human Resource Services

**I. ANNOUNCEMENTS, ADOPTION OF THE AGENDA AND APPROVAL OF June 13, 2007 MINUTES**

Mike Budzik called the meeting to order and asked if there were any additions to the agenda; there were none. Mike asked if there were any additions/corrections to the minutes; there were none. Mike Budzik added that any spelling or grammatical errors in the minutes should be e-mailed to Lisa McCloud, APSAC Secretary. Only corrections changing the content of the minutes should be noted in the meetings. Thank you to Juan for setting up this meeting at the Calumet campus.

Carrie Hanson announced that the introduction letters will go out in the mail August 1 to everyone in your areas. The Shared Service Center in Freehafer Hall maintains all the data in OnePurdue. With all the information needing to be entered into the system, Human Resource Services has been asked to provide assistance. The FMLA Coordinator will be moved temporarily to the Shared Service Center and Lisa McCloud will be filling in for the FMLA Coordinator. This assignment is expected to last approximately 2 ½ months, then Lisa will return to her duties with the employee groups.

**II. SUBCOMMITTEES**

Calumet – Juan Casas reported that the Calumet APSAC has ten members. At the orientation meeting binders were available for all members. At the next meeting the agenda for the year will be discussed.

North Central – Barb Austin reported that the APSAC is working with CSSAC with the picnic.

Communication – Mike Budzik reported that Sam Axley has been working with Jean Haynie in updating the new web page.

### **III. University Committees**

Health Plan Advisory - Pam Phegley reported that the dental proposal will not be available for 2008. The new president is very interested in the dental proposal. The deadline for criteria for the Healthy Purdue is November 19, 2007.

Spring Fling – Steven Putt reported that Maureen will not be available for this committee so Lenny Seidel will be joining with Steven. APSAC will be in charge of the bingo event again next year. Steven encouraged everyone to start thinking about prizes now for next year. Storage should not be a problem with Human Resource Services.

#### **ONEPURDUE**

HR Advisory Committee – Mike Budzik reported that the shared service center is understaffed with the workload. Forms 13's have been put on hold temporarily to make sure that the payroll will run correctly. Tim Riley commented that it is a concern of employees to have bank information being out on the web. Mike replied with the security team asks everyone be aware of your surroundings when out on the employee self service.

OnePurdue User Support Advisory Committee – Mike Budzik reported that the help desk is being staffed. The regional campuses will still call West Lafayette campus. Mike will check into a local help center.

#### **OLD BUSINESS**

Mike Budzik reminded the sub committee chairs that timelines are due to Mike before the next meeting.

### **IV. NEXT MEETING**

The next meeting of APSAC will be Wednesday, August 8, 2007 in STEW 311. Mr. Jim Almond and Mr. Jim David will present the budget report.

Respectfully submitted,  
Lisa McCloud