

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

APPROVED

MEMBERS PRESENT

Barb Austin	Jeff Gunsher	Timothy Riley
Sam Axley	Maureen Huffer	Steve Santy
Gretchen Bertolet	Dan Leaird	Lenny Seidel
Kristie Bishop	Sarah Merchant	Michelle Walls
Mike Budzik	Pamela Phegley	
Juan Casas	Steve Putt	
Cherry Delaney	Rebecca Richardson	

MEMBERS ABSENT

Sabina Calhoun
Barbara Mansfield
Kevin Maurer
Joy May
Marcia Swails
David Tate
Joseph Zadik

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 September 12, 2007 MINUTES

Mike Budzik called the meeting to order and asked if there were any additions to the agenda; Mike added 20th Anniversary Ad Hoc under New Business; Kristie Bishop added Staff Memorial under New Business. With no objections, both were added. Mike asked for additions/corrections to the minutes; none were noted.

II. UNIVERSITY OFFICER'S REPORT

The President reported to the Board of Trustees and announced she would be forming working groups for the strategic plan. President Córdova would like to have a draft plan ready to present to the Board of Trustees in June '08 for approval.

III. HUMAN RESOURCE SERVICES OFFICER'S REPORT

John Beelke reported that on October 1st the new Employment process did go "live". It has been a success. The new system is very user friendly and at least 82 jobs were posted during the first week. With the new system, an employee can review job postings by various means, part-time, full-time, and location. Individuals can also sign up to receive notifications of vacant positions they are most interested in. Applying for positions should be easier with the new system than the system that was used previously.

The benefits enrollment will occur from October 29 to November 9th. The packets will look different from last year and that is because everything will generate out of SAP. With this enrollment, you will change only the information you wish to make changes to. Flexible spending accounts require re-enrollment each year.

Unity has decided to stay as a network provider in the PHCS network. The PHCS network is the preferred provider network for the Incentive PPO and Purdue 500 health plans. Although provider groups can drop out at any time with 90 days notice, Unity has indicated they intend to stay as a provider with PHCS in 2008.

President France Córdova will be forming several groups to assist with the next strategic plan. A quality of life group is expected to be established and will consist of faculty, staff and students

IV. SUBCOMMITTEES

Regionals:

Calumet – Juan Casas reported that their annual picnic was a success. The strategic plan will be formed by May. Juan and other APSAC associates will travel to West Lafayette on October 17th for the John G. Miller presentation and lunch. There will be a town hall meeting in November to discuss the staff satisfaction survey.

North Central – Barbara Austin reported that the North Central campus will be smoke-free beginning on November 15, 2007. APSAC has met with the Chancellor to discuss the satisfaction survey. Parking fees are still a concern for staff members.

Subcommittees:

Communication – Sam Axley reported that he is continually working on the webpage.

Compensation and Benefits – Dan Leaird reported that APSAC had been asked to support the Mosaic but had not heard anything recently about it. Mr. Almond will inquire about the status.

Professional Development – Rebecca Richardson reported that the John G. Miller presentation in collaboration with Extension is October 17th in Loeb Playhouse. Please send reminders to your constituents. In correspondence it should be phrased, “open to all Purdue staff with supervisor approval”. Some clerical and service staff wanted to attend, but was unaware supervisor approval is required.

Sixty-one grant applications have been received. All are being scored and a list of recipients will be reported next month.

Membership/Staff Relations – Maureen Huffer reported that the three subcommittees (Compensation & Benefits, Membership/Staff Relations, and Professional Development) will transfer leadership duties in December at the holiday luncheon. Decisions will need to be made prior to December for the upcoming Vice Chair of those committees.

University Committees:

Faculty Compensation & Benefits – Dan Leaird reported that Mindy Paulet, Worklife Programs gave a presentation of Healthy Purdue. This was presented in a positive and very informative layout with statistics.

Health Plan Advisory – This committee will be meeting soon to review 2009 options.

Parking and Traffic – Sam Axley reported Donna Kemper, Parking Facilities Manager announced her retirement at the end of this year.

Staff Appeal Board – Kristie Bishop reported that proper channels need to be followed for the appeal process.

ONEPURDUE

HR Advisory committee will be dissolved, so therefore can be removed from the agenda.

UNFINISHED BUSINESS

An ad hoc committee consisting of Gretchen Bertolet, Barbara Mansfield, Joy May, Steven Putt and David Tate was formed to draft the letter to Dr. Córdova. Two versions were sent to the committee members for review and discussion at this meeting. After minimal discussion, the first letter drafted was approved and seconded by Sam Axley. The motion carried and will be delivered to President Córdova.

NEW BUSINESS

An ad hoc committee will be formed to discuss the 20th Anniversary in the summer of 2008. If you are interested, please contact Mike Budzik.

Kristie Bishop asked if the APSAC committee would support a staff memorial and if an ad hoc committee should be formed. The Veterinary School has an area to recognize deceased pets. After a discussion with John Collier, Director

Campus Planning, there is no area designated for a staff memorial. To volunteer for an ad hoc committee to investigate and make a recommendation regarding a staff memorial area on campus, contact Kristie Bishop.

Executive Report - The executive subcommittee recognized that the limitation of only discussing and voting on topics once per month can delay actions on issues that are time sensitive. We discussed voting by e-mail, but that is very complex to manage and there are some significant concerns. The committee felt that an online web page that could store documents being discussed, host online discussions, and online voting. Microsoft SharePoint Server can do these functions and ITaP is in the planning stages of implementing a SharePoint Server. Mike Budzik will contact that group in ITaP and work with them to determine if the system will meet our needs and what the cost will be.

V. NEXT MEETING

The next meeting of APSAC will be Wednesday, November 14, 2007 in STEW 204.

Respectfully submitted,
Lisa McCloud