

# Administrative & Professional Staff ADVISORY COMMITTEE

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**APSAC Updates – February 2009**

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## **It's Membership Time**

Do you have an interest in serving on APSAC? Membership in APSAC is a great way to interact with University administrators and other A/P staff from across all of Purdue's campuses.

We encourage A/P staff from offices and departments within the following units to apply for upcoming openings in their specific areas.

As indicated below, APSAC seeks one A/P staff member from each of the following areas to fill upcoming vacancies (June 1, 2009 to May 31, 2012 term) for the West Lafayette campus:

- College of Engineering
- Colleges of Pharmacy, Nursing & Health Sciences, and College of Technology
- Vice President for Information Technology
- Vice President for Housing and Food Services
- Intercollegiate Athletics, Senior Vice President for Advancement, Dean of the Graduate School, Vice President for Human Relations, Vice President for Research, Vice President for Governmental Relations

APSAC seeks two A/P staff members from the following area:

- College of Agriculture, including Cooperative Extension Services

The mission of APSAC is “to contribute to Purdue’s pursuit of preeminence within higher education by supporting and serving as a voice for administrative and professional staff.” As an advisory committee, APSAC members discuss issues affecting administrative/professional staff and make recommendations to the central administration. The following is expected of all APSAC members:

- Attend the full committee meeting the second Wednesday of each month, 1:30 pm -3:30 pm.
- Serve on an APSAC subcommittee (often meets monthly, times and dates vary by subcommittee).
- Communicate appropriate information to A/P staff in their areas on a regular basis.

In addition to these activities, some APSAC representatives will have an opportunity to represent A/P staff on various University committees. The membership application deadline is **February 27, 2009**. Interviews will take place in March.

For further information, please contact Kevin R. Maurer, Chair, APSAC Membership/Staff Relations Subcommittee at (765) 494-1000 URDO/SMLY, [krm@purdue.edu](mailto:krm@purdue.edu).

You may review the APSAC website at the following URL: [www.purdue.edu/apsac](http://www.purdue.edu/apsac). The application form may be found by clicking the link on the APSAC website, right column, Membership Application.

## **APSAC Professional Development Grants**

APSAC grants provide funds that will be used for professional educational activities, attendance at lectures, conferences or seminars, or for academic classes. The Professional Development Grant program is intended to supplement departmental support of A/P staff professional development and education. The grant amount was recently updated to \$750 per grant approved.

To get more information on grant requirements, please visit the APSAC website and click on the link for the Grant requirements. It is *very important* to complete *all* parts of the grant application process in order to be considered.

**Completed application and related materials must be received before 5:00 p.m. on March 2, 2009. Submit to:**

**On campus: APSAC Human Resources / FREH or Fax: Carrie Hanson at 46138**

**Off campus: APSAC, 401 S. Grant St., W. Lafayette, IN 47907-2024 Or Fax: Carrie Hanson at (765) 494-6138**

## **Investment Options**

Dan Schuster reported to the APSAC committee of the ongoing review of investment options available for Purdue staff and faculty. The fees, expenses, education component, reporting structure, administration, and quality of investment choices are being evaluated and reviewed by the consultant group to develop and seek a “best practices” solution for Purdue. The committee is seeking to give individuals the greatest ability to

make their own choices of quality, low cost options. Once the new investment option(s) are confirmed, there will be need to educate staff about these options and transitioning requirements, if any.

### **Board of Trustees**

The Board of Trustees is meeting Friday February 13, 2009. Information about the meeting will be made available as soon as we hear something.

### **State Financial Forecasts**

The State will issue a financial forecast report in April prior to the finish of the legislature session. This will determine the financial support that Purdue will receive. The Governor has asked State institutions to freeze salaries.

### **Spring Fling**

Save the date, Thursday, May 21, 2009. Look for information coming out in the next few months!!

### **Reduction in Workforce Policy (RIF)**

Sharon Williams, Manager of Employee Relations, Human Resource Services, spoke to the APSAC committee about the RIF policy. This policy was originally issued February 1973 and revised in March 2004.

Reasons for RIF are lack of work, lack of funding and reorganization. A majority of the RIF's on campus occur due to a lack of funds when grant dollars are exhausted. It is the responsibility of the unit heads, dean, vice president or equivalent, to decide the needs of their organization and determine which jobs are needed to maintain their organizations' functionality.

- a) A minimum of 30 days written notice in advance of layoff is required by policy.
- b) A unit head may explore a variety of other alternatives before making the decision to reduce staff. Some alternatives are to terminate students and temporary employees before regular staff, not filling vacant positions and the reduction of staff hours, . This policy cannot be used to remove a staff person when the primary reason for doing so is inadequate performance, poor attendance, or misconduct. While a person is in RIF status, they have a priority status to interview for positions on campus. To read more about Policy IV. 14.2, go to the Purdue web site, policies page.

[http://www.purdue.edu/policies/pages/human\\_resources/iv\\_14\\_2.html](http://www.purdue.edu/policies/pages/human_resources/iv_14_2.html)