

Administrative & Professional Staff

A D V I S O R Y C O M M I T T E E

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APSAC Updates – October 2009

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State Revenue Forecasts

The State of Indiana has recently announced that their revenue collections are less than expected. Some specific numbers include an 8% decrease in tax revenue of what was expected, a 14.2% decrease from the same time of last year. For more information on this, you may visit the Indy Star's news link about it at

<http://www.indystar.com/apps/pbcs.dll/article?AID=/20091009/NEWS/910090388> or visit the State's Department of Revenue website at <http://www.in.gov/dor/index.htm>.

Board of Trustee Meetings

There is readily accessible and up-to-date information regarding the Board of Trustees meetings at the BOT website which can be found at <http://www.purdue.edu/bot/>. Some of the more recent topics at meetings have included the approval of the Recreational Sports Center renovations that are expected to be completed by the fall of 2011, the approval of a new Health Savings Account medical plan for 2010, and the Housing and Food Services Master Plan.

Benefits Update

Open enrollment for 2010 benefits will be from October 26th to November 13th. Enrollment packets will be mailed out on October 23rd. Cigna has been selected as Purdue's medical plan administrator starting in 2010 and will be on campus to provide information and assistance to faculty and staff. Cigna offers a website, www.mycignaplans.com that will help employees estimate their costs depending on which option is selected. To use the site, employees will need to login with the user name "Purdue2010" and the password "cigna." Cigna can also be contacted via phone at 1-800-767-7141.

With Purdue now offering the Purdue Choice election that provides for a Health Savings Account (HSA) effective January 1st, 2010, **all** employees having funds remaining in their 2009 health care flexible spending accounts (FSAs) at the end of 2009 will have their balances converted to a "limited purpose" FSA effective January 1st, 2010. This conversion is necessary to comply with Internal Revenue Service regulations that limit FSA grace periods for employers offering HSAs as part of their benefit selections. All health-related FSA expenses must be incurred by December 31st, 2009 **except** for dental and vision expenses that can be incurred through March 15, 2010. The last date to submit 2009 FSA claims is April 30th, 2010.

Investment Options Update

The task force that is in charge of reviewing Purdue's defined contribution plan options and selecting a vendor is currently negotiating with the apparent best firm for more specific details. The new plan is expected to include more options for 403(b) accounts as well as group contracts instead of individual contracts which will give everyone better pricing.

Vehicle Use Policy

The University Comptroller gave a presentation on the University's new vehicle use policy. With insurance claims up, there are going to be minimum qualifications and standards that must be met by employees, students, and volunteers in order to drive on official University business. These will include a valid driver's license with at least 1 year of experience, an acceptable driving record, and for some drivers a motor vehicle record check. Similar policies from other Universities have shown a 40% cut in losses after implementation of the policy.

Vice President for Human Resources Search

A committee has been formed to represent the University in their search for a Vice President for Human Resources. Korn-Ferry will be the consulting firm coordinating the posting and interviewing for the committee. The hope is to have a hire complete by the end of 2009.

Travel Program

Good News!! In an effort to better serve our employees, the university has teamed with Hotels.com to offer travelers a convenient, cost-effective means of booking hotel reservations. This program is available to anyone with a Purdue University career account.

When using this program to make hotel reservations for University business travel, you will no longer need to wait until you return to be reimbursed for your hotel stay. A 'Purdue Hotel Credit Card' is already installed in the site. When you finalize the transaction, this card will be charged for the entire hotel stay. Travelers will need to present a personal credit card at the hotel for any incidental expenses during the stay.

Lodging can be prepaid using Purdue's preferred online booking tools: Hotels.com & by your departmental Certified Travel Arranger using Egencia Corporate Travel

For more information go to: <http://www.purdue.edu/travel/ECT/Welcome.html> to register and to <http://www.purdue.edu/travel/Lodging/hotelscom.html> to view the process to make reservations.

Purdue's Central Travel Office invites University employees to sign up for an account with Egencia Corporate Travel (<http://www.purdue.edu/travel/ECT/Welcome.html>). Egencia Corporate Travel (ECT) is the University's preferred online travel agency.

Formerly known as Expedia Corporate Travel, Egencia offers an easy-to-use interface, options and tools for booking airline travel, hotel reservations, car rentals, and other necessities for travelers.

A travel-arranger feature allows for approved, trained Certified Travel Arrangers (CTAs), in individual departments. Staff and faculty who create an itinerary can email it to their CTA for booking on the CTA's p-card. The name of the CTA for a particular office is available from the corresponding business office.

ECT's features and benefits include:

- Easy traveler and travel arranger functionality
- Ability to book airfare and hotel on personal credit cards or Certified Travel Arranger's p-card
- Use of frequent flyer and frequent hotel stay programs
- Storage for program numbers and travel preferences in user profiles that will automatically populate travel itineraries
- Easy-view hotel negotiated rates, many with significant discounts and for rooms with business-related amenities
- Repeat trip functionality to duplicate previous trips, make needed adjustments, and check for availability
- Easy-to-view trips and itineraries
- A 24-hour hold on eligible flights with many major carriers
- Egencia the Go Mobile Portal for iPhones, Blackberrys, Palms, etc.
- Ability to receive Central Travel Office broadcast messages upon log-in
- Worldwide system access, online support, and international expert travel assistance with toll-free numbers

To set up an Egencia Corporate Travel account:

Visit the Purdue Travel Website (<http://www.purdue.edu/travel/ECT/Welcome.html>) and follow the instructions to self-register and set up a profile. Additional information on the CTA program is also available on this page.

1) To set up your account in Egencia, enter your name as it appears on your government ID (drivers license). Click "My Profile" under the gray bar at the top of any page to add preferences, frequent flyer program numbers, and other personal information.

(Note: There is a place in profile to store credit card numbers. However, according to Purdue's security standard, credit card numbers should not be stored in any online system.)

2) Once the Central Travel Office approves the set-up, log onto [Egencia Corporate Travel](#) with user name and the password provided via email to begin making your travel arrangements.

Purdue's Central Travel Office recommends reviewing the [Egencia's traveler resources page](#) to ensure users have everything they need to book their travel. The Purdue Travel Group may also be contacted by email at purduetravel@purdue.edu.

CSSAC Employee Trips

For more information about upcoming CSSAC employee trips including the holiday shopping trip to Chicago, please visit their website at http://www.purdue.edu/cssac/Employee_Trips/. These trips are open to all employees and are a great way to save some money and still have a good time.

No Smoking Policy Feedback

Purdue is looking for feedback from faculty, staff, and students regarding a proposal for a smoke-free campus. This would be a revision of the current policy prohibiting smoking anywhere closer than 30 feet from a University building. The driving force behind this is the health of our students, staff, faculty, and visitors according to Alphonso Diaz, Executive Vice President for Business and Finance.

If you have feedback on this new proposal, please visit http://www.purdue.edu/policies/pages/about_policies/smoking.shtml before November 1st or contact your APSAC representative. More information about this proposal can be found at <http://news.uns.purdue.edu/x/2009b/091001DiazFeedback.html>.