

PURA Handbook 2013 Revised Edition

GENERAL

1.01 HISTORY OF THE PRESIDENT'S ADVISORY COUNCIL ON RETIREMENT

The President's Advisory Council on Retirement (PACR) was created in 1976 by Purdue President Arthur G. Hansen in response to concerns raised by retirees that the university had become disconnected from the needs of its retired employees. At its beginning PACR stated that, "The purpose of PACR shall be to bring into closer association the retired staff members of Purdue University in order to carry out educational programs for such staff members, to enhance their welfare and fellowship, and to strengthen communication channels with the University in such a manner as to be mutually beneficial."

Originally, the council consisted of an Executive Committee, which was composed of the council chairperson and other committee chairs, and three committees: Benefits, Program and Communications. Over the years, several other committees were formed, but in the early years the original three committees performed the majority of the council's work. A top priority for the first chairman of the Advisory Council, Harland W. White, was to survey Purdue retirees in order to better assess their needs. The survey revealed that rising inflation in the mid to late 1970s had seriously affected the standard of living of university retirees. One of the retirees' major concerns was the escalating cost of health care. The Benefits Committee urged the administration to include all retirees under the university's group medical insurance coverage and in the summer of 1977 the Purdue Board of Trustees agreed. The Program Committee initiated a series of theatre trips to the Beef & Boards Dinner Theatre in Indianapolis. They also arranged monthly programs at the university that covered topics that ranged from tax tips to health care. The first annual retiree luncheon was held in the late summer of 1977 at Purdue's Memorial Union. Another annual event was started that year, the retirees' summer picnic, which was first held at The Hills and was later moved to West Lafayette's Happy Hollow Park. The Communications Committee created the retiree newsletter, which first appeared in the winter of 1977, and published the biannual retiree directory.

Over the years, PACR worked with the university's administration to provide retirees with comprehensive health care coverage, reduced prescription drug prices, and group life insurance. They also urged the administration to provide additional benefits such as tuition reductions, complementary campus parking permits and reduced rates for convocation programs, athletic events, recreational facilities, and golf courses. PACR and the retirees worked together to make significant contributions to the university. In 1982, retiree donors gave \$5,500 to help equip the new undergraduate library. In the mid-1980s, PACR purchased and installed a \$40,000 infrared sound system in both the Elliott Hall of Music and the Loeb Theatre to aid the hearing impaired. PACR used profits generated from baseball and theatre trips with additional funding provided by individual retirees. From 1979 to 1998, Purdue retirees donated more than \$17,000,000 to the university.

In the 2001-2002 year, two major events occurred which would have a significant impact on PACR. The first was the creation and associated funding of the Arthur G. Hansen Recognition Award to be awarded to a department/school for cultivating and maintaining a particularly meaningful relationship with its retirees. The second was the adoption of an official set of by-laws that changed the name of the organization to the Purdue University Retirees Association (PURA) and guaranteed a source of annual funding from the Office of the President. Both of these events showed that the organization was maturing and taking giant strides forward.

1.02 YEARLY OVERVIEW OF THE PURDUE UNIVERSITY RETIREES ASSOCIATION

2002-2003 THE YEAR IN REVIEW

Officers and Advisor:

President	Betty M. Nelson
Secretary/Treasurer	Michele A. Salla
Past Chair of PACR	Howard Diesslin
Advisor	Kenneth P. Burns

Committee Chairpersons:

Benefits	Charles M. Ehresman
Communications	Barbara G. Doster
Community Service	Betty M. Suddarth
Program	D. Eugene Courtaney
Trips and Tours	Truman G. Martin

Activities:

Annual Meeting:

Sally Frost Mason, Purdue University Provost was featured speaker at the morning session of PURA's annual meeting June 9, 2003, and President Martin C. Jischke was luncheon speaker.

Award:

The master plaque for the Arthur G. Hansen Recognition Award was hung in the Purdue Memorial Union.

Benefits:

Committee accomplishments included:

The health benefits plan was renegotiated with Anthem.

Free flu shots were available to Purdue retirees for the first time.

The director of the Purdue University Pharmacy invited retirees to use the pharmacy's services.

A survey was prepared to compare the medical benefits Purdue retirees receive with those received by retirees at other Big Ten and Indiana schools.

On-going discussions with appropriate personnel involved:

The point system used by the John Purdue Club for season ticket holders to athletic events, and

The increased cost for annual passes to the Purdue golf courses.

Big Ten Retirees Conference:

Betty Nelson and Betty Suddarth represented the PURA at the Big Ten Retirees Conference hosted by The Ohio State University.

Website:

A process for updating of the website monthly was established.

Campus Campaign:

Retirees gave \$948,300 in 2002 to The Campus Campaign for Purdue.

Community Service:

To encourage new retiree participation in PURA, the committee called all new clerical and service retirees to invite them to the fall kickoff luncheon. The Purdue Alumnus featured an article about retirees and volunteerism. After much discussion, it was decided to keep the Community Service Committee in place.

Handbook:

The retirees' handbook was updated for distribution at the annual retirement banquet in May.

Kickoff Luncheon:

Two hundred members and guests attended the annual kickoff luncheon in August at the University Inn. President Martin C. Jischke was the featured speaker.

Programs:

Monthly meetings, held at MCL, featured a variety of topics presented by engaging speakers. A listing and description of the programs are included in the materials submitted for filing in the Purdue Archives.

PERF Board:

PURA supported Fred Ford's nomination to serve as a member on the Public Employees Retirement Fund (PERF) Board.

Reorganization:

The 2002-2003 year was considered to be a transitional year for the retirees' organization as it became the Purdue University Retirees Association (PURA).

Spring Fling:

To promote the organization, PURA sponsored a booth at Spring Fling.

Telephone Directory:

For the first time, The Purdue Student/Staff/Retiree Telephone Directory was sent to all retirees.

Trips and Tours:

Fall trips to Turkey Run State Park and the Ernie Pyle State Historic Site; Brown County State Park and the T.C. Steele State Historic Site; and Ivy Hall at IVTC campus in Lafayette along with spring tours to Bioanalytical Systems, Inc. and the Purdue Cancer Center; the Indiana State Museum; the Indiana State Capitol during legislative session; Spring Mill State Park; and the Purdue Aquatic Center and the Ross-Ade Stadium press box provided much enjoyment for the many retirees and friends.

United Way Campaign:

Retirees pledged \$57,300 to the 2002 United Way Campaign.

More detailed reports, regarding the PURA activities and accomplishments during the year beginning June 2002 and concluding May 2003, are filed in the Purdue Archives.

Prepared May 2008 by
Mary Alice Nebold, Historian

**2003-2004
THE YEAR IN REVIEW**

Officers and Advisor:

President	Roy A. Johnson
Vice President	To be nominated for 2004-05
Secretary/Treasurer	Barbara A. Hansen
Historian	Velma Schanke
Past President	Betty M. Nelson
Advisor	Kenneth P. Burns

Committee Chairpersons:

Benefits	Charles M. Ehresman
Communications	Barbara A. Hansen
Hospitality/Community Service	Lois K. Wark and W. Scott Rumble
Program	Dennis E. Courtney
Trips and Tours	Hannis W. Thompson

Ad-Hoc Committee Chairpersons:

Kick-Off Luncheon	Mary Alice Nebold
Living to 100 Securely	Program Committee was responsible

Activities:

Annual Meeting:

Ken Burns was the featured speaker at the luncheon May 26, 2004.

Archives:

Plans were made to place historical materials from PACR and PURA in the Purdue Libraries Archives.

Award Recipients:

Arthur G. Hansen Recognition Award:
Cooperative Extension Service, David C. Petritz, Director

Benefits:

Focusing on health related benefits for retirees, the Benefits Committee negotiated to have prescription drugs included in the medical options through Anthem. A health benefits survey conducted with the Big Ten Retirees' Associations in spring 2003 was repeated in spring 2004. The committee members also met with the John Purdue Club and the Athletic Department to discuss the increased rate (700%) for a season pass to play at a Purdue golf course, the need for improved communication regarding promotion of events, and the John Purdue point system.

Big Ten Retirees Association Conference:

Roy Johnson and Chuck Ehresman attended the Big Ten Retirees' Conference at the University of Michigan. Bylaws for the organization were adopted.

Campus Campaign:

Retiree giving to The Campus Campaign for Purdue totaled \$3,705,000 in 2003.

Council for Management Development:

The purpose of the project, "Engaging Purdue Retirees," was designed to identify additional methods for engaging Purdue retirees residing in the Lafayette, West Lafayette community through enhanced relationships and communications. It was determined by the executive committee that a potential survey could be very beneficial.

Handbook:

The revised handbook for new retirees was sent to members with the telephone directory mailing.

Hospitality and Community Service:

How to be more responsive to the needs of more clerical and service retirees and getting them involved with PURA was a priority for the Hospitality and Community Service committee at a brainstorming session held in September. The committee has chosen not to act as hosts for the monthly meetings at MCL. A University pre-retirement packet, similar to one used at Northwestern, was developed by the committee, which was renamed the Hospitality Committee.

Kickoff Luncheon:

"Purdue Family Reunion" was the theme for the kickoff luncheon September 8, 2003. One hundred eighty-two (182) retirees registered for the event at the University Inn.

Living to 100 in Style:

The first health care seminar was planned for September 2004.

Procedures Manual:

The PURA Procedures Manual was developed to be used as a reference by incoming committee chairpersons. Job descriptions of officers and standing committees were included.

Programs:

Monthly meetings, held at MCL, featured a variety of topics presented by engaging speakers. It was decided to discontinue the "entertainment" portion of the monthly meetings. A listing and description of the programs are included with the materials submitted for filing in the Purdue Archives.

Spring Fling:

Standup calendars were distributed at Spring Fling.

Tribute:

A tribute was given Mayor Sonya Margerum for her leadership and cooperative spirit when she spoke at the December PURA meeting.

Trips and Tours:

Trips to Conner Prairie and Purdue's Aquatic Center and Airport took place in the fall and to the Anson Wolcott House, the Myers Dinner Theater at Hillsboro, and Culver Military Academy in the spring.

Tutoring Project:

A retiree mentoring and tutoring project for student athletes was planned.

United Way:

Purdue retirees were selected to be pacesetters for the United Way Campaign.

Website:

Keeping the website current is a major goal. It was determined that annual reports should be placed on the web.

Comprehensive reports, regarding the above PURA activities and accomplishments during the year beginning June 2003 and concluding May 2004, are filed in the Purdue Archives.

May 2008
Mary Alice Nebold, Historian

**2004-2005
THE YEAR IN REVIEW**

Officers and Advisor:

President	Roy A. Johnson
Vice President	Emily M. Wadsworth – resigned 10/2004 Christiane E. Keck – remainder of term
Secretary/Treasurer	Barbara A. Hansen
Historian	Velma Schanke
Advisor	Murray M. Blackwelder

Committee Chairpersons:

Benefits	Martha O. Chiscon
Communications	Lyn Doyle – resigned 2/2005 Oscar Hopkins – remainder of term
Hospitality Program	Lois K. Wark and W. Scott Rumble
Trips and Tours	Paul L. Ziemer Donald L. and Nadyne J. Parman

Ad-Hoc Committee Chairpersons:

Kick-Off Luncheon	Mary Alice Nebold
Living to 100 Securely	Program Committee was responsible
Campus and Community	Richard C. Nelson

Activities:

Annual Meeting:

Martin C. Jischke, president of the university, was the featured speaker at the luncheon in May 2005.

Archives:

It was decided to house PURA materials in the Purdue Library Archives. With the assistance of the PURA historian, the library representative, Sammie Morris, established guidelines for what materials should be retained for the archives and organized the materials.

Award Recipients:

Arthur G. Hansen Recognition Award:
Department of Agronomy, William W. McFee, Head

Betty M. Nelson Special Recognition Award
Harland White, founder of PACR

Benefits:

Renewal of the health insurance plan was with Anthem.

Big Ten Retirees Association Conference:

Roy Johnson and Martha Chiscon represented PURA at the Big Ten annual meeting at the University of Minnesota.

Bylaws:

An amendment to the PURA bylaws changed the length of the president's term to one year.

A second amendment to the bylaws allowed an exception to the committee membership rule of sitting out a year after six years of committee service before joining another committee.

Campus Campaign:

PURA representatives served on the Purdue Advisory Committee for the Campus Campaign for Purdue .

Communication Committee:

The new Communications Committee will be made up of a representative/liaison from each of the standing committees.

Dauch Center:

A request for volunteers to assist at the front desk of the Dauch Center has been communicated.

Executive Vice President and Treasurer:

PURA representatives participated in small group meetings with the five candidates for the position of executive vice president and treasurer. Morgan R. Olsen was selected.

Handbook:

The revised handbook for new retirees was included in the mailing of the Purdue Student, Staff, and Retiree Telephone directory.

Hospitality Committee:

The committee members continued efforts to encourage involvement of clerical/service retirees and again called these new retirees to invite them to PURA activities.

"Inside Purdue":

The Executive Board discussed adding information for pre-retirees in each issue of "Inside Purdue" to educate them about preparing for retirement. Topics to be addressed included social security, estate planning, and distribution of retirement funds.

Kickoff Luncheon:

"A Purdue Tailgate Party" was the theme for the kickoff luncheon August 30, 2004. One hundred ninety-eight (198) retirees registered for the event at the University Inn.

Living to 100 in Style:

One hundred eighty (180) retirees attended the first healthcare seminar held in September 2004. Sessions and exhibits received high ratings.

New Brochure:

"PURA: Serving Purdue in Countless Ways," the new brochure accompanied with a letter from the president was distributed to list of 39 recipients and retirees from each department.

Newsletter:

Two national (January and July) and four local (September, November, March, and May) issues of the PURA Newsletter were sent to retirees, deans and directors, the Purdue Libraries, Women's Resource Center, and Big Ten Retirees groups. The newsletter also was posted on the website.

Parking:

A retiree, Lanny Wilson, was named to the University Parking Committee. Signage for the Speech and Hearing Clinic parking spaces in the parking lot north of Purdue Memorial Union was changed to notify guests that at 5:00 p.m. the parking was designated for the handicapped.

Pre-retirement Meetings:

Representatives of PURA have been invited to attend the pre-retirement meetings for Purdue employees nearing retirement. Executive board members of PURA suggested content items for the booklet, "Know Before You Retire," that was developed by the Office of Staff Benefits.

Programs:

Monthly meetings, held at MCL, featured a variety of topics presented by engaging speakers. A listing and description of the programs are included with the materials submitted for filing in the Purdue Archives.

Residence Halls:

Because only six retirees assisted students as they checked into the residence halls in August, the discussion continued about other ways retirees can interact with students in the residence halls.

Spring Fling:

Standup calendars were distributed at Spring Fling.

TIAA/CREF:

TIAA/CREF established an office in Lafayette.

Trips and Tours:

A tour of the local underground railroad sites and trips to the Berghoff Restaurant and Shedd Aquarium in Chicago; the Air Force Museum in Dayton, Ohio; and Amish Acres in northern Indiana provided diverse entertainment for those attending.

United Way:

Purdue retirees again were selected to be pacesetters for the United Way Campaign. Giving increased 20% over the prior year.

Comprehensive reports, regarding the above PURA activities and accomplishments during the year beginning June 2004 and concluding May 2005, are filed in the Purdue Archives.

May 2008
Mary Alice Nebold, Historian

**2005-2006
THE YEAR IN REVIEW****Officers and Advisor:**

President	Christiane E. Keck
Vice President	Michael T. Drayer
Secretary/Treasurer	Barbara A. Hansen
Historian	Velma Schanke
Past President	Roy A. Johnson
Advisor	Murray M. Blackwelder

Committee Chairpersons:

Benefits	Martha O. Chiscon
Communications	Oscar Hopkins
Hospitality	Lois K. Wark and W. Scott Rumble
Program	Paul L. Ziemer
Trips and Tours	Truman G. Martin

Ad-Hoc Committee Chairpersons:

Kick-Off Luncheon	Lanny C. Wilson
Living to 100 Securely	Program Committee
Campus and Community	Richard C. Nelson

Activities:**Annual Meeting:**

Executive Vice President and Treasurer, Morgan Olsen, was keynote speaker during the luncheon at the annual meeting May 24, 2006.

Award Recipients:

Arthur G. Hansen Recognition Award:
Department of Animal Sciences, Alan Grant, Head

Betty M. Nelson Special Recognition Award
The Ismail Center, Cody Sipe, Director

Benefits:

The health insurance plan transitioned to PacifiCare.

Big Ten Retirees Association Conference:

Michael T. Drayer, Christiane E. Keck, and Martha Chiscon represented PURA at the Big Ten annual meeting at the Michigan State University.

Campus and Community:

Visits on campus and in the local community included: Columbian Park and Jenks Rest Building; Pau Hall; the Dauch Center; Rawls Hall; and Morgan, Bindley, and Birck Buildings in Discovery Park. Dinner in Ford Dining Hall prior to a women's basketball game was also enjoyed by many.

Communication Committee:

The Communications Committee developed an extensive survey regarding retirees' communications and distributed it in PURA's March newsletter. The objective of the survey was to determine whether the current mix of communication vehicles and content was reaching and meeting needs of the intended audience. Although there was a small response, those who did respond indicated satisfaction with the current communication efforts. It was suggested that news about fellow retirees be included in future articles in the newsletter.

Handbook:

The revised handbook for new retirees was included in the mailing of the Purdue Student, Staff, and Retiree Telephone directory.

Hospitality Committee:

The committee members continued efforts to encourage involvement in PURA by retirees from all sectors of the University.

Kickoff Luncheon:

Approximately 225 attended the kickoff luncheon. President Martin C. Jischke was the keynote speaker.

Living to 100 Actively:

A total of 220 (retirees, speakers, and exhibitors) attended the conference, "Living to 100 – Actively." The conference profited \$2000.

Newsletter:

A discussion about moving retiree publications to electronic communications (including the newsletter) began.

Pre-retirement Meetings:

Representatives of PURA made presentations at the pre-retirement meetings for Purdue employees nearing retirement.

Procedures Manual:

The PURA Procedures Manual, developed to be used as a reference by incoming committee chairpersons, was distributed at the annual meeting. Job descriptions of officers and standing committees were included.

Programs:

Monthly meetings, held at MCL, featured a variety of topics presented by engaging speakers. A listing and description of the programs are included with the materials submitted for filing in the Purdue Archives.

Spring Fling:

Three-dimensional standup calendars were distributed at Spring Fling by the Hospitality Committee members.

Trips and Tours:

Retirees enjoyed PURA organized trips to Holland, MI. at tulip time; the Museum of Science and Industry in Chicago; and Fair Oaks Dairy; Turkey Run State Park and Covington; Boggstown; and Fort Wayne in Indiana.

United Way:

Purdue retirees again were selected to be pacesetters for the United Way Campaign. The \$70,453.53 given by retirees was almost 12% of Purdue's total contributions in 2005.

Comprehensive reports, regarding the above PURA activities and accomplishments during the year beginning June 2005 and concluding May 2006, are filed in the Purdue Archives.

May 2008

Mary Alice Nebold, Historian

**2006-2007
THE YEAR IN REVIEW**

Officers and Advisor:

President	Michael T. Drayer
Vice President	Betty M. Suddarth
Secretary/Treasurer	Patricia J. Lawson
Historian	Mary Alice Nebold
Past President	Christiane E. Keck
Advisor	Murray M. Blackwelder

Committee Chairpersons:

Benefits	Martha O. Chiscon
Communications	Oscar Hopkins
Hospitality	Lois M. Gotwals and W. Scott Rumble
Program	Paul L. Ziemer
Trips and Tours	Truman G. Martin

Ad-Hoc Committee Chairpersons:

Campus and Community	Richard C. Nelson
Kick-Off Luncheon	Lanny C. Wilson
Living to 100 Securely	Lowell Landrum and Paul L Ziemer

Activities:**Annual Meeting:**

President Martin C. Jischke was featured speaker at the annual meeting.

Award Recipients:

Arthur G. Hansen Recognition Award:
School of Aeronautics and Astronautics in the College of Engineering; Dr. Thomas N. Farris, Head

Betty M. Nelson Special Recognition Award:
Human Resource Services; John Beelke, Director

Benefits:

The Senior Supplemental Health and Prescription Plan was negotiated for the second year with PacifiCare and UnitedHealthRx.

Big Ten Retirees Association Conference:

Past presidents of PURA, Betty M. Nelson, Roy A. Johnson, and Christiane E. Keck, along with current president, Michael T. Drayer and vice president, Betty M. Suddarth planned an outstanding 2006 Big Ten Retirees Association Conference held on Purdue's campus. Guests from the other Big Ten schools were most impressed with the activities and programs.

Campus Campaign:

As of March 31, 2007, retirees had contributed \$29,413,342.00 to "The Campus Campaign for Purdue" that was initiated in 2000. This amount is 51% of the total given by members of the campus community – faculty, staff, and retirees.

Campus and Community Tours:

Tours of new campus buildings (Lawson Computer Sciences, Biomedical Engineering, and Schwartz Tennis Center) and the new Journal and Courier facilities were offered.

Endowment:

PURA will establish an endowment with the Purdue Foundation using the \$25,000.00 PacifiCare Performance Guarantee reimbursement. Monies earned by the endowment will benefit Purdue retirees only through means to be determined by PURA.

Handbook:

The revised handbook for new retirees will be formatted as a tri-fold and sent to members with the July [PURA Newsletter](#).

Kickoff Luncheon:

Two hundred members and guests attended the annual kickoff luncheon in August at the University Inn. President Martin C. Jischke was the featured speaker.

Living to 100 – Securely

The third day-long "Living to 100" conference was held in October at University Inn. The presentations and discussions focused on financial concerns of retirees.

Newsletter:

All retirees receive the January and July editions of the [PURA Newsletter](#). Local retirees receive four additional issues during the year. A special section, entitled "Exploring Senior Living Alternatives," was distributed with the January [PURA Newsletter](#). It was developed for Purdue University retirees and their families by Oscar Hopkins and Richard C. Nelson.

Parking Issues:

Provisions for handicapped parking near Stewart Center were addressed with the Purdue Police Department. As a result, more spaces were added near the Loeb Theatre entrance.

President Martin C. and Patty Jischke Recognition:

To recognize Martin and Patty Jischke's leadership and accomplishments on campus and in our community and their support of PURA and Purdue retirees, PURA is recommending members contribute to the "Martin C. and Patty Jischke Opportunity Award Endowment." The Purdue Opportunity Award is granted to students who have high financial need, personal hardship(s), and/or other extenuating circumstances. There is one award for each of Indiana's 92 counties.

Programs:

Monthly meetings, held at MCL, featured a variety of topics presented by engaging speakers. A listing and description of the programs are included with the materials submitted for filing in the Purdue Archives.

Resolution:

At the November 1, 2006 meeting, the Executive Board passed the resolution that states PURA strongly supports the "Financial Learning Initiative" announced to West Lafayette Campus Faculty and Staff in a memorandum issued jointly by Dr. Sally Mason and Dr. Morgan R. Olsen October 3, 2006. This initiative is designed to provide opportunities for faculty and staff to understand retirement issues and to make choices that will ensure financial stability during retirement years.

Spring Fling:

The Hospitality Committee hosted a PURA tent at Spring Fling. They distributed informational cards that included a listing of ongoing benefits official Purdue retirees receive, and an offer from Staff Benefits to make a presentation about preparing for future retirement to all in the departments across campus. Also handed out were PURA tape measures designed to remind us to consider how we measure up for retirement.

Trips and Tours:

Trips to Indianapolis and Auburn, Indiana and Chicago and Springfield, Illinois were most enjoyable, educational, and entertaining for the more than 100 members and friends who participated.

United Way:

As pacesetters for the United Way Campaign, Purdue retirees gave \$81,024.00 - an increase of eleven percent over the previous year.

Comprehensive reports, regarding the above PURA activities and accomplishments during the year beginning June 2006 and concluding May 2007, are filed in the Purdue Archives.

May 2007
Mary Alice Nebold, Historian

**2007-2008
THE YEAR IN REVIEW**

Officers and Advisor:

President	Betty M. Suddarth
Vice President	W. Scott Rumble
Secretary/Treasurer	Patricia J. Lawson
Historian	Mary Alice Nebold
Past President	Michael T. Drayer
Advisor	Murray M. Blackwelder

Committee Chairpersons:

Benefits	Martha O. Chiscon
Communications	Oscar Hopkins
Endowment	Betty M. Nelson
Hospitality	Lois M. Gotwals and Lois K. Wark
Program	Dale R. McHenry
Trips and Tours	Truman G. Martin

Ad-Hoc Committee Chairpersons:

Campus and Community	Richard C. Nelson
Kickoff Luncheon	Carolyn T. Jones
Purposeful Living in Retirement	Lowell Landrum

Activities:

Annual Meeting:

President France Cordova was featured speaker at the annual meeting.

Award Recipients:

Arthur G. Hansen Recognition Award
No award was given in 2007-2008.

Betty M. Nelson Special Recognition Award:
Purdue Marketing Communications, David J. Brannan, Director

Benefits:

The Senior Supplemental Health and Prescription Plan was negotiated for the third year with PacifiCare and United Health Rx.

Big Ten Retirees Association Conference:

Betty M. Suddarth, W. Scott Rumble, and Martha O. Chiscon represented PURA at the Big Ten Retirees Association held on the campus of Pennsylvania State University.

Campus and Community Tours:

Tours of new campus buildings (Mann and Armstrong Halls); visits to the Columbian Park Zoo, the Animal Disease Diagnostic Lab, and the Lafayette Symphony; and lunch at the Athletic Dining Room prior to the Purdue Women's exhibition basketball game comprised the campus and community organized tours for PURA members.

Endowment:

PURA established an endowment with the Purdue Foundation using the reimbursement from the United Health/ PacifiCare Performance Guarantee. Earnings generated by the endowment will benefit Purdue retirees. Betty Nelson, chair of the Endowment Committee, worked with Purdue Marketing Communications to develop a brochure announcing this endowment.

Handbook:

The updated handbook for retirees was formatted as a tri-fold and sent to members with the July 2007 [PURA Newsletter](#). Sufficient copies were produced to cover two years distribution.

Kickoff Luncheon:

A record 379 Purdue retirees and friends attended the luncheon at University Plaza September 10th. Dr. France Cordova, Purdue's new president, was the featured speaker.

Newsletter:

In the future, the [PURA Newsletter](#) will be distributed to all Purdue retirees four times each year in January or February, March, July, and November. Development of the new web site for PURA is in progress.

President Martin C. and Patty Jischke Recognition:

PURA has five years to reach the \$20,000 contribution goal for the Martin C. and Patty Jischke Opportunity Award Endowment. To date, \$12,000 has been given. The Purdue Opportunity Award is granted to students who have high financial need, personal hardship(s), and/or other extenuating circumstances. One award is designated for each of Indiana's 92 counties.

Programs:

Monthly meetings, held at MCL, featured a variety of topics presented by engaging speakers. A listing of program titles and the presenters is included with the archival materials.

Purdue University Strategic Plan:

Betty Suddarth represented PURA on the Campus Design Committee, one of eight Tiger Teams, appointed by President Cordova to participate in the process of developing a meaningful and comprehensive university strategic plan. Several retirees contributed ideas at the various open forums that were held on campus.

Purposeful Living in Retirement:

The fourth retirement conference (formerly Living to 100) was held April 23rd at University Plaza. The presentations focused on preserving family history, discovering one's second career, personality and longevity in purposeful living, a spiritual bucket list, and solutions for care givers.

Spring Fling:

The Hospitality Committee again hosted a PURA tent at Spring Fling. Informational brochures about ongoing benefits official Purdue retirees receive, and magnetic folders for addresses were distributed to attendees.

State College Retirement Associations:

Michael Drayer volunteered to research the possibility of organizing meetings with representatives from other Indiana college retirement associations. He found, however, that only Indiana University and Purdue University have organized retirement associations.

Trips and Tours:

One hundred nineteen (119) members and friends participated in enjoyable and entertaining trips around Indiana (French Lick and West Baden, the Railroad Museum and Jasper-Pulaski Wildlife Refuge, Rose Hulman Institute and the Clabber Girl Museum, Indiana University campus and the Oliver Winery), and to the Gerald Ford Museum and Frederik Meijer Gardens and Sculpture Park in Grand Rapids, Michigan.

United Way:

As pacesetters, Purdue retirees gave \$83,949 to the United Way Campaign. This amount was only \$51 short of the \$84,000 goal.

Comprehensive reports regarding PURA activities and accomplishments during the year, June 2007 through May 2008, are filed in the Purdue University Library Archives and Special Collections. A guide to the PURA records can be accessed on the web at <http://www.lib.purdue.edu/>

May 2008
Mary Alice Nebold, Historian

**PURDUE UNIVERSITY RETIREES ASSOCIATION
2008-2009
YEAR IN REVIEW**

Officers and Advisor:

President	W. Scott Rumble
Vice President	Lois K. Wark
Secretary/Treasurer	Patricia J. Lawson
Historian	Mary Alice Nebold
Past President	Betty M. Suddarth
Advisor	Murray M. Blackwelder

Committee Chairpersons:

Benefits	Martha O. Chiscon
Communications	Richard C. Nelson
Endowment	Betty M. Nelson
Hospitality	Larry Ogburn and Eldon Fredericks
Program	Dale R. McHenry
Trips and Tours	Truman G. Martin

Ad-Hoc Committee Chairpersons:

Campus and Community	Sue Graham
Kickoff Luncheon	Carolyn T. Jones
Purposeful Living in Retirement	Lowell Landrum

Activities:

Annual Meeting:

Provost Randy Woodson was featured speaker at the annual meeting, May 26, 2009.

Award Recipients:

Arthur G. Hansen Recognition Award:

The Hansen Award was presented to University Residences for their exemplary work in maintaining meaningful relationships with their retirees. On behalf of the Residences, Director Barbara Frazee accepted this award and a \$2,500 stipend funded by TIAA-CREF.

Betty M. Nelson Special Recognition Award:

The Office of Special Events was presented The Nelson Award for its outstanding work in support of PURA and Purdue retirees. Catharine Adair, Director, and Janelle Musch and Gini Griener, Event Planners accepted the award.

Benefits:

The Senior Supplemental Health and Prescription Plan was negotiated for the fourth year with PacifiCare and United Health Rx for 2009.

Big Ten Retirees Association Conference:

W. Scott Rumble, Lois K. Wark, and Martha O. Chiscon represented PURA at the Big Ten Retirees Association held on the campus of the University of Illinois in August.

Calendar of Events:

PURA events will be posted on the University Calendar through the Purdue Alumni Association.

An organizational calendar incorporating all activities/meetings of PURA was initiated for the board. The calendar, distributed by e-mail, is updated as activities are added.

Campus and Community Tours:

Throughout the year, approximately 100 persons enjoyed the campus and community tours of the Beck Agricultural Center and the Agronomy Center for Research and Education, Caterpillar's Large Engine Center, the Food Science Building, Veterinary Medicine's Large Animal Clinic and the Purdue University Greenhouses, and the Purdue Women's Basketball Game outing.

Endowments:

PURA Activities and Opportunities Fund (PAO): The PURA PAO was established through the Purdue Foundation with the monies from the penalty for unmet performance guarantees from PacifiCare. Currently the PAO has a book value of \$80,000. The earnings generated by the endowment will benefit Purdue retirees. Brochures, first distributed in 2008-09, describe the PAO Fund in detail.

PURA Jischke Purdue Opportunity Award (POA):

The PURA POA was established to honor President Martin C. and Patty Jischke at his retirement. Currently the POA has a book value of

\$17,013. The agreement requires that at least \$20,000 must be accumulated before a scholarship can be awarded. The POA must be fully funded by September 2012 or the agreement will be terminated. The Purdue Opportunity Award is granted to students who have high financial need, personal hardship(s), and/or other extenuating circumstances. One award is designated for each of Indiana's 92 counties.

Financial Forum:

PURA, in partnership with Purdue University Human Resource Services, invited Purdue retirees to a forum, "The Economy and Your Retirement Income," December 5, 2008. The panel discussion on how the changing economy affects pension benefits for retirees of Purdue University was led by Dr. Frederick R. Ford, Executive Vice President and Treasurer Emeritus. Expert panelists included: Dr. Richard Cosier, Krannert School Dean and Leeds Professor Management who presented an overview of economic considerations that affect everyone; Mr. Terry Magid, Executive Director, Public Employees' Retirement Fund (PERF), who discussed the impacts on benefits provided through PERF and the fund's financial stability; and Mr. Adam Polacek, director of client portfolio management, and Mr. Chris Day, director of individual client services, both representing TIAA-CREF. Polacek and Day discussed impacts on benefits provided through TIAA-CREF and comments on the financial stability of TIAA-CREF.

Handbook:

The updated tri-fold handbook for retirees will be sent to members with the July 2009 PURA Newsletter. 5000 copies will be produced to cover distribution for two years.

Kickoff Luncheon:

286 Purdue retirees and friends attended the luncheon at University Plaza September 8, 2008. Dr. France Cordova, Purdue's president, was the featured speaker.

Newsletter:

The PURA Newsletter, to be printed four times each year, was distributed to all Purdue retirees in January, March, July, and November. Development of the new web site for PURA was introduced and continues to be improved.

Pre-Retirement Meetings:

PURA representatives were invited to participate in pre-retirement meetings, including those set-up for employees of Cary, Shreve, and Tarkington Residence Halls.

Programs:

Varied topics, presented by engaging speakers, were the programs for the monthly meetings held at MCL. A listing of program titles and the presenters is included with the archival materials.

Purposeful Living in Retirement:

140 attended the fifth retirement conference (formerly Living to 100) held April 29, 2009 at University Plaza. The presentations focused on things remembered, planning to die, gardening is exercise, and finances in today's economy.

Spring Fling:

The Hospitality Committee again hosted a PURA tent at Spring Fling, May 21, 2009.

Trips and Tours:

One hundred twenty-nine (129) members and friends participated in enjoyable and entertaining trips around Indiana (French Lick and West Baden, the Indianapolis Museum of Art to view the Ming Dynasty treasures, and Crawfordsville). A new direction for the committee is being considered.

United Way:

As pacesetters, Purdue retirees gave \$87,027.46 to the United Way Campaign, far surpassing the \$84,000 goal.

Comprehensive reports regarding PURA activities and accomplishments during the year, June 2008 through May 2009, are filed in the Purdue University Library Archives and Special Collections. A guide to the PURA records can be accessed on the web at <http://www.lib.purdue.edu/>

May 2009
Mary Alice Nebold, Historian

**PURDUE UNIVERSITY RETIREES ASSOCIATION
2009-2010
YEAR IN REVIEW**

Officers and Advisor:

President	Lois K. Wark
Vice President	Christian J. Johannsen
Secretary/Treasurer	Patricia J. Lawson
Historian	Mary Alice Nebold
Advisor	Robin G. Bellinger

Committee Chairpersons:

Benefits	Martha O. Chiscon
Communications	Richard C. Nelson
Endowment	Betty M. Nelson
Hospitality	Eldon E. Fredericks and E. Suzanne Hiser
Program	Eldon E. Ortman
Trips and Tours	N. Sue Abney and James R. Marciniak

Ad-Hoc Committee Chairpersons:

Campus and Community	Sue Hume Graham
Kickoff Luncheon	Ann C. Pickett and Marilyn M. Yoder
Purposeful Living in Retirement	Billy R. Baumgardt

Activities:

Annual Meeting:

President France Cordova was the featured speaker at the annual planning meeting, June 4, 2010.

Award Recipients:

Arthur G. Hansen Recognition Award:

In June, the Hansen Award was presented to the Cooperative Extension Service, Colleges of Agriculture and Consumer and Family Sciences, for outstanding efforts of maintaining meaningful relationships with CES retirees. Charles Hibberd, Director, accepted the award and a \$2,500 stipend funded by TIAA-CREF.

Betty M. Nelson Special Recognition Award:

The Nelson Award was presented to the Purdue Employees Federal Credit Union (PEFCU) for its sponsorship of paying for the mailing of the Purdue Telephone Directory to retirees. Bob Falk, President and CEO of PEFCU, and Jackie Hoffman, Vice President of Human Resources and Marketing, accepted the award.

Benefits:

The Senior Supplemental Health and Prescription Plan was negotiated for the fifth year with UnitedHealthcare (formerly PacifiCare) for 2010. Beginning November 1, 2009, all official retirees became eligible to retain their Purdue e-mail account or apply to activate one. Free flu shots and "A" parking passes continue to be made available to retirees by the University.

Big Ten Retirees Association Conference:

Lois K. Wark and Martha O. Chiscon represented PURA at the meeting of the Big Ten Retirees Association held on the campus of the University of Iowa in mid-August.

By-law Changes:

Proposed changes in the By-Laws, last amended in 2002, will be voted on by the PURA membership at the June 7, 2010 luncheon meeting. Changes regarding the addition of standing committees and others solely for clarification are included in the proposal.

Calendar of Events:

PURA events continue to be placed on the University Calendar and can now be accessed through a link on the Purdue Web page. A calendar developed to alert board members to activities/meetings of PURA is continually updated and distributed by e-mail.

Campus and Community Tours:

During the fall and spring semesters, 114 enjoyed the campus and community tours of the Patty Jischke Early Care and Education Center and the Purdue Village Community Center, the Wabash Center, Purdue Research Park, Inspired Fire, the Lafayette Symphony Orchestra, and Purdue University Food Stores (Purdue's Pantry).

Endowments:

PURA Activities and Opportunities Fund (PAO): The PURA PAO was established through the Purdue Foundation with the monies from the penalty for unmet performance guarantees from UnitedHealthcare (formerly PacifiCare). Currently the PAO has a book value of \$80,000. Earnings generated by the endowment will benefit Purdue retirees. Brochures, first distributed a year ago, describe the PAO Fund in detail.

PURA Jischke Purdue Opportunity Award (POA):

The PURA POA was established to honor President Martin C. and Patty Jischke at his retirement. Currently the POA has a book value of \$18,063. The agreement requires that at least \$20,000 must be accumulated before a scholarship can be awarded. The POA must be fully funded by September 2012 or the agreement will be terminated. The Purdue Opportunity Award is granted to students who have high financial need, personal hardship(s), and/or other extenuating circumstances. One award is designated for each of Indiana's 92 counties.

Handbook:

The updated tri-fold handbook for retirees was sent to members with the July 2009 PURA Newsletter. 5000 copies were produced to cover distribution for two years.

Kickoff Luncheon:

258 Purdue retirees and friends attended the luncheon at University Plaza September 14, 2009. Teri Lucie Thompson, Vice President for Marketing and Media, was the featured speaker with remarks by President France Cordova.

Newsletter:

The PURA Newsletter was sent to all Purdue retirees in January, March, July, and November.

The new website has produced great results and is constantly being upgraded.

Pre-Retirement Meetings:

PURA representatives continue to participate in pre-retirement meetings each semester at the invitation of the Office of Human Resources. In addition, PURA was invited to present at the Windsor Hall Retiree luncheon.

Procedures and Policies Manual:

The "Procedures and Policies Manual" has been under revision this year. When completed, each officer and committee chair will receive a copy of the entire manual, and a copy will be placed in the archives.

Programs:

Engaging speakers presented a variety of topics for the programs at the monthly meetings held at MCL. A listing of program titles and the presenters has been placed with the archival materials.

Purposeful Living in Retirement:

Approximately 175 attended the sixth annual conference focusing on topics of interest to retirees on April 28, 2010 at University Plaza. Topics included ways of challenging one's mind, active aging improves health and vitality, organizational tips to simplify one's life, estate tax changes, and preventing fraud.

Retirees' Giving to Purdue:

In the decade 2000-2009, Purdue retirees generously gave \$40,925,103.00 to the University. The number of donors each year averaged 1845 over the ten year period.

Spring Fling:

New cards about planning for retirement and zip letter openers were handed out at the May 20, 2010 Spring Fling. PURA again sponsored the collection for Food Finders Bank.

Trips and Tours:

In collaboration with Imperial Travel and Top Notch Travel, the Trips and Tours Committee arranged for Purdue retirees to travel as a group on three trips this year. Forty-seven (47) enjoyed the Oktoberfest on the Belle of Louisville and the Cincinnati Flower Show and Jungle Jim's International Market. Twenty-eight (28) have made reservations for the upcoming Amtrack trip to Chicago in June that includes an architectural cruise and tour of the Sears Tower and Navy Pier.

United Way:

In 2009 Purdue retirees were again designated as Pacesetters for the United Way Campaign. Their gifts totaling \$89,855 far surpassed the \$84,000 goal.

Comprehensive reports regarding PURA activities and accomplishments during the year, June 2009 through May 2010, are filed in the Purdue University Library Archives and Special Collections. A guide to the PURA records can be accessed on the library's website at <http://www.lib.purdue.edu/spcol>. The direct link to the inventory from that website is <http://www.lib.purdue.edu/spcol/fa/pdf/pura.pdf>.

May 2010
Mary Alice Nebold, Historian

**PURDUE UNIVERSITY RETIREES ASSOCIATION
2010-2011
YEAR IN REVIEW**

Officers and Advisor:

President	Christian J. Johannsen
Vice President	Charles O. Rutledge
Secretary/Treasurer	Patricia J. Lawson
Historian	Mary Alice Nebold
Advisor	Robin G. Bellinger (resigned 1/11) Robert A. Ford (appointed 2/11)

Committee Chairpersons:

Benefits	Martha O. Chiscon
Campus and Community	Sue Hume Graham
Communications	Richard C. Nelson
Endowment	Betty M. Nelson
Hospitality	E. Suzanne Hiser
Kickoff Luncheon	Sarah A. Johnson and Ann C. Pickett
Program	Eldon E. Ortman and Reuben Peterson
Retiree Seminar	W. Scott Rumble
Trips and Tours	James R. Marciniak

Activities:

Annual Meeting:

Provost Timothy D. Sands, Executive Vice President for Academic Affairs and Provost was the featured speaker at the annual transition meeting, June 1, 2011.

Award Recipients:

Arthur G. Hansen Recognition Award:

The Hansen Award was not presented in 2010.

Betty M. Nelson Special Recognition Award:

The Nelson Award was presented to Roy A. Johnson for his participation and leadership in multiple PURA activities . When he was presented the award, he was described as the "Man for All Seasons" because of his highest quality of service to PURA.

Benefits:

The Senior Supplemental Health and Prescription Plan was negotiated for the sixth year with UnitedHealthcare (formerly PacifiCare) for 2011. Other benefits made available by the University for official Purdue retirees include their eligibility to retain their Purdue e-mail account or apply to activate one, free flu shots and "A" parking passes.

Big Ten Retirees Association Conference:

Christian J. Johannsen, Charles O. Rutledge, and Martha O. Chiscon represented PURA at the meeting of the Big Ten Retirees Association held on the campus of Indiana University, August 20-22, 2010.

By-law Changes:

Proposed changes in the By-Laws, last amended in 2002, were passed by the PURA membership at the August 2, 2010 luncheon meeting.

Changes included the addition of four standing committees. Former ad hoc committees Campus and Community, Fall Kickoff Luncheon, and Retiree Seminar and the new Endowment committee are named in Article VI, Section 6.1, (a).

Other modifications were written solely for clarification. These include:

Name or title changes:

executive committee to executive board – Article IV, Section 4.3 (a) and Section 5.2, 5.3, and 5.4; and annual planning meeting to annual transition meeting – Article IV, Section 4.3 (e);

Added responsibilities:

past president shall serve as chair of nominating committee - Article IV, Section 4.2 (c); and historian shall be responsible for updating the Procedures and Policies Manual as needed – Article IV, Section 4.2 (e).

Improved descriptions:

responsibilities of nominating committee – Article VI, Section 6.1 (c) election process – Article IV, Section 4.3, (a-f) responsibilities of officers – Article IV, Section 4.2 (a-e)

Rearrangement of some articles and sections of bylaws were modified to enhance orderliness..

Calendar of Events:

PURA events continue to be placed on the University Calendar and can now be accessed through a link on the Purdue Web page. An annual calendar was prepared for use by the Board.

Campus and Community Tours:

During the fall semester 111 retirees enjoyed tours of Pao Hall of Visual and Performing Arts, the Agriculture Beef Cattle Unit, and Subaru of Indiana Automotive Plant. Forty-seven (47) participated in tours of the PRIME Lab and Hansen Life Sciences Research – Cancer Research Center in the spring semester. That totaled nearly 160 retirees who became more familiar with their campus and community facilities.

Endowments:

PURA Activities and Opportunities Fund (PAO): The PURA PAO was established through the Purdue Foundation with the monies from the penalty for unmet performance guarantees from UnitedHealthcare (formerly PacifiCare). Currently the PAO has a book value of \$136,000. Earnings generated by the endowment will benefit Purdue retirees. Brochures, first distributed in 2009, describe the PAO Fund in detail.

PURA Jischke Purdue Opportunity Award (POA):

The PURA POA was established to honor President Martin C. and Patty Jischke at his retirement. Gifts received in December 2010 completed the amount of \$20,000 required before a scholarship could be awarded. The Purdue Opportunity Award is granted to students who have high financial need, personal hardship(s), and/or other extenuating circumstances. One award is designated for each of Indiana's 92 counties.

Handbook:

The updated tri-fold handbook for retirees was sent to members with the PURA Newsletter in 2009. 5000 copies were produced to cover distribution through 2011.

Kickoff Luncheon:

260 Purdue retirees and friends attended the luncheon at University Plaza August 30, 2010. Vice-President Vic Lechtenberg was the featured speaker.

Newsletter:

The "PURA Newsletter" was sent to all Purdue retirees in July and November 2010, and January and March 2011. The new website has produced great results and is constantly being upgraded.

Pre-Retirement Meetings:

PURA representatives continue to participate in pre-retirement meetings each semester at the invitation of the Office of Human Resources.

Procedures and Policies Manual:

The updated "Procedures and Policies Manual" was distributed to each officer and committee chair, and a copy was placed in the archives. The Manual includes the changes described above in "By-Law Changes."

Programs:

A wide variety of topics presented by engaging speakers enticed many retirees to attend the monthly meetings held at MCL. A listing of program titles and the presenters has been placed with the archival materials.

Retirees' Giving to Purdue:

Based on the previous year, the number of gifts decreased about 3% in 2010, but the dollars given leveled at about \$3.4 million.

Retiree Seminar:

One hundred seventy-nine (179) attended the seventh annual conference focusing on topics of interest to retirees on April 27, 2011 at University Plaza. Topics included nutrition in the golden years, physical activity (not a kid's game anymore), medication safety, replacing agility with ingenuity, and combating electronic scams.

Spring Fling:

New cards about planning for retirement and green tote bags provided by Fidelity Investments were handed out at the May 19, 2011 Spring Fling on Memorial Mall. PURA again sponsored the collection for Food Finders Bank.

Trips and Tours:

In collaboration with Imperial Travel and Top Notch Travel, the Trips and Tours Committee arranged for Purdue retirees to travel as a group to many interesting destinations including the Amtrak Chicago Architectural Cruise, the Tall Ships at Chicago's Navy Pier, French Lick Resort and Casino, Conner Prairie, Shoppers' Delight to Nashville and Edinburg, and the Indianapolis Dinner/Theatre evening. Approximately 200 enjoyed these trips.

United Way:

In 2010 Purdue retirees were again designated as Pacesetters for the United Way Campaign. Their gifts, totaling \$95,218.94, far surpassed the \$88,000 goal.

Comprehensive reports regarding PURA activities and accomplishments during the year, June 2010 through May 2011, are filed in the Purdue University Library Archives and Special Collections. A guide to the PURA records can be accessed on the library's website at <http://www.lib.purdue.edu/spcol> . The direct link to the inventory from that website is <http://www.lib.purdue.edu/spcol/fa/pdf/pura.pdf> .

May 2011
Mary Alice Nebold, Historian

**PURDUE UNIVERSITY RETIREES ASSOCIATION
2011-2012
YEAR IN REVIEW**

Officers and Advisor:

President	Charles O. Rutledge
Vice President	E. Suzanne Hiser
Secretary/Treasurer	Patricia J. Lawson
Historian	Mary Alice Nebold
Advisor	Robert A. Ford

Committee Chairpersons:

Benefits	Don K. Gentry
Campus and Community	**
Communications	Richard C. Nelson
Endowment	Betty M. Nelson
Hospitality	Jane W. Brown and Jeris G. Eikenberry
Kickoff Luncheon	Sarah A. Johnson and Ann C. Pickett
Program	Eldon E. Ortman and Reuben Peterson
Retiree Seminar	(No chair was designated for 2011-12)
Trips and Tours	James R. Marciniak

** Ann C. Pickett and Diane Stevenson, members of the Campus and Community Committee worked with other committee members to plan the year's tours, but did not accept the chairperson title.

Activities:

Annual Meeting:

John C. Hertig, Director of the Alfred Mann Institute for Biomedical Development at Purdue was the featured speaker at the annual transition meeting, May 24, 2012.

Award Recipients:

Arthur G. Hansen Recognition Award:

The Hansen Award was not presented in 2011.

Betty M. Nelson Special Recognition Award:

The Nelson Award was presented to Martha Chiscon, the former chairperson of the Benefits Committee. For seven years Martha served as a tenacious advocate working to achieve the best possible healthcare benefits for retirees.

Benefits:

The Senior Supplemental Health and Prescription Plan was negotiated for the seventh year (2012) with United Healthcare. Other benefits made available by the University for official Purdue retirees include their eligibility to retain their Purdue e-mail account or apply to activate one, free flu shots and "A" parking passes.

Big Ten Retirees Association Conference:

Chip Rutledge, Sue Hiser, and Don Gentry represented PURA at the meeting of the Big Ten Retirees Association held on the campus of the University of Wisconsin, August 12-14, 2011.

Calendar of Events:

PURA events continue to be placed on the University Calendar and can now be accessed through a link on the Purdue Web page.

Campus and Community Tours:

During the fall semester approximately 50 retirees enjoyed tours of Bioanalytical Systems in Purdue Research Park and the Tippecanoe Battlefield on the 200th anniversary of the Battle of 1811. Nearly 100 participated in spring semester tours of the renovated Mackey Arena Complex and two of the newest buildings on campus, Hanley and Mariott Halls.

Endowments:

PURA Activities and Opportunities Fund (PAO): The PURA PAO was established through the Purdue Foundation with the monies from the penalty for unmet performance guarantees from UnitedHealthcare (formerly PacifiCare). The vendor for Purdue's retirement program, Fidelity Investments, contributed \$5,000 to the PAO fund. As of December 31, 2011, the PAO has a book value of \$136,000. Earnings generated by the endowment will benefit Purdue retirees. Brochures, first distributed in 2009, describe the PAO Fund in detail.

PURA Jischke Purdue Opportunity Award (POA):

The PURA POA was established to honor President Martin C. and Patty Jischke at his retirement. At the end of 2011, its book value was \$25,958.44. The Purdue Opportunity Award is granted to students who have high financial need, personal hardship(s), and/or other extenuating circumstances. One award is designated for each of Indiana's 92 counties.

Kickoff Luncheon:

Two hundred forty-three (243) Purdue retirees and friends attended the luncheon at University Plaza September 12, 2011. Dr. Richard Buckius, Vice President for Research, was the featured speaker.

Newsletter:

The "PURA Newsletter" was sent to all Purdue retirees in July and November 2011 and January and March 2012. The new website has produced great results and is constantly being upgraded.

Pre-Retirement Meetings:

PURA representatives continue to participate in pre-retirement meetings each semester at the invitation of the Office of Human Resources.

Programs:

The monthly meetings held at MCL provided retirees the opportunity to visit with former colleagues and friends and to hear about a wide variety of topics presented by engaging speakers. A listing of program titles and the presenters has been placed with the archival materials.

Retirees' Giving to Purdue:

Purdue retirees gave the University slightly more than \$3.4 million in 2011.

Retiree Information Brochure (formerly Handbook)

A new brochure containing valuable information for retirees has been developed by the Communications Committee. Five thousand (5000) copies have been printed for distribution.

Retiree Seminar:

Because the board was unable to identify a retiree willing to assume leadership for the 2012 retiree seminar, it was recessed for this year. The seminar will resume in 2013.

Spring Fling:

New cards about planning for retirement and green tote bags provided by Fidelity Investments were handed out at the May 17, 2012 Spring Fling on Memorial Mall. Rather than carrying donations for Food Finders to Spring Fling, donations were collected in each campus building.

Trips and Tours:

In collaboration with Imperial Travel and Top Notch Travel, the Trips and Tours Committee arranged for Purdue retirees to travel as a group to interesting destinations including the Underground Railroad, baseball at Victory Field in Indianapolis, and the Park County Covered Bridge Festival. Retirees also had the opportunity to enjoy two local events: the Red Hot and Cole production at Lafayette's Civic Theater and a 50's party at Pappy's Sweet Shop. Nearly 275 retirees enjoyed these trips and events.

United Way:

Purdue retirees were again designated as Pacesetters for the 2011 United Way Campaign. Their generous gifts totaled \$103,451.00 or 114.9% of the \$90,000 goal.

Comprehensive reports regarding PURA activities and accomplishments during the year, June 2011 through May 2012, are filed in the Purdue University Library Archives and Special Collections. A guide to the PURA records can be accessed on the library's website at <http://www.lib.purdue.edu/spcol> . The direct link to the inventory from that website is <http://www.lib.purdue.edu/spcol/fa/pdf/pura.pdf> .

May 2012

Mary Alice Nebold, Historian

1.03 PAST PRESIDENTS

Through the years, the top leadership of PACR and, subsequently, PURA has been drawn from many areas of the university, both academic and administrative/professional. The chairs/presidents of the organization are as follows:

Chairs of the President's Advisory Council on Retirement

1976-1977	Harland W. White (Admissions)
1977-1978	Max Steer (Audiology and Speech Sciences)
1978-1979	John B. Peterson (Agronomy)
1079-1980	Kathleen Johnston (Consumer Sciences and Retailing)
1980-1981	John F. Stover (History)
1981-1982	Russell Coper (English)
1982-1983	Vivian Johnson (Physics)
1983-1984	Marion B. Scott (Civil Engineering)
1984-1986	Jay W. Wiley (Management)
1986-1987	Val Bergdolt (Mechanical Engineering)

1987-1988	Hal Veenker (Health Education)
1988-1990	Will Schalliol (Chemistry)
1990-1991	Mary Fuqua (Consumer and Family Sciences)
1991-1992	John Bothel (Pharmacy and Pharm. Sci. – Admn)
1992-1993	Richard McDowell (Freshman Engineering)
1993-1994	Margaret (Peggy) Conte (Consumer Sciences and Retailing)
1994-1996	Ed Frickey (Agriculture)
1996-1998	Don Gustafson (Veterinary Pathobiology)
1998-2000	Howard G. Diesslin (Agricultural Economics)
2000-2002	Betty M. Nelson (Dean of Students)

Presidents of the Purdue University Retirees Association

2002-2003	Betty M. Nelson (Dean of Students)
2003-2004	Roy A. Johnson (Registrar)
2004-2005	Christiane E. Keck (Foreign Languages and Literatures)
2005-2006	Michael Drayer (Human Resource Services)
2006-2007	Betty M. Suddarth (Registrar)
2007-2008	W. Scott Rumble (Field Extension)
2009-2010	Lois K. Wark (Science Administration)
2010-2011	Christian J. Johannsen (Agronomy)
2011-2012	Charles O. Rutledge (Vice President for Research)
2012-2013	E. Suzanne Hiser (Management)

1.04 PAST COUNCIL, EXECUTIVE BOARD AND COMMITTEE MEMBERS

1.04a President's Advisory Council on Retirement 1976-2002

Abbott, Warren	1980-82	Chiscon, Martha	2001-02
Adler, Jacob	1989-90	Clanin, Edgar	1983-86
Akeley, Anna	1976-77	Clitheroe, Eric	1983-85
Amstutz, Harold	1989-90	Combs, Beulah	1977-78
Arganbright, Frank	1985-88	Conte, Margaret	1991-94
	1999-00	Conte, Samuel	1995-98
Bass, Turner	1981-82	Cook, Barbara	1996-99
Baumgardner, Marion	1998-02	Corbin, Dan	1978-83
Bergdolt, Val	1984-89	Cosper, Russell	1979-83
Berner, William	1986-89	Courtaney, Gene	2001-02
Bilsborough, Mary Lou	1976-80	Cox, Paul	1976-78
Blakesley, Rosemary	1991-94	Curtis, Ken	1994-97
Bloodgood, Don	1981-84	Cusick, John	1989-90
Bodkin, Rita	1993-96	Cwalina, Gus	1976-81
Bolds, Merta	1976-77	Dale, Alvin	1986-89
Bothel, John	1988-90	Daniel, Gwen	2000-02
	1995-98	Daniel, William	1985-88
Bottum, Carroll	1980-84	Darr, Marion	1976-77
Boyer, Ann	1991-94	Davis, Natalie	1983-85
Brown, Marsha	1986-89	DeVito, Alfred	1989-90
Burnstein, Millicent	1998-01	Diesslin, Howard	1996-02
Butcher, Ethel	1980-84	Dinger, Dallas	1990-93
Carlton, William	1998-02	Dixon, Rufus	1984-87
Carter, Donald	1998-01	Doster, Barbara	1999-02
Carton, Richard	1980-83	Doyle, Lyn	2001-02
Chandler, Jane	1992-02	Dove, Wesley	1983-85
Chappell, Verle	1998-02	Drayer, Michael	1999-02
Chiscon, J. Alfred	1998-01	Ebel, Willemina	1976-79

Ehresman, Charles	1998-02	Hunt, Robert	1976-77
Eichhorn, Robert	1989-90	Hutchings, Mary	1984-86
Eiler, Richard	1980-83	Ismail, Margery	2000-02
Emerson, James	1992-97	Jackson, H.D. Skip	1997-00
Evanson, Robert	1986-90	Jacobson, Julian	1977-80
Farris, William	1984-87	James, Hubert	1976-78
	1995-98	Johnson, Helen	1993-96
Fayle, Harland	1976-87	Johnson, Roy	2001-02
Feuer, Henry	1981-85	Johnson, Vivian	1979-85
Fitzgerald, Brice	1993-96	Johnston, Kathleen	1978-86
Floyd, Cletis	1976-78	Jones, Gordon	1984-87
Fosbrink, Raleigh	1983-86	Jones, Martha	1989-90
Foster, James	1995-01	Jones, Russell	1989-90
Freeman, Verne	1976-80	Jones, Ruth	1979-82
Frick, Gene	1993-96	Kepner, William	1986-89
Frickey, Edward	1992-95	Kirkpatrick, Edward	1987-90
	1998-02		1998-01
Fuller, William	1996-02	Kneal, Helen	1991-94
Fuqua, Mary	1988-90	Kohls, Richard	1986-89
Gagen, Mary	1976-77	Krauch, Ruth	1992-95
Galloway, Harry	1981-85	Lane, William	1977-78
Gantz, John	1983-86	Lascoe, O. D.	1979-83
Gardner, Mary	1994-98	Lawshe, Charles	1980-83
Gillespie, Howard	1980-86	Lehman, Paul	1978-81
Goble, Eva	1976-79	Linden, Kathryn	1998-01
Goetz, William	1984-87	Lisack, John	1989-95
Greene, Jim	1980-81	Lisarelli, Fred	1984-90
Grier, Daniel	1977-79	Long, Charles	1998-02
Griffin, Florence	1986-90	Long, Jack	1986-89
Griffin, Glenn	1976-80	Lynch, Martha	1988-90
Griffith, Harley	1994-97	Mannering, Jerry	1990-93
Gunderson, Howard	1981-84	Martin, Truman	1996-02
Gunderson, Tom	2001-02	Mays, Benjamin	1988-90
Gustafson, Donald	1988-02	McCormick, Ernest	1977-81
Haelterman, Edward	1984-90	McCormick, Russel	1992-95
Hall, Allen	1987-90	McDowell, Richard	1991-94
Hammer, Russell	1977-78	McGriff, Richard	1984-86
Hansen, Barbara	1998-02	McHenry, Dale	1998-02
Hartsell, Stanley	1976-79	McLaughlin, John	1998-02
Hartt, Sylvia	1976-77	Michaud, Howard	1981-84
Hatcher, Bruce	1976-	Miller, Russel	1977-81
Hedberg, Carl	1976-77	Morelock, Molete	1976-78
Hession George	1976-80	Morrison, Dorothea	1985-88
Hicks, Charles	1985-88	Morrison, Douglas	1992-95
	1995-98	Moses, David	1999-02
Hicks, Mason	1978-83	Moyars, Geneva	1985-88
Hinsman, Edward	1996-02	Murphy, Dorothy	1991-97
Hinze, William	1999-02	Murphy, Frank	1991-00
Hirsch, Walter	1989-90	Nadeau, Ray	1981-83
Hood, Eldon	1990-93	Nelson, Betty	1996-02
	1995-98	Nelson, Richard	1999-02
Hopkins, Oscar	1999-02	Notestine, Earl	1998-01
Hubele, R. Craig	1992-98	Ocker, Mark	1995-98

Oliver, James	1995-98	Stansbury, Eldon	1991-95
Olsen, Robert	1985-86	Steer, Max	1976-81
Osmun, John	1987-90	Stingle, Paul	1978-80
	1997-02	Stover, John	1978-83
Outhouse, James	1990-96	Sturm, Ted	2000-02
Paarlberg, Horace	1989-90	Suddarth, Betty	1997-02
Page, Edwin	1985-88	Sullivan, Margaret	1981-83
Parker, D. V.	1983-86	Swearingin, Marvin	1991-94
	1987-90	Tatlock, Mary Lou	1989-90
Parker, Mary Lou	1986-89		2001-02
Parkhurst, Nelson	1981-84	Taylor, Eleanor	1991-97
Parman, Donald	2001-02	Thayer, Barbara	1996-02
Peterson, John	1977-81	Thomas, Mary L.	1984-87
Peterson, Robert E.	1985-86	Thompson, Hannis	1998-02
Pfendler, David	1980-84	Thornton, Richard	1990-93
Phillips, Marvin	1998-00	Tiffin, Joseph	1976-78
Pierce, Richard	1988-90	Totten, John	1992-97
Pinzelik, Barbara	2000-02	Trachtman, Leon	1997-00
Postlethwait, Samuel	1983-86	Truce, William	1988-90
	1995-01	Tyler, Horace	1990-93
Ragsdale, Edward	1984-87		2001-02
Ramey, William	1977-78	Umbarger, H. Edwin	1995-98
Redding, Charles	1986-89	Vail, Gladys	1978-83
Reeder, Ralph	1981-86	Van Cleef, Dorothy	1987-90
Reynolds, Isabel	1985-88	Vanderkolk, Velma	1977-85
Reynolds, Mildred	1985-88	Veenker, Hal	1984-90
Rohrbaugh, Edna	1978-80	Wadsworth, Emily	1999-02
Rons, Donald	1987-89	Wagner, James	1994-02
Rouls, Janalyce	1990-93	Waling, Joseph	1983-86
Rund, Robert	1995-98	Walker, Richard	1988-90
Satterly, Gil	2000-02	Walker, Robert	1978-83
Schalliol, Will	1985-93	Walls, Willard	1976-77
Schanke, Velma	2000-02	Wark, Lois	1998-02
Schleman, Helen	1976-80	Webster, John	1992-98
Schroyer, Helen	1997-00	Weygold, Catherine	1976-77
Schurr, Dorothy	1989-90	Whalen, William	1992-95
Schwehn, Hilda	1976-80	Whaley, Leslie	1989-90
Scott, Marion	1979-85	White, Harland	1976-79
Senn, Jesse	1987-90	Wiley, Jay	1982-88
Severs, Virginia	1999-02	Williamson, June	2001-02
Sharkey, Kenneth	1977-81	Wilms, John	1990-95
Shively, Ruth	1988-90	Wise, Robert	1985-87
Shurig, Donald	1989-90	Wisner, Howard	1976-78
Skinner, Mary Lib	1977-78	Wolf, Raymond	1992-95
Smith, D. Richard	1995-98	Workman, Lenys	1997-02
Smith, Richard P.	1993-02	Young, Marjorie	1979-81
Sperandio, Glen	1984-87	Ziemer, Paul	2001-02
Sperb, Ann	1977-78	Zissis, Ceceila	1987-90

1.04b Purdue University Retirees Association

The following listing begins with the 2002-03 administrative year.

Abney, Norma Sue	Trips & Tours	2007-13
Archer, Gayle A.	Hospitality/Community Service	2003-04
	Hospitality	2004-09
	Hospitality	2010-13
Arvidson, Liz	Kickoff Luncheon	2007-13
Ashby, Claudette	Benefits	2004-06
	Hospitality	2006-07
Bain, Robert	Program	2010-13
Banes, Sophia	Hospitality	2008-09
Barrett, Carol	Trips & Tours	2010-13
Baumgardner, Marion F.	Benefits	2002-04
	Program	2005-11
	Living to 100	2006-07
	Purposeful Living in Retirement	2007-08
Bogges, John	Communications	2008-10
Bonacorsi, Marion	Program	2003-05
	Benefits	2003-12
Brown, Charles H.	Benefits	2007-13
Brown, Jane	Hospitality	2010-13
Burns, Kenneth	Endowment	2008-10
	Program	2008-10
Carlton, William W.	Trips & Tours	2002-04
Chappel, Verle	Trips & Tours	2002-04
	Campus & Community	2007-13
Chiscon, Martha O.	Program	2002-04
	Benefits	2004-11
Collins, Dan	Trips & Tours	2010-13
Courtaney, Gene	Program	2002-04
		2008-11
Cox-Peterson, Doris L.	Trips & Tours	2003-09
	Living to 100	2006-07
	Purposeful Living in Retirement	2007-09
Daniel, Gwen	Community Service	2002-03
	Kickoff Luncheon	2002-04
Davis, Judy	Benefits	2010-13
Doster, Barbara	Communications	2002-04
Doster, Howard	Program	2004-10
Doyle, Lyn	Community Service	2002-03
	Hospitality/Community Service	2003-04
	Communications	2004-10
	Hospitality	2004-05
	Benefits	2002-07
Drayer, Michael	Vice President	2005-06
	President	2006-07
	Kickoff Luncheon	2006-08
	Purposeful Living in Retirement	2010-13
	Past President	2007-08
Ehresman, Charles	Benefits	2002-10
	Program	2004-09

Eichenseer, Joyce	Hospitality/Community Service	2003-04
Eikenberry, Jeris	Benefits	2004-10
	Hospitality	2010-13
Fredericks, Eldon	Hospitality	2006-13
Fessler, Jack	Trips & Tours	2005-08
	Program	2008-11
Ford, Fred	Benefits	2008-11
Frickey, Edward	Program	2002-04
Fruitt, Ronald	Trips & Tours	2005-08
	Kickoff Luncheon	2006-08
Fuller, William	Benefits	2002-04
Gentry, Don	Benefits	2010-13
Gotwals, Lois	Hospitality	2005-08
Graham, Sue Hume	Benefits	2008-09
	Campus & Community	2008-13
Griggs, William D.	Endowment	2008-11
Gunderson, Thomas N.	Program	2002-04
Gustafson, Donald P.	Benefits	2002-04
	Trips & Tours	2006-10
Gustafson, Winthrop A.	Benefits	2004-07
Haas, Felix	Benefits	2008-10
Hansen, Barbara	Benefits	2002-04
	Communications	2002-04
	Secretary/Treasurer	2003-06
	Communications	2006-10
Hardin, Lowell	Program	2005-08
Hass, Felix	Benefits	2008-11
Hatfield, William	Benefits	2004-06
Hatke, Karen	Benefits	2010-13
Hiser, Sue	Hospitality	2008-11
Holleman, Charles F.	Program	2004-07
Hood, Mary	Purposeful Living in Retirement	2010-13
Hopkins, Oscar	Benefits	2002-05
	Communications	2005-09
Huie, John	Communications	2005-08
Hysong, Sharon	Benefits	2005-11
Ismail, Margery	Program	2002-06
Johannsen, Christian J.	Program	2007-09
	Vice President	2009-10

2.0 STRUCTURE AND ADMINISTRATION

2.01 BY-LAWS

2.01a. Original By-Laws

The By-Laws of the Purdue University Retirees Association were officially adopted on August 5, 2002, following review and approval by the Office of the President.

2.01b. First Revision

The By-Laws were revised on March 7, 2005 upon a favorable vote of the membership at the monthly PURA luncheon meeting. The purpose of the changes was to shorten the term of the president from two years to one year, and to have all three positions of President, Vice President and Past President filled at the same time. The change also made the total commitment to these positions of three years consistent with the terms for other board officers, committee chairs and committee members.

2.01c. Second Revision

President Chris Johannsen called the 2010 PURA Annual Meeting to order at 12:16 p.m. at MCL Cafeteria on August 2, 2010.

The purpose of the meeting was to approve the changes to the PURA By-Laws as announced in the PURA Newsletter, Vol. 34, No. 2. Changes included:

Clarifications:

- * Name or title changes for the Executive Board and the Annual Transition Meeting;
- * Specifying that the Past President shall serve as chair of the Nominating Committee and that the Historian shall be responsible for updating the Procedures and Policies Manual as needed;
- * Improved descriptions of the responsibilities of the Nominating Committee, the election process, and the responsibilities of the officers.

Significant changes:

- * Creation of the Endowment Committee as a standing committee;
- * Change from ad hoc to standing committee status for Campus and Community Activities, Fall Kickoff Luncheon, and Retiree Seminar.

A motion to accept the changes as proposed was made by Lois Wark with a second to the motion by Lowell Landrum. There were no questions from the floor, and the proposed changes to the PURA By-Laws were approved unanimously by voice vote.

The current by-laws follow:

BY-LAWS
OF THE PURDUE UNIVERSITY RETIREES ASSOCIATION

Approved August 2, 2010
PURA Annual Meeting

ARTICLE I
General

Section 1.1. Name. The name of this Association shall be the Purdue University Retirees Association (the "Association").

Section 1.2. Business Year. The business year of the Association shall begin on the first day of June and end on the last day of May next succeeding.

ARTICLE II
Membership

Section 2.1. Membership Qualifications. All official Purdue University ("Purdue") or Purdue-USDA retirees, spouses of official retirees, and spouses of deceased employees who were eligible for official retiree status at their death are automatic members of the Association. Purdue policies then in effect shall define official retirees of Purdue and the benefits available to them, their spouses and eligible children.

ARTICLE III
Purposes, Powers, and Relationships

Section 3.1. Purposes. The purpose of the Association is to promote the interests and welfare of Association members, to facilitate their support of Purdue University ("Purdue") and the greater Lafayette community, and to maintain liaisons with relevant Purdue and community organizations. The goals of the Association are as follows:

- (a) To promote the image and presence of Purdue retirees as participating and valued members of the Purdue family;
- (b) To provide a wide range of educational, informational, cultural, social, travel and volunteer opportunities to Purdue retirees;
- (c) To provide advice and counsel to the President of Purdue on retiree or other issues through the Association Executive Board;
- (d) To monitor and share information on benefits affecting retiree health, finances, life style and other relevant issues through close associations with Purdue leaders who may act as advisors to the Association;
- (e) To advance all modes of communication with members, as well as Purdue and the greater Lafayette community, via the Association's Newsletter, electronic communications, Web page, reports and other appropriate avenues;
- (f) To assist and serve Purdue in accomplishing its mission and goals; and
- (g) To encourage and create opportunities for retirees to help other retirees.

Section 3.2. Powers. The Association exists and serves at the pleasure and discretion of Purdue under the direction and control of the President of Purdue. Subject to the foregoing and any limitation or restriction imposed by law, the Association shall have the power:

(a) To do everything necessary, advisable or convenient for the accomplishment of any of the purposes hereinbefore set forth, or which shall at any time appear conducive to or expedient for the protection or benefit of the Association and to do all of the things incidental thereto or connected therewith which are not forbidden by law; and

(b) To have, exercise and enjoy in furtherance of the purposes hereinbefore set forth all the general rights, privileges and powers granted to the Association by common law.

The Association shall be advisory, educational and promotional in character and shall have no power to bind Purdue or any person or entity to any action or conclusion that is not provided for in this instrument.

Section 3.3. Relationships. The Association advises the President of Purdue on all issues related to the preparation for, transition to and fulfillment in retirement from Purdue as well as other issues recommended by the President or Purdue. The Association will form liaison relationships with Purdue, community and governmental leaders who will act as advisors in areas of health and retirement benefits, communications, and fiscal, academic and other issues, as appropriate and in conformance with the purposes and powers specified herein.

ARTICLE IV **Officers of the Association**

Section 4.1. Officers. The officers of the Association shall be a President, a Vice-President, a Past-President, a Secretary/Treasurer and a Historian. Officers shall be elected as provided in Article V. Each officer shall serve without compensation.

Section 4.2. Responsibilities, Terms of Office and Term Limits. The responsibilities, terms and term limits of the officers shall be as follows:

(a) The President shall preside over meetings of the Association and the Executive Board and perform such duties as usually pertain to the office. The President shall serve a one-year term, following a one-year term as Vice-President and followed by a one-year term as Past-President.

(b) The Vice-President, who is also President-Elect, shall serve in the absence of the President or at the request of the President. The Vice-President shall serve a one-year term and shall succeed to the Presidency the following year.

(c) The Past-President shall serve on the Executive Board as an advisory member with a vote and as the chair of the Nominating Committee. In the absence of a Vice-President, the Past-President shall, when necessary, assume the duties of the Vice-President. The Past-President shall serve a one-year term following his/her term as President.

(d) The Secretary-Treasurer shall record the minutes of all meetings and activities of the Association and of the Executive Board. The secretary-treasurer also shall maintain complete and accurate financial records of the Association. The Secretary/Treasurer shall be a permanent member of the Endowment Committee and shall maintain permanent records of the endowments. The Secretary/Treasurer shall collaborate with appropriate advisors and liaisons in Human Resource Services concerning reports, the PURA Newsletter and other communications. The Secretary/Treasurer shall serve a three-year term, but may be elected to serve a second three-year term with a maximum uninterrupted term of six (6) consecutive years.

(e) The Historian shall work with the University Archivist to document the current and past history of the Association. The Historian shall serve a three-year term, but may be elected to serve a second three-year term. The Historian shall also be responsible for updating the PURA Procedures & Policies Manual, as needed.

Section 4.3 Election. The officers shall be elected in accordance with the following procedures:

(a) A representative faculty/staff Nominating Committee, appointed by the President of the Association, chaired by the Past-President and with the approval of the Executive Board, shall solicit names from the Association membership for all open Officer positions and prepare a slate of candidates reflecting the diversity of the Association membership.

(b) The Nominating Committee shall obtain consent from the nominees to have their names placed on the slate of candidates. The slate of nominees shall be established in November and published in the January issue of the PURA Newsletter, along with an announcement that additional nominees may be submitted from the floor at the March monthly Association meeting and that the elections will be conducted at the April monthly meeting. A nominator must have the consent of the nominee to make a nomination from the floor.

(c) Those present, in person or by proxy, at the April monthly Association meeting shall constitute a quorum.

(d) Those candidates receiving a simple majority vote shall be declared elected.

(e) The new officers shall take office at the Annual Transition Meeting and hold office until his or her successor shall have been duly elected and qualified.

(f) The President of the Association shall inform the President of Purdue of the officers of the Association each year.

ARTICLE V
Association Governance

Section 5.1. Duties. The business and affairs of the Association shall be managed by the Executive Board of the Association (the "Executive Board"), subject to review and approval by the plenary Association and other limitations specified herein. Each member of the Executive Board shall be a person who demonstrates a commitment to the purposes of the Association. The specific duties of the Executive Board shall be as follows:

- (a) To hold regular meetings;
- (b) To prepare for the Annual Transition Meeting of the Executive Board and all members of the Standing Committees at which Association plans for the up-coming year are developed and the new officers, committee chairs and committee members assume their responsibilities;
- (c) To receive and review reports;
- (d) To prepare and disseminate an annual report of the Association's activities;
- (e) To present reports to the President of Purdue, the University Senate, its Committees, or other entities of the University or community as deemed necessary and appropriate by the President of Purdue;
- (f) To develop policies for the planning and promotion of Association programs and activities;
- (g) To maintain contact and relationships with other university retiree associations;
- (h) To have general supervision of the affairs of the Association between monthly general meetings of the Association, to establish the hour and place of meetings, to make recommendations to the Association, and to perform such duties as are authorized by the Association. No action of the Executive Board shall conflict with actions taken by a general meeting of the Association;
- (i) To maintain oversight of the Association's endowments;
- (j) To elect a successor to any member of the Executive Board when a vacancy occurs between elections.

Section 5.2. Composition of Executive Board.

- (a) The Executive Board shall consist of the Officers of the Association and Chairs of the Standing Committees.
- (b) Non-voting members of the Executive Board shall consist of *ex officio* members representing Purdue and the chairs of any *ad hoc* committees of the Association.

Section 5.3. Removal. Any member of the Executive Board may be removed, with or without cause, by the Executive Board. Any member may resign by filing a written resignation with the Executive Board.

Section 5.4. Vacancies. Any vacancy among the members of the Executive Board caused by death, resignation or removal shall be filled with the approval of the Executive Board. A member chosen to fill a vacancy shall hold office until the expiration of the term of the member causing the vacancy and until that member or his/her successor shall be elected and qualified.

ARTICLE VI **Committees**

Section 6.1. Committees. The activities of the Association shall be implemented by its various committees.

(a) The Standing Committees shall be: Benefits, Campus and Community Activities, Communications, Endowment, Hospitality, Kick-off Luncheon, Program, Retiree Seminar, and Trips and Tours. Standing Committee members shall be recruited by the Chairs of the Standing Committees and confirmed by the Executive Board. The President of Purdue acknowledges their service.

(b) Standing Committee membership terms shall normally be of three (3) years duration and until their successors are duly appointed, but may be adjusted due to unique circumstances. Approximately one-third (1/3) of the committee members shall be chosen each year. A Standing Committee member may serve a second three-year term with a maximum uninterrupted term on the committee of six (6) consecutive years. After a minimum of one year off all Standing Committees, a former member of any committee may be reappointed to the same or different Standing Committee.

(c) The Nominating Committee shall recommend a slate of Standing Committee chairs to the Executive Board for approval prior to the Association's Annual Meeting in April.

(d) A Standing Committee chair may be appointed to the same or a different position for its specified term length with a maximum uninterrupted term on the Executive Board of six (6) consecutive years.

(e) The new chairs shall assume their responsibilities at the Annual Transition Meeting.

(f) The President of the Association shall inform the President of Purdue of the Standing Committee chairs and new committee members of the Association each year.

(g) The Executive Board may create and make appointments to other ad hoc or Standing Committees as it deems necessary and appropriate.

ARTICLE VII **Meetings**

Section 7.1. Schedule of Meetings. Unless otherwise agreed, meetings of the full Association and the Executive Board shall occur monthly according to a schedule established at the Annual Transition Meeting. No notice shall be necessary for any regularly scheduled meeting of the Association or Executive Board.

(a) An Annual Transition Meeting of the Executive Board and all Standing Committee members shall take place in late May or early June of each year.

(b) The Annual Association Kickoff Luncheon shall replace the September Association meeting at a time and place to be determined each year – usually the last Monday in August or the second Monday in September. Notification shall be placed in the PURA Newsletter.

(c) The April meeting of the Association shall be designated as the Annual Association Meeting, at which officers shall be elected. Those elected shall take office at the Annual Transition Meeting.

(d) Special meetings of the Executive Board may be held upon the call of the President or of any two (2) members of the Executive Board and upon forty-eight (48) hours notice specifying the time, place and general purpose of the meeting. Notice shall be given to each member of the Executive Board either personally or by mail, telephone or electronic communication. Attendance at any special meeting of the Executive Board shall constitute waiver of notice of such meeting.

(e) Special meetings of the Association may be held upon the call of the President or of any two (2) members of the Executive Board and upon fourteen (14) days notice to the Association membership. Notice of a special meeting of the Association shall be given to the Association membership by mail and electronic communication.

Section 7.2. Executive Board Meeting Attendance. Any meeting of the Executive Board may be attended in person, by proxy or by means of any form of electronic voice communication, provided that all members can simultaneously hear the proceedings and be heard by all the other members in attendance at the meeting. A quorum for the meeting so held shall be computed on the basis of all persons in voice contact with each other. Any meeting so held shall be a formal meeting of the Executive Board for all purposes, and any business may be transacted at such meeting that could be transacted if the members were assembled in physical proximity to each other.

Section 7.3. Association Quorum and Action Requirements. Those members present in person or by proxy at any duly-called meeting of the Association shall constitute a quorum. The act of the majority of the members present at any such meeting of the Association shall be the act of the Association unless the act of a greater number is required by law or these By-Laws. In the event of a mail ballot, the action of at least 60% of properly returned mail ballots shall be the act of the Association.

Section 7.4. Executive Board Quorum and Action Requirements. A majority of the entire Executive Board shall be necessary to constitute a quorum for the transaction of any business by the Executive Board. The act of the majority of the entire Executive Board shall be the act of the Executive Board unless the act of a greater number is required

by law or these By-Laws. Notwithstanding the foregoing, the following special procedures shall govern certain actions by the Executive Board:

(a) Any act or resolution of the Executive Board that changes these By-Laws must be treated in the same manner as an amendment to the By-Laws (see Article IX below).

(b) Any action of the Executive Board that is challenged in writing by at least ten (10) members of the Association must either be rescinded by the Executive Board or submitted to the full Association membership for a vote by the Association at one of the monthly general meetings of the Association or by a mail ballot, at the discretion of the Executive Board. In the event of a mail ballot, the vote must be tabulated within six (6) weeks.

Section 7.5. Conduct of Meetings. Any business or other action taken at either an Association or Executive Board meeting, including, the order of business, shall be conducted in accordance with *Roberts' Rules of Order, Revised*, except insofar as these By-Laws or any rule adopted by the Executive Board or Association members may otherwise provide. The Executive Board or Association members may, by unanimous consent, waive the requirements of this section, but such waiver shall not preclude any member from invoking the requirements of this section at any subsequent meeting.

Section 7.6. Action or Consent. Any action required to be taken at a meeting of the Executive Board, or any action which may be taken at a meeting of the Executive Board, may be taken without a meeting but with the same effect as a unanimous vote at a meeting, if, prior to such action, a consent in writing, setting forth the action so taken, shall be signed by all members of the Executive Board entitled to vote with respect thereto, and such consent is filed with the minutes of the proceedings of the Executive Board.

ARTICLE XIII **Finances and University Support**

Section 8.1. Finances. Purdue shall provide the Association such annual financial support as Purdue, in its sole discretion, deems necessary and appropriate. The Association shall assess no dues.

Section 8.2. University Support. Purdue shall, in addition to the above financial support, provide the Association with technical, secretarial, advisory, mailing and other related services which Purdue, in its sole discretion, deems necessary and appropriate. Such support shall be located within Human Resource Services under the supervision and advice of the Director of Human Resource Services – Staff Benefits and a designated assistant.

ARTICLE IX **Amendments**

Section 9.1. Amendments. Subject to law and the limitations specified herein, the power to make, alter, amend or repeal all or any part of these By-Laws is vested in the Association.

Section 9.2. Procedure to Amend. Any proposed amendments to these By-Laws will be published in the PURA Newsletter and will be discussed and acted upon at the

monthly Association meeting two months after publication. Any proposed amendments published in the January or June issues will be acted upon at the March and August meetings, respectively.

Reference document: Policy IV, 3, 1

Status and Privileges of Retired Faculty and Staff and Surviving Spouses and Children.

STRUCTURE AND ADMINISTRATION

2.01 BY-LAWS

2.01a. Original By-Laws

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A motion to accept the changes as proposed was made by Lois Wark with a second to the motion by Lowell Landrum. There were no questions from the floor, and the proposed changes to the PURA By-Laws were approved unanimously by voice vote.

2.02 OFFICER JOB DESCRIPTIONS

The officers of the Association shall be a President, a Vice President, a Past President, a Secretary/Treasurer, and a Historian. Officers shall be elected as provided in Article IV of the Association By-Laws and shall perform the following duties:

2.02a President

The President shall:

- Serve a one-year term, following a one-year term as Vice President and followed by a one-year term as Past President.
- Preside over meetings of the Association and the monthly meetings of the Executive Board, and perform such duties as usually pertain to the office.
- Schedule and preside over the Association's annual meeting.
- At the beginning of the term as President, serve as the official representative of the PURA at the University Retirement Banquet in May (or June) and welcome new retirees into the organization.
- Serve as an ex officio member of the Benefits Committee and attend its monthly meetings.
- Serve as an ex officio member of the Kick-off Luncheon Committee and attend its meetings.
- Serve as a member of the Endowment Committee.
- Attend other committee meetings as needed.
- Annually appoint a Selection Committee to receive nominations for the Arthur G. Hansen Recognition Award and recommend a recipient to the Executive Committee.
- Annually appoint a Nominating Committee to develop a slate of officers for PURA, recommend the slate to the Executive Board, and forward it to PURA membership for election.
- Assist the Past President in the activities leading to the selection, preparation and presentation of the Arthur G. Hansen Recognition Award.
- Confirm name of Hansen Award recipient, order award trophy, and update name plate on permanent plaque in the Purdue Memorial Union.
- Work with the Executive Board regarding the Betty M. Nelson Recognition Award and, if needed, form an ad-hoc committee to review and select a recipient. Coordinate the award selection and procurement with input from the Executive Board and the Assistant, HRSC.
- Maintain communication with the University's advisors to PURA.
- Serve as chair of the University's United Way campaign for retirees.
- Serve as co-chair for retirees of Purdue fundraising campaigns that include PURA members.
- Make the appropriate announcements for PURA members at the monthly luncheon meetings.

2.02b. Vice President

The Vice President shall:

- Serve a one-year term, followed by a one-year term as President and a one-year term as Past President.
- Assume the duties of the President in the absence of the President or at the request of the President.
- Attend the monthly meetings of the Executive Board.
- Serve as an *ex officio* member of the Benefits Committee and attend its monthly meetings.

- Serve as an *ex officio* member of the Kick-off Luncheon Committee and attend its meetings.
- Serve as an *ex officio* member of the Nominating Committee and attend its meetings.
- Attend other committee meetings as desired or as requested.
- Serve as co-chair of the University's United Way campaign for retirees.

2.02c. Past President

The Past President shall:

- Serve a one-year term, following a one-year term as Vice President and a one-year term as President.
- Assume the duties of the Vice President in the absence of the Vice President or at the request of the President.
- Attend the monthly meetings of the Executive Board.
- Serve as chair of the Nominating Committee.
- Serve as a member of the Endowment Committee.
- Serve as co-chair for retirees of Purdue fundraising campaigns that include PURA members.
- Assume primary responsibility for the activities leading to the selection, preparation and presentation of the Arthur G. Hansen Recognition Award.
- Serve as an advisor to the President, as requested.

2.02d. Secretary/Treasurer

The Secretary/Treasurer shall:

- Serve a three-year term.
- Attend the monthly meetings of the Executive Board.
- Record the minutes of all meetings of the Executive Board and prepare them for distribution to board members.
- Prepare the annual PURA Budget for submission to and approval by the Executive Board.
- Work with the Assistant, HRSC to review the monthly financial transactions of PURA and prepare a financial report for distribution prior to the monthly Executive Board meetings.
- Serve as a member of the Endowment Committee, record the minutes, and maintain necessary records.

2.02e. Historian

The Historian shall:

- Serve a three-year term.
- Attend the monthly meetings of the Executive Board.
- Maintain an archive to document the current and past history of the Association.
- Ensure that the archival material is organized on a yearly basis and stored through the University Archivist with other University documents.
- At the end of the organizational year, prepare a summary of that year's activities, accomplishments, officers and committee members and add to the PURA written history.
- Update the PURA Procedures and Policies Manual as needed.

2.03 FUNDING – SOURCES AND RESTRICTIONS

Funds for PURA's operations come from a variety of sources and are used for different purposes.

- As part of the annual budget for Human Resources, PURA is allotted \$15,500 (plus any carry-over from the previous fiscal year) to be used for normal administrative operating expenses. These funds are deposited into a designated PURA "Operation" account within the University's accounting system. In addition, a separate PURA "Function" account has been established within the University's accounting system for monies received from retirees participating in PURA functions such as trips, the Kick-off Luncheon, the 'Purposeful Living in Retirement' seminars, etc. A checking account is maintained at Purdue Federal for minimal expenditures/deposits that cannot be processed through the University's accounting system.
- Human Resources funds \$3,000 for PURA hospitality expenses (food, refreshments) for retiree functions. These include the PURA Annual Transition Meeting, lunches for special guests at the annual Kick-off Luncheon, etc.
- If requested, TIAA-CREF annually provides \$3,000 for underwriting the Arthur G. Hansen Recognition Award. Of that amount, \$2,500 is used for the award while the remaining \$500 is used to underwrite administrative expenses (the trophy, printing, etc.) associated with the award. The \$2,500 is deposited into PURA's checking account at Purdue Federal and a check is written to the department that is the recipient of the Arthur G. Hansen Award. The \$500 is deposited into a special University account, named the Arthur Hansen Award Fund.
- Funds received from outside agencies like UnitedHealthcare, University Place, or other organizations that help underwrite expenses for the 'Purposeful Living in Retirement' seminars are deposited into the PURA Function account within the University accounting system.
- If requested and approved, Purdue Federal has provided funding to help pay the cost of mailing the Purdue University Telephone Directory (the years when it is published) to each retiree in the area defined as "local" (the eight counties surrounding Lafayette). This money is deposited into the PURA Operation account mentioned above. The PURA president should meet with the CEO of Purdue Federal during the early spring each year when the directory will be printed to request/confirm Purdue Federal's willingness to continue supporting the directory mailing. When requested and approved, Purdue Federal also has provided part of the funding needed to mail the Purdue Retirees Directory to all retirees. In addition, Purdue Federal occasionally provides funding for special activities such as the annual seminar on 'Purposeful Living in Retirement.'
- The PURA Activities and Opportunities Fund (A&O), an endowment maintained through the Purdue Foundation, generates income available for expenditures approved by the PURA Executive Board and for "the general good of Purdue retirees" (defined in the PURA By-Laws and the Endowment Agreement). A report is prepared bi-annually by the Purdue Foundation indicating the total funds available for expenditure. If a request for funds from the endowment has been approved by the PURA Executive Board, the Assistant, HRSC will make an official request for the funds from the Purdue Foundation. (A journal voucher will be used for an internal transfer of funds or an invoice voucher for an external payment.)

2.04 ACCOUNTING RESPONSIBILITIES

The accounting responsibility for PURA's two University accounts lies with the Human Resources Business Office and the Purdue Federal checking accounts rests with the Assistant, HRSC. She receives monthly statements on each account and monitors those reports against the PURA budget for the year. She meets monthly with the PURA secretary-treasurer to advise him/her of the status of the budget. PURA accounts are audited following the same procedures as all University accounts.

2.05 BUDGET

An annual budget for PURA is established by the PURA treasurer, with the input of the Executive Board. A preliminary budget is usually prepared for the coming year prior to the end of the PURA administrative year, but may be modified following the Annual Transition Meeting based upon input from the committees. However, it reflects activity in the PURA accounts for the University's fiscal year, July 1-June 30. The Assistant, HRSC receives the monthly accounting statements from the Business Office and provides updated financial summaries on a monthly basis to the PURA secretary-treasurer for distribution to the Executive Board at its monthly meetings.

STAFF SUPPORT

2.06 Purdue University is very generous in providing staff support to PURA to directly assist in its operations. These individuals are critical to the functioning of PURA. Currently, five individuals from the University are assigned to work with PURA. They are:

- Director, President's Council, University Development Office – Acting University Advisor to PURA.
- Director, Human Resource Service Center (HRSC) – Chief liaison in the area of benefits for retirees. S/He also serves as the liaison contact with the agency which offers the PURcare health insurance plan for retirees; with Fidelity, TIAA-CREF, PERF; and with other agencies that may provide financial support for PURA activities and projects. S/He meets as needed with the PURA president or the PURA Executive Board regarding retiree benefits.
- Assistant, HRSC –Handles all of the PURA funds, serves as secretary of the Benefits Committee, sends out e-mail messages to PURA members with information about PURA activities, assists with the mailing of materials about PURcare enrollment, handles correspondence for the Executive Board members as needed, and provides numerous other types of support to the organization.
- Benefits Customer Service Administrator, HRSC – Liaison between the insurance health company's account manager and Purdue retirees participating in the health insurance plans. This individual is the point person for issues related to enrollment, billing, claims and communication. S/He identifies the global issues as well as the urgent individual issues that require the attention of the account manager for research and resolution. This employee participates in a bi-weekly conference call with the health provider account manager and PURA benefits chair to track issues and assists with assessment related to the company's Performance Guarantees. S/He collaborates with the other members of the Staff Benefits team to facilitate the insurance enrollment process and inform/educate/provide guidance to retirees about their insurance options. S/He attends the Benefits Committee meetings, participates in retiree benefits presentations, and attends meetings for all PURA members related to health insurance.

- Marketing Consultant, Office of Marketing and Media – Liaison between PURA and Marketing and Media. S/He works with the Communications Committee to produce the PURA Newsletter, the web site, and other publications.

2.07 OFFICER SELECTION PROCESS – NOMINATING COMMITTEE

The President appoints a Nominating Committee at the PURA Executive Board meeting in September. The committee's responsibility is to recommend a slate of officers to serve as president-elect, vice president, secretary-treasurer, and historian for the following administrative year, keeping in mind the appropriate terms of office as specified in the PURA By-laws. The committee may also make suggestions for possible chairpersons of the several standing and *ad-hoc* committees, but does not solicit members of the several committees.

- The current past president serves as chair of the Nominating Committee.
- The Nominating Committee includes a minimum of three and not more than five appointed members. These additional members are not necessarily members of the Executive Board of PURA.
- The vice president serves as an *ex officio* member.
- The president and Nominating Committee chair recommend the slate to the Executive Board for approval at the November board meeting.
- If approved by the board, the slate of nominations is announced at the PURA monthly meeting in January, as well as being included in the PURA Newsletter published that month. Additional nominations may be made from the floor at the March meeting, with the prior approval of the nominee.
- The slate is voted upon at the April monthly meeting.
- The new officers are installed at the Annual Transition Meeting.

2.07 LIABILITY INSURANCE

General Liability coverage and Directors and Officers coverage are provided for the Purdue University Retirees Association and those authorized to act on its behalf. More details about the liability coverage in specific situations are available through the Office of Risk Management in Freehafer Hall.

2.08 REPRESENTATION ON UNIVERSITY COMMITTEES

PURA has non-voting representatives participating on several University committees whose scope of responsibilities impact retirees – either directly or indirectly. Those committees are:

Faculty Compensation and Benefits
 Voluntary Benefits
 Parking and Traffic
 Retirement Investment Committee

Our representatives on these committees serve as advocates for PURA in areas dealing with benefits to retirees. They are expected to report regularly to the chair of the Benefits Committee, who passes on any appropriate information to the Executive Board.

2.10 ANNUAL TRANSITION MEETING

PURA's Annual Transition Meeting takes place at the end of the administrative year, at which time the new officers, committee chairs, and committee members take office and the retiring officers, committee chairs, and committee members relinquish their responsibilities. It also is an occasion for committees to do major planning of their activities for the coming year. The general format has morning sessions followed by a luncheon, at which a major university administrator is the guest speaker and the PURA officer transition occurs.

2.10a Date and Facilities

The date for the Annual Transition Meeting depends upon the availability of the guest speaker and the facilities. Customarily it falls toward the end of May. It should take place prior to the University Retirement Event. Meeting rooms in Stewart Center are reserved for a combined meeting for all participants, as well as for meetings of each of the standing committees. In addition, the Anniversary Drawing Room in the Memorial Union (or some comparable facility) is reserved for the luncheon. The Assistant, HRSC handles the scheduling of the rooms and also arranges for light refreshments to be available prior to the start of the opening session. The cost of the food is paid using PRF funds.

2.10b Guest Speaker

The PURA president is responsible for selecting and inviting the guest speaker to represent the University at the luncheon, based upon input from the Executive Board. This contact should be made several months in advance due to busy schedules. A follow-up letter should be sent to the speaker at a later date confirming the engagement, providing some suggestions for topics to be covered in the speaker's remarks, and outlining any other responsibilities the speaker may have at the luncheon. The benefits of having a speaker are two-fold: it provides an opportunity for PURA leadership to receive an update on University affairs and also provides an opportunity for the speaker to become better acquainted with PURA and its activities.

2.10c Typical Schedule

The typical schedule for the day's events, subject to change, is as follows:

- 9:00 a.m. Coffee/Tea/Juice, Fresh Seasonal Fruit Tray available
- 9:30 a.m. Welcome and Brief Summary of PURA Activities for the Year
- 9:50 a.m. Committee Meetings
- 11:15 a.m. Break
- 11:20 a.m. Committee Reports – Plans for the Coming Year
- 11:45 a.m. Adjournment
- 12:00 noon Luncheon
University Speaker
PURA officer transition

2.10d Invitations and Response Forms

Invitations to the Annual Transition Meeting are sent to all Executive Board members, new officers, current committee members, and new committee members, along with the Director of President's Council, University Development Office; the Director, HRSC; the Assistant, HRSC; and the Marketing Consultant, Marketing and Media. A response form also is included to gain an accurate meal count for the luncheon. The Assistant, HRSC mails these items three to four weeks prior to the event, but after new committee members have been notified of their appointments by the President of the University.

2.10e Participant Folders

Folders and name badges are prepared for each participant. The folders include printed copies of reports for the past year from the PURA president and committee chairs, a copy of the newest edition of the Retiree Information brochure, complete committee rosters (both by committee and alphabetical), a roster of committees showing appointment and term expiration dates, a blank sheet of paper for taking notes, and a pen. In addition to the printed annual report, the president gives a brief summary of PURA's achievements for the past year to update all committee members.

2.10f Luncheon

The PURA president and the Assistant, HRSC select the luncheon menu, which is paid for using PRF funds. Participants are seated at round tables. The outgoing and incoming PURA presidents, vice president-elect and as many committee chairs as possible are seated with the guest speakers. The Assistant, HRSC prepares name cards for these individuals. All others are seated without specific seating assignments. The outgoing president arranges for someone (generally the vice president) to give an invocation at the beginning of the luncheon and also presides for the remainder of the program.

2.10g Gifts for Service

It is customary for PURA to provide a small token of appreciation to the outgoing officers and committee members to acknowledge their service to the organization. These are coordinated by the vice president and presented at the luncheon.

2.10h Conclusion

The PURA key is passed from the outgoing president to the incoming president following the gift presentations, at which time the new president may make some comments before concluding the luncheon. The new president retains the PURA Key for the administrative year.

2.11 UNIVERSITY DATA BASE AND E-MAIL LISTS

The Department of Information Technology (IT) maintains a master database which contains all members of the Purdue community – students, faculty, staff, alumni and retirees. It is managed by the University Development Office. The database is used to mail printed materials to retirees – the *PURA Newsletter*, benefits mailings, etc. The database also provides retiree e-mail addresses for electronic communication.

2.11a Identifying Retirees

As part of the retirement process at Purdue, each future retiree has a meeting with a benefits counselor in Human Resources to review benefits and other related issues. As part of that meeting, each retiree completes a Retiree Benefit Election Form with up-to-date information on addresses, telephone, home e-mail address, etc. That information is entered into the data system by the Benefits Coordinator in Human Resources to update any existing information. Also included is the official date of retirement. The information in this file enables the production, as needed, of retiree lists by office, date of retirement, geographical location, and so forth.

2.11b Updating Information

Each of the *PURA Newsletters* includes a form for retirees to provide updated information as they move, etc. These are mailed to the Benefits Coordinator, Human Resources. Updates also are collected at the monthly retiree luncheons via colored index cards placed on the tables.

2.11c E-mail Addresses

Currently, there are e-mail addresses in the system for approximately 900 local retirees. The Assistant, HRSC receives an up-to-date list of local retiree e-mail addresses on a monthly basis from the Development Office. This e-mail list is for Tippecanoe and surrounding counties and is used to send "local interest" reminders about monthly retiree luncheons, trips and tours registration deadline reminders, and so forth.

3.01 STANDING COMMITTEES

3.01a TERM OF APPOINTMENT

Standing committee membership terms are of three (3) years duration and until their successors are duly appointed, with approximately one-third (1/3) of the committee members to be chosen each year. A committee member may serve a second three-year term with a maximum uninterrupted term on the standing committee of six (6) consecutive years. After a minimum of one year off all standing committees, a former member of any committee may be reappointed to the same or different standing committee.

3.02 MEETINGS AND REPORTS

The frequency of meetings by the standing committees varies by committee, depending upon the business at hand for each committee. Every standing committee, however, is expected to prepare a written annual report of its activities during the course of the administrative year. These reports are due to the Assistant, Human Resource Service Center (HRSC) no later than early May so they can be reproduced and included in the information packets for those attending the Annual Meeting in late May. These reports also are posted to the PURA website for informational purposes.

3.03 COMMITTEE ROSTER, NOMINATIONS AND APPOINTMENTS

3.03a Committee Roster

The Assistant, HRSC prepares a roster of committee members that includes members of both standing and *ad hoc* committees, as well as a list of PURA officers. For each individual listed, it shows the date of the current appointment, the ending dates of each year of the original three-year appointment, and the ending dates of each year of a second three-year term, if the individual is in that category. This list is prepared and distributed at the Annual Transition Meeting at the end of May, as well as periodically throughout the year as changes in committee personnel take place. It facilitates the identification of committee members who may be eligible for a second term on a given committee when discussions of committee member staffing take place.

3.03b Nominations and Appointment

In recruiting members for the various PURA committees, an effort should be made to have diversity on committees – retirees from different departments, new and seasoned retirees, and a gender mix. The approximate time sequence for filling vacancies on committees for the next administrative year is as follows:

- February – Review the roster of committee members at the Executive Board meeting to identify those individuals who are completing their second three-year term on each committee and who are not eligible to be reappointed. Also, identify those members completing their first three-year appointment. The committee chair can determine whether such an individual is to be invited to serve a second term and, if the invitation is to be extended, contact each such committee member concerning their willingness to serve again.

- March – Committee chairs report at the Executive Board meeting concerning the status of potential ‘carry-over’ committee members. Each committee chair then identifies the number of vacant positions needing to be filled on the committee. Suggestions may be solicited from board members concerning possible new committee members. A survey might also be distributed at the March MCL retiree luncheon soliciting volunteers who would be willing to serve. New committee chairs should attend the March Executive Board meeting and become involved in the process of selecting new members of the committee he/she will chair.
- April – Committee chairs report the names of new committee members at the Executive Board meeting and forward those names to the Assistant, HRSC, who then forwards them to the Office of the President. The President of the University sends a formal appointment letter to each new committee member.

3.04 BENEFITS COMMITTEE

3.04a Mission Statement

The mission of the Benefits Committee is to initiate and encourage all activities that concretely contribute to the wellbeing of Purdue University Retirees, including retirees at all levels: clerical, service, administrative/professional, clinical and faculty.

The Purdue University Policy IV.3.1, Status and Privileges of Retired Faculty and Surviving Spouses and Children, originally issued on May 10, 1971 and revised December 12, 2001 outlines the specific benefits extended by the University. These include participation in Group Life Insurance up to age 65, a personal identification card, complimentary ‘A’ parking permits, purchase of tickets to various Purdue events at staff rates, and use of the University facilities.

It is the purpose of the Committee to expand upon and add to these specific University policies which contribute to the wellbeing of retirees. These activities have included affordable health insurance, activities which promote health, and a variety of voluntary insurance products. A part of this mission is to make these products user-friendly through exhorting the service providers to provide understandable literature and easy access to the resolution of problems.

Income is vital to retirees. The Committee monitors the service provided to retirees by those from whom income is received, especially TIAA-CREF and Fidelity.

The committee has been concerned with making University activities more accessible to retirees through providing affordable fees for admission to University sponsored events, desirable seating arrangements and improved accessibility for those who are physically handicapped.

The committee seeks to reduce the number and severity of retiree’s problems through education/information programs that help active faculty and staff make decisions before retirement that improve the quality of life after retirement.

Finally, the committee is sensitive to resolving problems that are encountered by retirees, and tries to anticipate future problems through current activities designed to avoid such problems, or to minimize and mitigate them when they do arise.

3.04b Responsibilities

The Benefits Committee’s primary responsibilities are to assure the provision of comprehensive, affordable medical plans for retirees, negotiate with insurance providers, evaluate changes, monitor services and investigate alternatives where advantages may be gained. A part of the execution of this committee’s responsibilities is through the support provided by the Purdue University Human Resources Department that handles the communication, gathers additional vital data, and provides a focal point for problem

resolution. The committee also strives to keep retirees aware of additional University benefits and privileges and promotes program improvements where possible. The Benefits Committee also is responsible for assuring representation on the Purdue Faculty Compensation and Benefits Committee, Parking & Traffic Committee, and the Retirement Investment Committee.

The Benefits Committee is responsible for providing information to update the Purdue Retirees Association Web-page in the Retirees Benefits section on all benefits for retirees. This is accomplished by a communications sub-committee of the Benefits Committee. The Chair of the Benefits Committee is responsible for assuring that Benefits Committee information is made available for the PURA Newsletter.

3.04c Support from Human Resources Staff

The advisor for the Benefits Committee is the primary administrator of Human Resource Service Center (HRSC). The advisor serves as a critical liaison with the University – other administrators, University Senate committees, health and service vendors, consultants, etc. The HRSC advisor monitors benefits provided to retirees through various plans including PERF, TIAA-CREF, Fidelity, Social Security and Medicare. The advisor is sensitive to services and benefits offered to active employees to ensure that retirees are offered similar opportunities when it is reasonable to do so (free annual flu shots, CityBus access, voluntary insurance plans, discount purchasing services, etc.).

The Benefits Committee provides representatives for University pre-retirement programs, committees that review benefit packages, strategic planning groups, designated University Senate committees (Parking and Traffic, Faculty Compensation and Benefits, Retirement Investment Committee), and other relevant committees as created. The representative to the University committee shall report to the Benefits Chairperson any information important to retirees and may be asked to make a presentation to the PURA Board.

As needed, ad hoc committees are appointed to study and make recommendations on timely issues such as physical and program access to the University, John Purdue Club policies, and special programs/forums to address critical issues.

The Assistant in HRSC serves as the support staff for this committee. In addition, one Human Resources staff member is funded through PURcare and assists retirees with matters related to enrollment, distinctions among plans, claims problems, and general administrative issues.

3.04d Medical/Pharmacy Plans – Structure

There are currently two medical/Rx plans sponsored by Purdue University and the Purdue University Retirees Association:

- 1.0 PURcare, a custom designed Medicare supplement plan to meet the medical and prescription drug needs of Purdue retirees, has very comprehensive coverage and very low financial risk, with a very competitive monthly premium; and
- 2.0 A Medicare Advantage Plan that has a lower monthly premium but additional financial risk through out-of-pocket payments when a medical event occurs.
 - **PURcare:** With the aid of a consultant provided by Purdue University's Human Resources office, this plan is negotiated year-by-year. During April, May and June the current plan is evaluated and the committee and/or committee leadership and consultants begin the negotiations for the cost and structure of the next year's plan. By August or September a final plan is approved by the committee and performance guarantees are agreed upon.
 - **Medicare Advantage:** This plan is a negotiated Medicare Advantage plan. The timeline for development and approval by the committee follows that for PURcare.

Once the plans are approved by the committee, a letter explaining the plans is prepared by the committee chair and PURA president and mailed to retirees in early October. In October/November representatives of the company carrying the insurance plans come to campus to explain the new plans and answer questions. Announcements of the plans, any changes and new rates are also communicated by the committee through the PURA Newsletters and the PURA Web-page.

3.04e Optional Insurance Programs

Retirees may continue participation in University sponsored Group Life Insurance up to age 65. They may also participate in the following voluntary benefits programs: Dental; Universal Life; Auto/Homeowners Insurance; and a Prepaid Legal Services Plan. Additional information about these plans may be found in the Purdue Faculty and Staff Handbook or on the Human Resources Web-page.

3.04f Retirement Plans

TIAA-CREF:

Most retired faculty and administrative/professional staff have participated in TIAA-CREF retirement funds, which were funded jointly by the University and the retiree. At retirement, HR staff counselors help in the transition from work to retirement. All employees, regardless of classification, may have also participated in supplemental tax-deferred accounts that were available from TIAA-CREF and other companies. The Benefits Committee monitors issues that may arise from these plans during retirement.

- **PERF:** Many retirees at Purdue participated in PERF benefits from the Public Employees Retirement Fund during employment and are eligible to receive benefits from that fund upon retirement. All of these retirees are also eligible to join Retired Indiana Public Employees Association or RIPEA. PERF retirees are represented by RIPEA at the legislative and executive branches of state government for the benefit of retirees. RIPEA members are also eligible to participate in Group Health Insurance, Whole Life Insurance, Long Term Care, Dental & Vision Insurance, Auto & Home Owners Insurance, Prescription Drug Card and Hearing Insurance. These programs are taken into consideration by the PURA Benefits Committee.
- **Fidelity:** More recent retirees from Purdue may have participated in Fidelity managed programs which have been jointly funded by the University and the individual. At the time of retirement, HR staff and representative from Fidelity are available to help retirees transition from work to retirement.

3.04g Wellness

All Purdue retirees and their spouses or same sex domestic partners are eligible to participate in health programs at Purdue except for those provided only to active employees. These include flu shots, screenings provided by The Nursing Center for Family Health and screenings provided by The Audiology and Speech Language Clinic.

3.05 CAMPUS AND COMMUNITY ACTIVITIES

3.05a Responsibilities

The Campus and Community Activities Committee provides informative, educational and entertaining opportunities in the Greater Lafayette-West Lafayette area for members of the Purdue University Retirees Association. These events are usually ones that are educational, do not require bus transportation, and don't involve the collection of funds in advance. Some events may be gatherings with little advance notice. These events differ from those organized by the Trips and Tours Committee that can be scheduled well in advance, for which bus arrangements would likely be made, and for which a fee would normally be charged.

3.05b Committee Structure

This committee functions informally. In its first year, the members had one brainstorming session and organizational meeting, and functioned via e-mail and telephone. Individuals agree to plan the organization of various events, largely those they, themselves have suggested. The chair of the committee attends the monthly PURA Executive Board meetings.

3.05c Some Past Activities

Because of the many educational facilities and athletic events at Purdue, and the equally wide variety of cultural organizations and business ventures in the Greater Lafayette/West Lafayette community, a wide variety of tours can be planned for retirees at no cost.

Samples of recent campus tours include:

YEAR	EVENT/DESTINATION
2011	Hansen Life Sciences Research – Cancer Center
2011	Bioanalytical Systems
2011	Tippicanoe Battlefield Museum on the 200th anniversary of the Battle of 1811
2012	Marriott and Hanley Halls
2012	Indiana University School of Medicine – Lafayette – LYNN Hall
2012	Columbian Park Zoo
2013	Córdova Recreational Sports Center

3.05d Publicity

If time permits, descriptions of tours/activities (and registration forms, if needed) are published in a local issue of the PURA Newsletter. Announcements of activities should, when time permits, be added to the PURA web site in a timely manner through contact with the chair of the Communications Committee. Announcements and descriptive handouts should be distributed at the monthly MCL luncheons. E-mail reminders can be sent to the 'local' retiree distribution list by the Assistant, HRSC.

3.06 COMMUNICATIONS COMMITTEE

3.06a Responsibilities

The Communications Committee is responsible for maintaining an information connection with Purdue's retirees through a variety of media, both print and electronic. This includes the Purdue Retirees Website, PURA Newsletters, the "Retiree Information" brochure, and website publicity. The PURA Retiree Directory shall be periodically updated in collaboration with Human Resources. When special needs arise requiring communication with the body of retirees, the Communications Committee will assist in providing the needed communication.

3.06b Communications Committee Membership

Communications Committee members are appointed by the PURA Executive Board with consultation of the current Communications Committee Chairperson. Committee members will be appointed so that their terms on the committee expire on a rotating basis. An appointed member of each standing and ad-hoc committee shall work with the Communications Committee, gathering information for the website and newsletter. A representative from Purdue University's Marketing and Media Program shall work with the committee, insuring the publication of the newsletter and maintenance of the PURA website. At least one committee member shall be appointed who has expertise in website production and maintenance. If maintenance problems arise, Marketing and Media representatives will help ascertain the cause and devise changes for the website. The committee chair is not responsible for the collection or writing of copy for the final publications of information, but will be directly involved in approving copy, proofreading, and approving publications prior to their release within both the PURA newsletter and website. The Chair of the Communications Committee shall not serve on any other PURA committee while serving as chair.

3.06c Newsletters

A number of newsletters shall be published each year, with the assistance of the Purdue appointed Marketing and Media Liaison, and mailed to all Purdue retirees. The committee is responsible for working with the Marketing and Media Liaison, the PURA President, and committee chairs in planning articles for the newsletters. In order to meet communication needs, the publication schedule is determined by the Executive Board and reviewed periodically. There must always be at least one printed newsletter per year, to ensure complete coverage, particularly of Benefits information, but over time, consideration will be given to emphasizing electronic communication over printed newsletters.

The current planned schedule for distribution of newsletters is described below. Final copy for each issue is due approximately three weeks prior to mailing.

- *Mid-November*. Contents are focused on health care benefits for the next year and profile of the individual or departmental unit that received the Betty M. Nelson Special Recognition Award, along with other updates and features from PURA Board and committees. This issue date is adjusted based on timing of benefits package news.
- *Early January*. This issue includes the new PURA officer slate and proposed by-law revisions, and presents information concerning the spring Monday luncheons, spring trips and tours, and campus & community activities.
- *Mid-March*. This issue includes Spring Fling information, and a save-the-date announcement for the fall Kick-off Luncheon.
- *Mid-July*. Contents include information about the new PURA officers and committee members, the Kick-off Luncheon invitation and registration form, an article about the recipient unit or department for the Arthur G. Hansen Award, and fall trips and tours and campus/community activities.

3.06d Website

The committee is responsible for ensuring that the PURA website, located at <www.purdue.edu/retirees>, is updated in a timely manner. Useful information and links to information from outside sources are available within the web site. The following items are updated or added to the site each year by a member of the Communications Committee:

1. A welcome message from the current PURA president
2. The annual report by the prior PURA president
3. The annual reports of the standing committees
4. A list of the PURA monthly luncheon programs
5. A list of the trips and tours with reservation forms
6. The PURA newsletters
7. Information about the Arthur G. Hansen Recognition Award
8. Information about the Betty M. Nelson Special Recognition Award
9. Information about the PURA Endowment and how to contribute
10. Timely information about the annual fall Kick-off Luncheon
11. Information about Spring Fling and retiree volunteer opportunities
12. Information about the PURcare medical insurance program
13. The Retiree Handbook
14. The PURA History
15. Information about other special events, as appropriate
16. Links to University/PURA Calendars
17. Special articles and profiles

3.06e Retiree Handbook

The Communications Committee shall periodically revise and release a new edition of "Retiree Information," making sure that it contains current Purdue University policy information, benefits, committee contact information, and other information concerning issues deemed by the Executive Board to be pertinent to PURA members. The current "Retirement Information" brochure shall be distributed to new retirees at the Purdue Retirement banquet. A current copy of the "Retiree Information" brochure will always be available on the PURA website.

3.07 ENDOWMENT COMMITTEE

3.07a History

The framework for the Endowment Committee was included in the original PURA By-laws approved in August 2002; however, a committee was not convened until November 2007 at the request of the PURA president. At that time funds became available from PacifiCare through a Performance Guarantee agreement and became the basis of the endowment.

The PURA endowment agreement was constructed in consultation with the staff in the University Development Office and with the University's general counsel. "The Endowment Agreement Establishing *The Activities and Opportunities Fund* for the Purdue University Retirees Association" was signed on September 14, 2007, by the President of the Purdue University Retirees Association, the General Counsel – University Development Office, and the Senior Vice President for Advancement.

Subsequently, a statement of understanding about the nature of the PURA endowment and the related procedures was developed by the Endowment Committee (reference materials from NACUBO AND C&UBA were used).

3.07b Purpose

It is specified in the agreement that the endowment income from the Activities and Opportunities Fund will be used for the general good of Purdue retirees for activities such as:

- Programs related to health matters,
- Educational opportunities, or
- Targeted fellowship activities as might be related to new retirees.

In general, the income will not be used for purposes that benefit individual retirees.

3.07c Responsibilities

The responsibilities of the committee include maintaining an awareness of the growth of the endowment from two sources – additional gifts and the appreciation of the funds under management through the Purdue Foundation. The committee publicizes the opportunity the endowment provides for donations to the University that benefit retirees. It receives and reviews requests for grants for programs and makes recommendations to the Executive Board about funding the requests.

3.07d Structure

This standing committee has a membership of five; the president of PURA appoints the chair. In addition to the chair, the committee includes the president of PURA, the past-president of PURA, the secretary/treasurer of PURA, and a member-at large. The secretary/treasurer is responsible for maintaining the necessary records for the committee. Other committee members may be recruited by the chair and approved by the PURA president. As with other standing committees, the President of the University sends a formal appointment letter to each new committee member.

3.07e Relationships

The work of the Endowment Committee makes it essential to collaborate with other units at Purdue.

- (a) University Development Office (UDO) – is a source of information and advice about ways to make gifts; receives gifts for PURA; communicates with the HRS fiscal advisor to PURA about the gift from a donor.
- (b) Purdue Foundation – the UDO transfers stock or real estate to the Foundation to be converted to cash that will be invested as part of the University funds under management.

3.07f Timeline

On June 30 and December 31 each year an endowment report for the Activities and Opportunities Fund is distributed and includes:

- The book value (initial principal plus any additions since the last report).
- Income available for expenditure through the supported fund.
- Income distributed or reinvested for the previous six month period.
- Market value of the endowment.

Around May 1, the committee chair prepares a report of the committee's activities for the Annual Transition Meeting. If new members are needed for the committee, those names are submitted to the incoming president of PURA.

3.07g Grant Request Process

Individuals or groups interested in requesting funds from the Activities and Opportunities Fund prepare a letter outlining the specifics of their proposal – need addressed, benefit, use of the funds, assessment. After reviewing details of the grant request, the committee makes a recommendation to the Executive Committee for a final decision.

3.07h Purdue Opportunity Award in Honor of Martin C. and Patty Jischke

At the time of the retirement of President Martin and Patty Jischke, the PURA leadership voted to honor them with a Purdue Opportunity Award in their name. This separate endowment had an initial \$20,000 goal. Once the endowment was funded, income is used for a POA scholarship for a student with exceptionally high need. The Division of Financial Aid draws income from this endowment as it is available.

The fund was established July 1, 2007. (The PURA Executive Board has voted to encourage retirees to add to this scholarship endowment.)

3.08 HOSPITALITY COMMITTEE

3.08a Responsibilities

The Hospitality Committee encourages retirees from all sectors of the University to take part in PURA's on-going activities such as the fall Kick-Off Luncheon, the monthly MCL luncheons, trips, tours, and other special events. The committee may serve in a liaison capacity for special events such as flu shot administration, health fairs, retirement receptions, and so forth. The committee also strives to improve our communications to retirees and pre-retirees and gather ideas that might result in interesting new programming for PURA. The committee attempts to identify and consider programs and services that will attract the broadest participation of University retirees possible. Recommended ideas and projects are presented to the PURA Executive Board for approval, recognizing that committees other than the Hospitality Committee should be further involved.

3.08b Committee Structure

Members of the committee are retirees selected from as many of the various sectors of the University as possible. Those who enjoy and employ creative thinking, but are also task oriented, are particularly appreciated. A chair with tolerance for the exploration of ideas and the ambiguity of formulating new projects is helpful.

3.08c Meetings

Meetings normally are held monthly throughout the year with an agenda and recorded minutes sent to all members of the committee.

3.08d Greeters at PURA Luncheons

To extend a warm welcome to retirees attending the monthly PURA luncheons, the Hospitality Committee provides a greeter(s) outside the dining room at MCL Cafeteria to greet people as they enter with their food trays. The greeters are drawn on a rotating basis from the membership of the committee. The Hospitality Committee provides simple decorations and candy at each table at the February, April, July, October, and December luncheons. For the Annual Kick-off Luncheon in the fall, multiple greeters may need to be provided. The chair of the Kickoff Luncheon will inform the Hospitality chair of kickoff luncheon needs. The Hospitality Committee provides the PURA sign and balloons at the entrance. The Hospitality Committee should make arrangements for the sign with the Assistant, HRSC.

3.08e Contacts with New Retirees

One of the committee's important focuses is to try to involve more clerical/service retirees in PURA and its activities.

3.08f Purdue Spring Fling Involvement

Spring Fling is the annual all-campus appreciation event for all employees which takes place in late May. It is organized by staff in Human Resources, working with representatives of other departments across campus. A chair of the PURA Hospitality Committee attends the monthly planning meetings for the event.

Retirees are encouraged to volunteer their assistance for the event to assist in the food lines, distribute popcorn and ice cream, and so forth. A postcard is sent to all 'local' retirees early in the spring by HR asking for volunteers. An article about Spring Fling and volunteer opportunities also is included in a spring issue of the *PURA Newsletter*.

The Spring Fling committee erects a tent which is used by PURA to distribute retiree-related information. Chairs also are provided. The tent is staffed by members of the Hospitality Committee and Executive Board.

PURA information cards and other special handouts are distributed at the tent.

3.08g Volunteer Activities

PURA was directly involved in the creation of the Boiler Volunteer Network (BVN) and remained close to its operation for the first few years. Since then, our involvement has lessened considerably. During the 2004-2005 administrative year, the Executive Board established a policy of not formally sponsoring volunteer projects within PURA due to the wide variety of opportunities within the community. Retirees are encouraged to look at the Boiler Volunteer Network website for volunteer opportunities.

3.09 ANNUAL KICKOFF LUNCHEON

3.09a Purpose

The luncheon celebrates the start of the program year for PURA. It provides an opportunity for retirees to hear about the "State of the University" from the University president and a chance to reconnect with friends and former colleagues. It generally is held on a Monday in September, preferably the first Monday after Labor Day.

3.09b Committee Structure

The PURA president appoints the committee chair, and the chair selects the other committee members. The committee is comprised of four or five retirees plus the chairperson. An effort is made to have representation of both faculty/administrative and clerical/service staff retirees. In addition, the PURA president and vice president serve as *ex-officio* members-

3.09c Establishing the Date

The PURA president and committee chair are responsible for setting the date of the Kickoff Luncheon, which should be done as soon as possible following the preceding year's event. Traditionally, the president of the University has been the invited guest speaker; thus, his/her schedule is key in setting the luncheon date. In general, the process is as follows:

- Check with the sales manager at the Four Points by Sheraton Hotel to ascertain the availability of the Grand Ballroom on each Monday in September following Labor Day and take those dates to the PURA Board for approval.
- Given the dates available, contact the Office of the President requesting her/his participation as the featured speaker. Include a preferred Monday if PURA has one. The president's availability usually determines the actual date chosen for the luncheon. If the President is not free on any of the dates the desired facility is available, different dates or an alternate speaker will need to be selected.

3.09d Operational Time Line

A typical operational time line for organizing the luncheon is as follows:

Time	Responsible	Activity
September Oct./Nov.	Cmte. Chair PURA President & Cmte. Chair	Select the luncheon planning committee. Contact Four Points by Sheraton to determine which Mondays in September after Labor Day the Grand Ballroom is available.
Oct./Nov.	PURA President or Cmte. Chair	Invite the President of Purdue to be the featured speaker. If the president is not available, identify other dates or an alternate speaker.
January	Cmte. Chair	After a date has been selected and a speaker confirmed, negotiate a Booking Confirmation Agreement and Contract with Four Points by Sheraton. Have the PURA president sign these agreements.
April	Cmte. Chair	Meet with the Four Points Catering Manager to get information re: menu options and prices. Establish date by which final meal guarantee count will need to be provided. Discuss the detailed Banquet Event Form (menu, tables, podium, risers, keyboard, microphones, flag, room arrangements, reserved table location and signs, tablecloth and napkin colors, table mirrors, etc.).
May	Cmte. Chair	Convene the Luncheon Committee to discuss and determine menu; program content and participants; dining room decorations (table linens, centerpieces, etc.); and facility needs (risers, podium, microphones, flag, electronic piano, tables, etc.). Set reservation deadline, luncheon starting time, and time doors will open (usually 30 minutes prior to luncheon). Establish a budget and prepare a recommendation for PURA Executive Board review and action re: the ticket price for the luncheon. Discuss door prizes, review PURA newsletter article and registration form, confirm

		music/entertainment, etc. Assign areas of responsibility for the upcoming luncheon to the various committee members.
Apr./June	Cmte. Chair	Communicate via e-mail/phone with committee members for updates from them re: progress they are making in their respective areas of responsibility. Periodically compile and share these responses as needed with the entire committee.
June	Cmte. Chair	Confirm with the Hospitality Committee chair and PURA president the participation of hosts and hostesses to assist with greeting and distribution of name badges (Hospitality Committee members and Executive Board members).
June	Cmte. Member or Chair	Provide copy for the article and reservation form to the <i>PURA Newsletter</i> editor.
July	PURA President & Cmte. Chair	Work with Assistant, HRSC to invite former Purdue presidents and their spouses and other special guests. (Complimentary)
July	Hospitality Cmte.	Call new retirees and invite them to luncheon.
July	Cmte. Chair	Provide copy for luncheon program to the Assistant, HRSC. Proof copy before it goes to Printing Services and again before the program is printed.
August	Cmte. Chair	Meet with Four Points by Sheraton Catering Manager to discuss estimated attendance and confirm menu, physical arrangements, and tax exempt status for equipment only. Sign detailed banquet event order form (tables, podium, keyboard, microphones, flag, room arrangement, napkin and tablecloth colors, etc.).
August 10-14 days prior to event	Cmte. Member	Confirm table centerpiece order with vendor. Luncheon registration deadline.
2 weeks prior to event	Committee	Committee meets to confirm event plans and determine responsibilities for day of luncheon – ex. cut, alphabetize and distribute name badges; check facilities and arrangements; place centerpieces; put sticker on back of one program at each table to denote after-luncheon centerpiece recipients; place programs and other handouts on tables; arrange additional handout materials on table in lobby; organize door prize materials; decide who will remain in the lobby after the luncheon begins to greet latecomers, etc.
10 days prior to event	Cmte. Chair	Create seating chart for reserved tables (presidents, special guests). Have Assistant, HRSC prepare place cards.
10 days prior to event	Name Badge Creator	Obtain list of attendees from the Assistant, HRSC. Create and proof name badges. Prepare an alphabetical list of attendees (including Luncheon Committee members and special guests) that can be cut up and used for door prize drawings.
2 weeks prior to event	Cmte. Chair	Arrange with Communications Committee Chair for a University photographer to be present to take appropriate photographs during the event.

2 weeks prior to event	PURA Pres.	Send the speaker a letter confirming the luncheon arrangements and expectations. Ascertain A/V equipment needs, if any. Include a list of the names of people who will be seated with him/her at the head table along with a short biographical sketch of each person. Also include some information about PURA. Submit meal count guarantee to Four Points.
1 week prior to event	Cmte. Chair	
Day of event	Committee	<p>Arrive at Four Points Hotel about 1¼ to 1½ hours prior to the opening of the doors for the luncheon.</p> <p>Check:</p> <ul style="list-style-type: none"> • reserved table signs • podium placement • American flag • keyboard • microphone(s) • risers • A/V equipment <p>Place on luncheon tables:</p> <ul style="list-style-type: none"> • programs (8 on each table) • Hansen Award nomination forms • Endowment brochures • table centerpieces • place cards on tables for special guests • other agreed-upon materials <p>Arrange door prize materials on tables next to the podium.</p> <p>Discuss with banquet captain:</p> <ul style="list-style-type: none"> • Time for starting meal service • Estimate time program will begin and table clearing to end <p>Place name badges in alphabetical order on skirted tables outside ballroom. Identify table numbers for those to be seated at reserved tables. Place handouts on another skirted table outside ballroom:</p> <ul style="list-style-type: none"> • Additional Hansen Award nomination forms • United Way posters • Convocations brochures • PURA Handbooks • Other agreed upon materials
1 hour before event	Hospitality Cmte. & Exec. Board	Greeters arrive.
30 minutes before event		Open ballroom doors.
Following luncheon	Cmte. Chair	Arrange for payment for facility rental and meal with Assistant, HRSC. Have PURA's University credit card and tax exempt form available. Payment comes from the PURA function account.
Week after luncheon	Cmte. Chair & PURA Pres.	Write thank you notes to the Purdue president and others who participated in or helped with the event – ex. name badge maker; piano player; Hospitality

1-2 weeks after luncheon	Committee	Committee chair; Assistant, HRSC, etc. Hold a wrap-up meeting to evaluate all aspects of the event and prepare recommendations for Executive Board consideration and action re: Future Kickoff Luncheons. Determine who will write article for fall issue of PURA Newsletter.
October	Cmte. Chair	Attend Executive Board meeting to present final report and financial statement re: the recent luncheon and recommended date for the following year's event.
October	Cmte. Chair	Write Annual Report. Give copies to the PURA President and the historian.

3.09e Special Guests

The following special guests are invited annually to the luncheon:

- University president and spouse or an alternate speaker and spouse
- Past Purdue University Presidents Beering, Jischke, Córdova and spouses
- University Advisor to PURA
- Director, HR Service Center
- Assistant, HRSC
- Benefits Manager, HR Service Center
- Benefits Customer Service Administrator
- Head of Department/College that received the Arthur G. Hansen Award
- Recipient(s) of the Betty M. Nelson Award
- The person in the Purdue Marketing and Media Office who designs the PURA brochure/newsletter
- Piano player and spouse

In addition to introducing the special guests, the PURA president will recognize the committee chairs of PURA and introduce the past presidents of PURA who are in attendance.

3.09f Seating Considerations for Reserved Tables

- Several tables need to be reserved at the front of the room for special guests (see list above),
- PURA Executive Board members and their spouses/guests,
- members of the Kick-off Luncheon Planning Committee, and other program participants and their spouses/guests.
- The number of tables will depend upon the number of people who will be seated at them.
- Standards holding signs indicating "Reserved" with a table number on each should be placed on these tables.
 - The Four Points by Sheraton can provide these. Individual place cards also should be made (the Assistant, HRSC has done this) for at least the head table.

It is customary for the PURA vice president to give the Invocation and for the PURA president to emcee the program.

If retirees who nominated the recipient department for the Hansen Award are in attendance, they (and their spouses/guests) should also be seated at the reserved tables and be recognized during introductions. Those seated with the president and the president's spouse should include the PURA president, the invocator, and other persons as appropriate.

Two or more additional unassigned tables should be reserved at the back of the room to accommodate latecomers and committee members who are working in the lobby up to or after the start of the luncheon. Committee members remove the reserved signs as needed.

3.09g Table Decorations

Floral centerpieces are ordered for each table. Contact is made in May with various local florists to obtain cost estimates, based on an estimated count of attendees seated at tables of eight. For the past several years, Bennett's Flowers was selected to provide the centerpieces. The vendor delivers the centerpieces to the Four Points by Sheraton at 9:30 a.m. for the committee to set out at the tables. A delivery charge is often added by the vendor.

3.10 PROGRAM COMMITTEE

3.10a Responsibilities

The Program Committee provides a program for PURA for the monthly luncheon meetings at MCL on the first Monday of each month except the month of September. The first Monday in September is close to the time when the annual "Kickoff Luncheon" is normally held, so no regular monthly meeting is scheduled. The Program Committee is not responsible for the "Kick-off Luncheon."

The committee sets the luncheon meeting schedule for the coming year beginning with October and running through August of the following year. If the first Monday of the month falls on a national holiday, PURA will not meet during that month. Once the schedule is established, the MCL management is informed of the upcoming yearly schedule.

3.10b. Committee Structure

1. The Program Committee chair is responsible for obtaining the necessary members to serve on the committee for a three-year term. Persons eligible for membership are official retirees of the administrative/professional, faculty, clerical and service staffs and their spouses. An effort should be made to have as broad a representation as possible from the various categories. Normally, the committee is composed of 11 members plus the chair. Thus, each member, except the chair, is responsible for coordinating one meeting per year. If a committee member is unable to attend his or her scheduled meeting, the chair will serve as master of ceremonies for that meeting or arrange for a substitute.
2. The chair keeps a record of committee members in terms of their status regarding their three-year term. Members may serve one additional three-year term if the chair and the respective member mutually agree. Thus, the chair needs to know the termination date for each committee member. This information is provided to the PURA president and to the Assistant, HRSC.

3.10c Planning Meetings

The Program Committee has its main annual planning session as part of PURA's Annual Transition Meeting, usually in late May or early June. All continuing committee members, as well as outgoing members and new members, are invited and encouraged to attend this planning meeting. The chair usually contacts all continuing and new members prior to this meeting to outline their responsibilities at the monthly meetings and to suggest they begin thinking about possible topics and speakers, as well as a possible month in which the program might be offered. The planning meeting then consists of putting together a rough draft of programs and coordinators for the coming year. The committee chair may also have received suggestions from other PURA committees or the PURA Executive Board regarding important issues they feel would be of interest to retirees and serve as a program topic.

These suggestions should be taken into account when developing the schedule for the year. Once a draft schedule is completed, members can be given additional time to research possible speakers and confirm their willingness to participate. An additional planning meeting may be scheduled, if necessary, although this normally is not needed. The program schedule for the coming year should be finalized by July 31.

3.10d Program Schedule Distribution

Once the year's program schedule is finalized, copies of the schedule are distributed as follows:

- To the chair of the Kick-off Luncheon Committee for printing and distribution at the Kick-off Luncheon
- To the chair of the Communications Committee for inclusion in the *Retirees Newsletters*.
- To the Assistant, HRSC for inclusion in the printed programs at the monthly luncheon meetings.
- A member of the committee is responsible for getting the program information to the *Journal and Courier* for publication prior to the meeting as a reminder to retirees.

3.10e Coordinator Responsibilities

The monthly coordinator, a committee member, makes all arrangements for the assigned month.

- Invite the speaker and obtain biographical data for an appropriate introduction. Confirm details of where and when.
- Check with the speaker about any audio/visual equipment needs. MCL can provide a small screen and a cart. Presenters usually provide their own projection equipment. In cases where presenters cannot provide their own projection equipment, the coordinator should try to borrow or rent the needed devices. There are a number of departments at Purdue that may be able to assist.
- Provide the Assistant, HRSC with details of the program by the 15th of the month prior to the program. This includes any related printed material pertaining to the topic which should be included in the printed program.
- Meet the speaker at MCL. Ask the speaker to be present to go through the food line by 11:20 a.m. Pay for his or her lunch, then forward the receipt from MCL for the speaker's lunch to the Assistant, HRSC for reimbursement. The PURA budget provides for the cost of the speaker's lunch.

The program should begin at 11:50 a.m. and end at 1:00 p.m.

- Lead the Pledge of Allegiance.
- An invocation or moment of inspiration presented by the coordinator or someone else is recommended, but optional.
- Recognize birthdays among luncheon attendees; music is an option to be decided on by the coordinator.
- Recognize new attendees.
- Call on the PURA president (or a substitute) for announcements.
- Introduce the presenter.
- Thank the presenter.
- Adjourn the meeting.
- Send a thank-you note to the speaker.

3.10f Monthly Meeting Arrangements

The MCL Cafeteria is to set up the room and equipment as listed below by 9:00 a.m. on the day of the luncheon.

- Arrange tables and chairs to accommodate 110 attendees as follows:
- Set east-west: Three rows of three eight-foot tables, plus one six-foot table at each row's end (90 chairs)
- Two eight-foot tables along the south wall (16 chairs)
- Two four-foot front tables set north-south, flanking the podium at the west end (4 chairs)
- Note: Place extra chairs along the north wall and the east wall when needed to seat overflow attendees who have eaten in the public dining room.
- Vacuum the floor carpet before program participants start arriving at 10:30 a.m.
- Set the American flag at the front left (west end) of the room.
- Install and test podium microphone. A working microphone is always required.
- Provide and erect a projection screen in the northwest corner of the room unless the program coordinator has advised that a screen is not needed.
- Provide electronic keyboard in front of the screen and connect electrical power unless the program coordinator indicates that the keyboard is not needed.
- Close the blinds.
- Verify that the permanent wall-mounted coat rack at the back of the room near the entrance is accessible.
- Turn down the volume for the background music. (Do not turn the power off as this will also shut down the power to the lectern microphone.
- Provide an electrical power strip and plug in extension cords for a computer, projector and electronic keyboard. Always anticipate that a Power Point or slide show presentation will be used by the speaker.
- Provide a waste basket/trash receptacle at the back of the room.
- Provide a table at the back of the room for coffee, iced tea and water refills.
- Provide a small table by the room exit for handouts.
- MCL staff are expected to clear dirty dishes starting at 11:15 a.m. and continuing until the program begins at 11:50 a.m.

3.10g Guest Speaker Lunches

As mentioned above, the Executive Board has approved reimbursement of costs for the guest speaker's lunch as well as other reasonable and necessary out-of-pocket expenditures.

3.11 “PURPOSEFUL LIVING IN RETIREMENT” SEMINAR (Formerly “Living to 100”)

3.11a Responsibilities

The Purposeful Living in Retirement Committee develops a program for a symposium that is presented in the spring of each year. The intent is to provide qualified speakers in areas that would benefit the PURA retirees during their retirement years. The committee is to request funding for sponsorship from such companies as UnitedHealthcare, Fidelity, and TIAA/CREF. Companies and organizations are invited to present their products by having display tables at the seminar. Sometimes outside organizations are invited to attend, such as WALLA, the AREA IV Council on Aging, and the Center on Aging and the Life Course.

3.11b Committee Structure

Members of the committee are retirees from various segments of the University. Also, representatives from WALLA, the AREA IV Council on Aging, and the Center on Aging and the Life Course may be invited to be members of the committee. The chair normally serves for two years. The chair selects the members with recommendations from other members of the committee. An Event Planner from the University Office of Strategic Events at Purdue is assigned to assist the committee with the physical arrangements at the meeting facility, the brochure development and mailing, and the registration of the attendees.

3.11c Operational Timeline

The Purposeful Living in Retirement Committee meets during the year to plan and develop the symposium to be presented in the spring of the next year. The seminar should be on a day when the preferred conference facilities (usually Four Points by Sheraton) are available and one which will not conflict with other major University and/or community events.

A typical Operational Timeline for organizing the seminar is as follows:

Time	Responsible	Activity
May/June	Committee Chair	Selects committee members. Some of the previous members may remain and new members will be needed to replace those leaving. The past president of PURA is a member.
July	Committee Chair	Convenes the committee to review the evaluations of the last seminar and to start planning topics and possible speakers for the upcoming program.
July	Events Planner	Decides on date for the symposium. Confirms date with facility, usually Four Points by Sheraton.
August	Committee	Confirms topics and begins contacting potential presenters.
September	Committee Chair	Seeks major financial support from UnitedHealthcare and TIAA/CREF through the Assistant, HRSC. Contacts local senior living communities, such as Westminster Village, University Place, Rosewalk Village and Greentree at West Lafayette, along with other potential sponsoring entities to request additional financial support.

October	Committee	Confirms topics, speakers and prepares Program Agenda.
	Events Planner	Makes arrangements with Four Points by Sheraton for the program meal and break refreshments.
November	Events Planner	Contacts companies who may be interested in having an exhibit at the seminar.
December	Committee/Events	Finalize Program Agenda and begin to prepare the brochure for printing.
	Committee Chair	Submits article for the January <i>PURA Newsletter</i> .
January	Events Planner	Prepares brochure draft for committee approval.
February	Events Planner	Submits brochure draft to Printing Services for printing.
	Committee Chair	Recruits Hospitality Committee to assist with greeting and giving directions to attendees when they arrive.
March	Events Planner	Mails printed brochures. Meets with Four Points by Sheraton Sales Office regarding A.V. needs, room layout and table decorations.
April One Week Prior to Event	Events Planner	Prepares program materials, receives registrations and contacts Four Points by Sheraton with meal count. Prepares name badges for participants and attendees.
Day of Event	Events Planner	Attends the registration table at Four Points by Sheraton. Passes out name badges and conference materials. Arranges decorations, labels exhibitors' tables and reserves tables for presenters. Arrives early at the seminar to assist with greeting and directing the attendees. At the conclusion of the program, collects attendees' and exhibitors' written evaluations and compiles summary of their ratings and suggestions for the next seminar. Sends "Thank You" letters to each of the presenters. Sends "Thank You" letters, along with a statement of their portion of the break costs to University Place, Westminster Village, and any other supporting entities.
	Committee	
	Committee Chair	

3.11d Contact with PURA Executive Board

3.12 TRIPS AND TOURS COMMITTEE

3.12a Responsibilities

The mission of the Trips and Tours Committee is to provide and promote single and multi-day trips and tours as well as local social outings for members of the Purdue University Retirees Association (PURA), spouses and friends. These events provide educational and entertaining opportunities and build a feeling of camaraderie within PURA. Four to six events are offered each year.

3.12b Committee Structure

The committee consists of a chairperson (or co-chairpersons) and four to six members. The committee meets a minimum of three times per year.

The chairperson(s) are responsible for: arranging committee meetings, reporting to the PURA Executive Committee, and recommending the appointment of new members each year to assure carryover and consistency of policy from year to year.

3.12c Policies on Trips, Tours and Social Outings

Events should represent a variety of interests including cultural (historical, art, drama, music, etc.), technological and manufacturing that will appeal to a broad base of retirees. [Note - local tours are scheduled by the Campus and Community Activities Committee.] Distance, weather, holidays, and the Purdue calendar should be considered when choosing dates.

Trips and tours may be arranged by the committee directly or in collaboration with a travel agency. Trips through a travel agency may be: (1) selected from their existing schedule, (2) arranged exclusively for PURA, or (3) added to the schedule for PURA but open to the public.

3.12d Sampling of Past and Currently Planned Destinations:

<u>YEAR</u>	<u>SEASON</u>	<u>DESTINATION</u>	<u>LOCATION</u>
1997	Fall	(1) Ernie Pyle State Memorial (2) Mounds State Park	Dana, Indiana
1998	Spring	(1) George Ade House (2) Tippecanoe County Jail	Lafayette
1998	Fall	(1) Subaru-Isuzu Plant (2) Wabash College Lane Mansion Ben Hur Museum	Lafayette Crawfordsville Crawfordsville Crawfordsville
1999	Spring	(1) Eli Lilly Tippecanoe Laboratory (2) Turkey Run State Park	Lafayette Southern IN
1999	Fall	(1) Indiana State Museum Indianapolis Zoo (2) Tippecanoe County Court House	Indianapolis Indianapolis Lafayette

2000	Spring	(1) Commandant's Home at Indiana Veteran's Home John Christian's Frank Lloyd Wright Home West Lafayette (2) Studebaker Museum Capshaholm House (3) Purdue Aviation Technology United Airlines Repair Facility	South Bend South Bend Indianapolis Indianapolis
2000	Fall Prophetstown	(1) Architectural Tour (2) Delphi Canal Park and Museums (3) Clifty Falls State Park (overnight)	Columbus, IN Madison
2001	Spring	(1) Subaru-Isuzu Plant (2) Greentown Glass (3) Field Museum of Natural History	Lafayette Greentown Chicago
2001	Fall	(1) Minnetrista and Oakhurst (2) Indianapolis Art Museum ('Gifts to the Tsars') (3) Kingma Christmas Tree Farm (3) Valpariso University Chapel	Muncie Indianapolis Valpariso
2002	Spring	(1) Caterpillar Factory (2) Amish Acres	Lafayette Napanee
2002	Fall	(1) Ivy Tech - building and facilities (2) Turkey Run State Park (2) Ernie Pyle State Memorial (3) Brown County State Park (3) T.C. Steele Home and Art Studio	Lafayette Dana
2003	Spring	(1) Bioanalytical Systems in Purdue Research Park (1) Cancer Research Laboratory (2) Indiana State Museum (2) Indiana State House (3) Spring Mill State Park	Purdue Indianapolis
2003	Fall	(1) Purdue Aquatic Center (1) Purdue Airport (2) Conner Prairie	Noblesville
2004	Spring	(1) Culver Military Academy (2) Myers Dinner Theater	Culver Hillsboro, IN
2004	Fall	(1) Eiteljorg Art Museum (1) Speedway Museum (2) Air Force Museum (3) Amish Country (3) Shipshewana	Indianapolis Indianapolis Dayton, Ohio
2005	Spring	(1) Fair Oaks Dairy (2) Underground Railroad (3) Shedd Aquarium (3) Berghoff Restaurant	Lafayette area Chicago Chicago

2005	Fall	(1) Turkey Run State Park (1) Covington Courthouse (depression era murals) (2) Boggstown Dinner Theater (3) IPFW Campus (3) Lincoln Museum	Fort Wayne Fort Wayne
2006	Spring	(2) Museum of Science and Industry (3) Tulip Gardens (3) Dutch Village	Chicago Holland, MI Holland, MI
2006	Fall	(1) Field Museum of Natural History, King Tut (2) Auburn-Cord-Duesenberg Museum (2) Pokagon State Park (3) Indianapolis Art Museum (3) Oldfields-Lilly House	Chicago Indianapolis Indianapolis
2007	Spring	(1) Beef and Boards Dinner Theater (2) Studebaker Museum (2) Copshaholm House (2) College Football Hall of Fame (3) Lincolnland	Indianapolis South Bend, IN South Bend, IN South Bend, IN Springfield, IL
2007	Fall	(1) French Lick-West Baden, Indiana (overnight) (2) Jasper-Pulaski Wildlife Refuge (2) Whistlestop Restaurant (3) Rose-Hulman Institute (3) Clabber Girl Museum (3) Attica Hotel (dinner)	Terre Haute Terre Haute Attica
2008	Spring	(1) Jacobs School of Music (1) Meadowood Retirement Village (1) Oliver Winery (2) Gerald Ford Museum (2) Frederik Meijer Gardens	Bloomington Bloomington Bloomington Grand Rapids
2008	Fall	(1) French Lick-West Baden, Indiana (overnight) (2) Indianapolis Museum of Art (Chinese artifacts from the Ming Dynasty)	Indianapolis
2009	Spring	(1) Old Jail Museum (1) Lane Place Mansion	Crawfordsville Crawfordsville
2009	Fall	In collaboration with Imperial Travel: (1) Oktoberfest Trip on the Belle of Louisville	
2010	Spring	In collaboration with Top Notch: (1) Cincinnati Flower Show (1) Jungle Jim's Grocery In collaboration with Imperial Travel: (2) Chicago Architectural Tour (3) Tall Ships	Cincinnati, OH Chicago, IL Chicago, IL

2010	Fall	In collaboration with Imperial Travel: (1) French Lick-West Baden (2) Conner Prairie	French Lick Indianapolis
2011	Spring	In collaboration with Imperial Travel: (1) Shopper's Delight: Nashville and Edinburg Indiana In collaboration with Top Notch: (2) Dinner at Iron Skillet followed by "The Musical Comedy Murders of 1940" at Indianapolis Civic Theater In collaboration with Imperial Travel: (3) Underground Railroad (overnight)	
2011	Fall	In collaboration with Imperial Travel: (1) Indianapolis Indian's Baseball (2) Park County Covered Bridge Festival	Indianapolis
2012	Spring	Red, Hot, and Cole – Lafayette Civic Theater "A Night at Pappy's" In collaboration with Imperial Travel: (1) St. Louis (overnight)	Lafayette Purdue St. Louis, Mo.
2012	Fall	Frank Sinatra - Lafayette Civic Theater	Lafayette

Trip Responsibilities

ACTIVITY	DESCRIPTION	ON TRAVEL AGENCY SCHEDULE	ADD TO TRAVEL AGENCY SCHEDULE: (PURA ONLY)	ADD TO TRAVEL AGENCY SCHEDULE: (OPEN TO PUBLIC)	COMMITTEE ORGANIZED
Selection	<p>Each committee member is responsible for suggesting possible events.</p> <p>Specific trips are selected at committee meetings.</p> <p>A description of the trip is developed.</p> <p>Each trip is assigned to one or two committee member to coordinate.</p>	Same as description.	Same as description.	Same as description.	Same as description
Trip Coordination	<p>The responsible committee members are expected to go on the trip.</p> <p>Each committee member is provided with a copy of all trips for that season. This allows a committee member other than the planner to conduct any trip, should the need arise.</p>	Handles all interaction with Travel Agency and is responsible for all activities in this column.	Handles all interaction with Travel Agency and is responsible for all activities in this column.	Handles all interaction with Travel Agency and is responsible for all activities in this column.	Is responsible for all activities in this column.
Plan Trip	This plan includes an exact itinerary and contact information (name, title, telephone number, address, e-mail address) for each part of the trip.	Already developed by Travel Agency.	Developed in conjunction with Travel Agency.	Developed in conjunction with Travel Agency.	Developed by assigned committee members.
Cost	<p>Determine costs for each item of specific charges and a per person cost for the trip.</p> <p>Establish a minimum participation number.</p>	<p>Already established by Travel Agency.</p> <p>Not necessary.</p>	<p>Travel Agency will establish.</p> <p>Establish in conjunction with Travel Agency.</p>	<p>Travel Agency will establish.</p> <p>Travel Agency will establish.</p>	

PURDUE UNIVERSITY RETIREES ASSOCIATION
TRIPS AND TOURS COMMITTEE

Trip Summary Report

Date of Trip: _____

Destination(s): _____

Registration Fee: _____

Trip Description:

_____ (Continue on reverse side if
necessary)

Number of Participants: _____
for PURA arranged trips.)

(Provided by Michele Salla)

The following should be completed if this is a PURA arranged trip.

Funds Collected: \$ _____ (Provided by Michele Salla)

Expenses

Bus: \$ _____ (Provided by Purdue
Transportation)

Meals: \$ _____ (Provided by Trip
Coordinator)

Admissions: \$ _____ (Provided by Trip
Coordinator)

Lodging: \$ _____ (Provided by Trip
Coordinator)

Other: \$ _____ (Provided by Trip
Coordinator)

Total Expenses \$ _____

Evaluation and Recommendations: _____

4.01 AD-HOC COMMITTEES

4.01 GENERAL

The Executive Board may create and make appointments to special *ad-hoc* committees as it deems necessary and appropriate. Membership terms on *ad-hoc* committees are of varying length, depending upon the purpose for which the committees are appointed. Ad-hoc committees are normally dissolved once the purpose for which they were created has been fulfilled.

4.01a. ARTHUR G. HANSEN AWARD COMMITTEE

The Arthur G. Hansen Recognition Award is presented each year at the conclusion of the Spring Semester at the annual Purdue Retirement Event. It goes to a college, department, or division of the University judged to excel in fostering a strong relationship between that unit's retirees and Purdue. (See the complete description elsewhere in this Procedures & Policies Manual.) An *ad-hoc* selection committee is appointed by the PURA president to review nominations submitted and make a recommendation to the Executive Board concerning a recipient unit for the award. The committee should contain at least five members who represent the faculty, administrative/professional staff and the clerical/service staff. The chair of the committee is appointed by the president. Each year, the new committee should, if possible, include about half of the previous year's committee to provide continuity in the standards applied in selecting a recipient.

4.01b. BETTY M. NELSON AWARD COMMITTEE

The Betty M. Nelson Special Recognition Award is presented annually to an individual, group or unit that provides outstanding service to retirees in general, regardless of the department or unit from which they retired. The *ad-hoc* selection committee is comprised of the members of the Executive Board, which has the prerogative to bring a name or agency forward to consideration and may select a recipient at one of its monthly board meetings.

5.01 AWARDS

5.01a ARTHUR G. HANSEN RECOGNITION AWARD

History

In the spring of 2001, Purdue retirees attending the Monthly Luncheon Series were asked to complete a form that requested information about the best practices of their department, division, or school in maintaining a strong relationship between their former employment unit and its retirees. Along with learning about a variety of positive strategies, the responses also highlighted that many retirees have had no contact with their departments since they left employment status. One retiree commented that his department failed to invite him to attend the spring reception at which a scholarship named for him was presented to a student. This statement became the impetus for discussions about how to develop a community culture that remembers, values, and acts to foster a strong relationship between the University and its retirees.

Operating from the belief that a strong relationship between the University and its retirees is mutually beneficial, PURA began the exploration of an award that could recognize the school, department, or division judged each year to excel in fostering a strong relationship between that unit's retirees and Purdue.

Discussions about the creation of this recognition award included representation from several areas of the University: the Offices of the President, Executive Vice President and Treasurer, Vice President of University Relations, the Director and Assistant Director of Human Resource Services, the Director of Purdue Marketing and Communication, the Director of the Purdue News Service, and the Director of the Purdue Memorial Union.

Arthur G. Hansen served as president of Purdue from 1971 to 1982. During this time, he and a group of University retirees formed the President's Advisory Council on Retirement (PACR) to serve the president as an advisory group on retiree matters. In addition, the name "Purdue University Retirees" (PUR) was adopted as the term for the total group of retirees. (Subsequently, these two groups dissolved and became the Purdue University Retirees Association.) Because of the support he gave to the formation of the initial Purdue retirees' organization, the Executive Board of the Purdue University Retirees Association (PURA) approved naming its new award in honor of President Emeritus Arthur G. Hansen.

In consultation with representatives of the Office of the President, the decision was made that the AGH Recognition Award would be jointly sponsored by that office and PURA. The Arthur G. Hansen Recognition Award was approved by PACR (which subsequently became PURA) on December 6, 2001, and by the Office of the President on May 30, 2002.

To highlight the importance of the AGH Recognition Award, PURA sought and received financial support from TIAA-CREF. This agreement with TIAA-CREF provides \$3,000 annually to support the AGH Recognition Award beginning in 2003 and can be renewed indefinitely.

5.01a.i Hanson Award Presentation

The AGH Award is presented at the conclusion of the Spring Semester at the annual Purdue Retirement Luncheon. The presentation is made by the President of the University, assisted by the PURA president. A subsequent public acknowledgement of the recipient unit is made at PURA's annual Fall Kickoff Luncheon.

5.01a.ii AGH Funding

The funding for the AGH Recognition Award comes from TIAA-CREF with an endorsement from the head of the regional office in Indianapolis. The agreement was developed in 2002 that TIAA-CREF would provide \$3,000 per year to be renewed annually. This includes:

\$2,500 stipend to accompany a trophy to the winning unit
\$ 500 administrative funds to pay for the master plaque, the individual unit's
_____ trophy and printed material used for the nomination process.
\$3,000 total

These funds are deposited by the Assistant, HRSC into the University '005' account for PURA. A check in the full amount is then written to "PURA" and the money deposited in the PURA checking account at Purdue Federal Credit Union. The \$2,500 award check to the recipient college/department is written from this account. A check request is made by the PURA president to the Director, HRSC in preparation for presentation at the Retirement Luncheon. A \$500 check is written from the checking account and deposited to the "Arthur G. Hansen" account maintained by the University.

The meals for the head of the recipient unit and the nominator(s), and their guests, are paid by from any unused funds from the TIAA-CREF monies or from PRF funds, if necessary.

5.01a.iii AGH Coordination Responsibility

The responsibility for the management of all AGH activities belongs to PURA. The officers designated to coordinate matters related to the award are the president and past-president.

5.01a.iv AGH Information Distribution— E-Mail, Brochure, Website

An e-mail that includes the AGH Award information sheet outlining the nature of the award and requirements, nomination form, letter from the Purdue President, and letter from the PURA President is sent in October to deans, department heads, and development officers to inform them about the award.

A brochure outlining the nature of the AGH award and the process for making nominations is prepared by PURA with assistance from Marketing and Media and revised when needed for distribution at the fall Kickoff Luncheon, monthly retiree luncheons, the Big Ten Retirees Association, and on other occasions, as appropriate. A nomination form is included in the brochure. A sufficient number of copies are printed for the Kickoff Luncheon, MCL luncheons, as well as at other events or mailings.

The AGH Award information sheet and nomination form are provided to the PURA Communications Committee to update the website when needed.

5.01a.v AGH Permanent Plaque and Recipient Trophy

The permanent plaque listing past recipients of the AGH Recognition Award is located in the main hallway of the Purdue Memorial Union (PMU), across from the Office of the Director. The formatting for the plate for each year's recipient is available in the electronic file through Schugg Awards, Inc. (Sharon Schugg; 447-2000; 2229 S 30th St, Lafayette; SCHUGAWARDS.COM). Once engraved, the yearly plate is returned to the plaque. Inform the person at the desk of the Director of PMU when the plate is removed and attached (a small screw driver is needed).

The trophy presented to the head of the recipient unit is an acrylic pyramid-shaped obelisk etched with appropriate text, an image of Arthur Hansen and the TIAA-CREF logo. It is purchased through Schugg Awards, Inc. (see above). The file (electronic and hard copy) for the current design, font and wording is available through Sharon Schugg. The file location is "FILES2/1ACRYLIC/PURDUE/HANSEN".

5.01a.vi AGH Selection Committee

A Selection Committee and chair are appointed by the PURA president to review the nominations submitted and make a recommendation to the Executive Board concerning a recipient unit for the award. The committee should contain at least three members who represent the faculty, administrative/professional staff and the clerical/service staff. If possible, the committee should include member(s) from the previous year's committee to provide continuity.

5.01a.vii Publicity for AGH Presentation

Using information contained in the winning nomination, appropriate material is forwarded to the Communications Committee Chair or the Marketing and Media Specialist for use in preparing an article for the *PURA Newsletter* and the PURA website, as well as a press release for the University News Service (UNS). The articles are released in mid-May, prior to the time the award presentation takes place at the Retirement Luncheon. UNS also provides appropriate press releases to local media.

5.01a.viii Calendar for AGH Selection Process

The PURA officers responsible for the overall coordination and promotion of all AGH activities are the president and the past-president. A breakout of responsibilities by month is below.

June (New PURA Officers in place)

See Retirement Luncheon (6.04) for program format and responsibilities of president, vice president, and past president at the luncheon.

Past-President

- Encourage the inclusion of articles about the AGH Award just presented and the recipient unit in *Purdue Today*, *Inside Purdue*, the *PURA Newsletter*, *PURA website* and local media.
- If the recipient unit is part of a college, school or division that has its own newsletter, electronic or otherwise, contact the editor or responsible person to encourage including an article about the AGH Award in the next issue.
- Review the AGH presentation procedures for the award with the PURA president and consider needed changes.
- Communicate with the chair of the Kickoff Luncheon Committee about the AGH-related guests to include in the luncheon plans – who will invite them, to whom RSVPS information should be directed, who will host them, how the award will be woven into the luncheon agenda, who will introduce them and highlight the factors that contributed to the unit's selection, etc.
- Request the Director, HRSC to confirm with the regional representative of TIAA-CREF the renewal of funding to support the following year's AGH award.

President

- Following the Retirement Banquet, send a letter of congratulations to the head of the unit that received the award and thank you letters to the nominators. Inform the head of the winning unit and its nominators about the PURA Fall Kickoff Luncheon – its date, time and location – and that the AGH recipient will be introduced again along with the factors that contributed to the selection. Mention that this activity serves as the launch of the AGH nomination process for the following year.
- Send a letter of appreciation to the area TIAA-CREF representative for the organization's ongoing support for the award.

July

President

- Appoint a task force to periodically evaluate the impact of the award and determine whether the award has been useful in fulfilling its original purpose – to foster a stronger relationship between Purdue units and their retirees.

August/September

Past-President

- Provide AGH nomination materials to the chair of the Kickoff Luncheon Committee for placement on the luncheon tables at that event.
- Review table and hosting assignments for all guests related to the AGH Award.
- Give a copy of the new nomination material to the chair of the Communications Committee with the request to have the PURA website updated as it is related to the AGH Award. The current nomination form should be available for downloading from the Internet.

President

- At the luncheon, present a very brief history of the award, introduce the head of the recipient unit at the luncheon, acknowledge nominators who may be in attendance and give a brief summary of the retiree-support activities of the unit.
- Call for nominations for the next year's AGH.

October

President

- Send an e-mail that includes the AGH Award information sheet outlining the nature of the award and requirements, nomination form, letter from the Purdue President, and letter from the PURA President to deans, department heads, and development officers to inform them about the award.

Past-President

- Promote the submission of nominations at the monthly luncheon meetings and through e-mail reminders. E-mail messages should be coordinated through the Assistant (HRSC).

November

Past-President

- Promote the submission of nomination at the monthly luncheon meeting and through e-mail reminders.

President

- Appoint a Selection Committee (see 5.01g) to select a recipient.

January

Past-President

- Contact the authors of the previous year's unsuccessful nominations and request any updated material to be considered for resubmission of the nomination.

February

- ***February 1 is the deadline for new nominations.*** Nominations received the previous year are also eligible to be considered for the award. Nominations not resulting in the awarding of the AGH are discarded after being considered twice.

President

- Have the Assistant, HRSC prepare a packet of information for each Selection Committee member that includes a copy of all nominations that have been submitted for the current year, nominations not awarded from the previous year, and the AGH nomination information sheet/ brochure. Provide these materials for reading prior to the first committee meeting.
- By February 28, the recommendation of the Selection Committee for the latest AGH recipient should be submitted to the PURA president or indicate that no award will be presented in the current year.

March

President

- The PURA Executive Board reviews and determines whether to approve the recommendation of the Selection Committee. Agree whether the name of the new AGH Award recipient unit will be made public immediately or controlled until the Retirement Luncheon.

April

Past-President

Provide the name of the AGH recipient(s) and relevant information to the following individuals or person with the listed responsibility:

- Staff member in the Office of the President who prepares comments for the president to use in presenting the AGH award;

- Marketing and Media Specialist who prepares a news release to be printed in mid-May, prior to the award presentation;
- Retirement Luncheon Coordinator (HR) who plans the Purdue Retirement Luncheon and sets the agenda for the program.
- Communication Chairperson who edits the article for the PURA Newsletter and website.
- Order the trophy (see 5.01g for description) from Schugg Awards or a similar firm to be given to the head of the recipient unit. The bill for engraving the plate and etching the trophy should be given to the Assistant, HRSC for payment.
- After notifying the person at the desk of the Director PMU office, remove the plate from the master plaque and deliver to Schugg Awards or similar firm for engraving; return the plate to PMU for application to the plaque after the banquet
- Confer with the Retirement Banquet Consultant regarding any needed modifications to a flyer about the AGH award to be placed on the tables at the Retirement Luncheon.
- Confer with the Director, HRSC, who will communicate with the appropriate TIAA-CREF representative and extend the invitation to attend the Retirement Banquet.
- Arrange to have the name(s) of the TIAA-CREF representative(s) forwarded to the Retirement Luncheon Coordinator and to the Office of the President.
- Verify with the PURA president, the Director, HRSC and the Retirement Luncheon Coordinator that the AGH nominators will be invited to the Retirement Banquet and that their meals will be paid for by PURA.
- Orient the next PURA officers (president and president-elect) about the activities s/he will be responsible for related to the AGH award.

President

- Toward the end of the month, send letters of congratulations for the Retirement Luncheon to the dean and/or head of the recipient unit and the individual(s) who prepared the nomination. Advise them to RSVP to the Retirement Luncheon Coordinator regarding their attendance.
- Review the previous year's AGH nomination brochure and form and the email information sheet and nomination form with the PURA president-elect, past presidents, and the Director, HRSC. Determine if changes that should be made in either.
- If changes to the brochure are to be made, work with the Marketing and Media Specialist to produce new material. The new materials should be available no later than August 1 and should be delivered to the Director, HRSC upon completion.
- The printing order should request enough copies to distribute at the Fall Kickoff Luncheon, at the monthly luncheon meetings in October and November, The Big 10 Retirees Conference and to distribute as needed. The work order for printing is should be prepared by the Assistant, HRSC.

May

Past-President

- Request from the Director, HRSC that a \$2,500 check be prepared for presentation at the Retirement Banquet, in addition to the etched trophy.
- Determine with the Retirement Luncheon Coordinator who will be responsible for delivering the check and trophy to the PMU Ballroom for the banquet and where they will be placed prior to the banquet for easy access by the president during the program.
- Clarify with the staff in the Office of the President, the Retirement Luncheon Coordinator and the president of PURA the responsibilities related to the actual presentation of the trophy.

- Designate a PURA member who will welcome the guests related to the AGH Award presentation and assist them in locating their tables.
- Provide a list to the Retirement Luncheon Coordinator of PURA-related guests who should be invited to the banquet. This list includes:
 - The head of the college/department/unit receiving the Hansen Award
 - The retirees from the recipient unit who prepared and submitted the award nomination
 - The new PURA president, who is to be seated at the same table as the President of the University
 - The new PURA vice president, who is to host and be seated at the table with the representatives of TIAA-CREF
 - The PURA past-president, who is to host and be seated at the table with the representative of the Hansen Award recipient unit
 - Members of the PURA Hospitality Committee and others who serve as greeters to the retirees and are randomly assigned to tables
- Confirm with the Retirement Luncheon Coordinator that the photographer who is serving the event will photograph the award presentation.

5.01a.ix Past Recipients

The following University units have received the Arthur G. Hansen Award:

2003 – Cooperative Extension Service

2004 – Department of Agronomy

2005 – Department of Animal Sciences

2006 – School of Aeronautics and Astronautics

2007 – (No Award Presented)

2008 – Housing and Food Services

2009 – Cooperative Extension Service

2010—(No Award Presented)

2011—(No Award Presented)

2012---Department of Nutrition Science

2013---Department of Biochemistry

5.01b BETTY M. NELSON SPECIAL RECOGNITION AWARD

History

In the spring of 2001, Purdue retirees attending the Monthly Luncheon Series were asked to complete a form that requested information about the best practices of their department, division or school in maintaining a strong relationship between their former employment unit and its retirees. The results of that survey led to discussions by the Executive Board about how to develop a community culture that remembers, values and acts to foster a strong relationship between the University and its retirees. Those discussions led to the creation of the Arthur G. Hansen Recognition Award that recognizes the college, school, department or division judged each year to excel in fostering that strong relationship with its retirees. The Hansen Award, described elsewhere, was awarded for the first time in 2003.

Although the Hansen Award was designed to recognize the strong relationship between a specific unit and *its* retirees, a number of the nominations submitted for the 2003 award

were actually made for areas that provide outstanding service to retirees in general, regardless of the department or unit from which they retired. In response to those nominations, a subcommittee was established in the fall of 2003 to investigate the feasibility of establishing an additional award from PURA designed to recognize service to a broad range of retirees.

The subcommittee recommended that such an additional award would, indeed, be appropriate and in its December 10, 2003 meeting, the Executive Board approved the creation of the 'PURA Special Recognition Award'. The award was subsequently renamed in honor of Betty M. Nelson, former president of PURA. She worked diligently as president to establish the Purdue University Retirees Association as a formal organization with by-laws and guaranteed annual funding from the University, formalize the administrative structure, and make major gains in PURA's visibility within the University community. The Betty M. Nelson Special Recognition Award was presented for the first time in 2004.

5.01b.i Criteria

The purpose of the award is to recognize persons or entities that have greatly improved the lives of Purdue retirees or made outstanding contributions to PURA. The recipient might represent an area within the University that doesn't explicitly meet the criteria for the Hansen Award or be a person or agency in the community that has been invaluable to the functioning or development of PURA. The award need not be made yearly, but rather as awardees logically come forward over time.

5.01b.ii Selection Process

There is no formal nomination process for the award. The Executive Board has the prerogative to bring a name or agency forward for consideration and may select a recipient at one of its monthly board meetings. If desired, an *ad hoc* committee can be formed as needed.

5.01b.iii Award Presentation

The award is presented at the Annual Fall Kickoff Luncheon by the PURA president. A letter of invitation is sent by the chair of the Kick-off Luncheon Committee and the president of PURA to the individual recipient or to a representative of the community agency or University unit receiving the award. A brief statement of the history of the award and the special qualifications of the recipient are usually included in the presentation remarks. A photographer should be present to take appropriate photos of the presentation for inclusion in subsequent press releases.

5.01b.iv Funding

The award is not a monetary one, such as the Hansen Award, but is a recognition of service to retirees. As such, outside funding is not required. Expenses related to the award are paid from PURA funds.

5.01b.v Recipient Award

The nature of the award presented to the recipient will vary, depending upon the individual or organization receiving it. In some situations, a trophy may be appropriate. In other situations, a wall plaque may be suitable. In still other situations, a gift to an organization with which the recipient is associated may be appropriate. (The actual award presented to the recipient is usually paid for from the PURA '10' account. A gift to an associated agency, such as recorded books presented to Westminster Village on behalf of Harland White, may be paid from the PURA '05' account, with the approval of the Executive Board.) The

selection of the award(s) is made by the PURA president, with input from the board or other appropriate sources.

5.01b.vi Permanent Plaque

A permanent plaque listing past recipients of the Betty M. Nelson Special Recognition Award is located in the main hallway of the Purdue Memorial Union (PMU) across from the Office of the Director. The formatting for the plate for each year's recipient is available in the electronic file through Schugg Awards, Inc. (2229 S 30th St., Lafayette, 474-0002). Once engraved, the yearly plate is returned to the director or assistant director of the PMU with the request that the plate be attached to the master plaque.

5.01b.vii Publicity

The PURA president provides appropriate background information concerning the award recipient and the relationship with Purdue retirees to the Marketing Consultant, who prepares a press release for distribution to local media and inclusion in various Purdue publications, such as the *PURA Newsletter*, *Inside Purdue*, etc.

5.01b.viii Past Recipients

2004 – Harland W. White, the first chair of the President's Advisory Council on Retirement.
2005 – Ismail Center for Health, Exercise, and Nutrition (Purdue)
2006 – Department of Human Resource Services
2007 – Purdue Marketing Communications
2008 – Office of Special Events, University Development
2009 – Purdue Federal Credit Union, Bob Falk, President & CEO, and Jackie Hoffman, VP Human Resources & Marketing
2010 – Roy Johnson for Highest Quality Service to PURA
2011 – Martha Chiscon for Outstanding Work as Chairperson of PURA's Benefits Committee
2012 – Katherine "Kate" LaMar, Benefits Customer Service Administrator and insurance liaison for PURA

6. SPECIAL ACTIVITIES

6.01 UNITED WAY CAMPAIGN

For many years, Purdue University has been an active supporter of the Greater Lafayette-West Lafayette United Way campaign each year. As part of the overall area campaign, the University has its own United Way campaign which is coordinated by several staff members and is chaired by a major university official, such as a vice president or dean, on a rotating basis. One year's vice chair of the campaign becomes the campaign chair the following year.

6.01a PURA Participation

Purdue retirees have traditionally been very generous in their support of the United Way campaign. A separate portion of the campaign is geared specifically toward local retirees. The PURA president and vice president serve as PURA's representatives in the campaign solicitation efforts and meet regularly with the University staff members coordinating the campaign

6.01b General Calendar

For the past several years, Purdue retirees have been a 'Pacesetter' group in that the retiree solicitation takes place prior to the start of the on-campus campaign and normally concludes at the time the regular campaign begins. The concept is for retirees to 'set the pace' for the entire Purdue community. While the specific overall campaign schedule may change slightly from year to year, the general schedule of activities for the retiree campaign is as follows:

- | | |
|-----------------|---|
| Early May | The president-elect and vice-president-elect meet with the Director of the Purdue United Way Campaign concerning the overall theme of the campaign for the year, ways to publicize the campaign, and setting the Purdue retirees contribution goal. |
| June-August | PURA may have guest speakers or short presentations at the monthly MCL luncheon meetings concerning local United Way agencies to begin focusing retirees' attention on the needs within the community and gain their support for the campaign. |
| Mid-July | A postcard is sent to local retirees alerting them to the forthcoming campaign and PURA's involvement as a Pacesetter group. The card is co-signed by the University's campaign chair and the PURA president. |
| Early August | A solicitation letter is mailed to local retirees concerning PURA's role as a Pacesetter group, along with a pledge card. The letter is co-signed by the University's campaign chair and the PURA president. |
| Early September | An article regarding the United Way campaign and PURA's role appears in the September issue of the <i>PURA Newsletter</i> |
| Mid-September | Kickoff Breakfast for the University Campaign |
| Early October | The retiree solicitation campaign concludes. A special reception or other activity may be scheduled to 'celebrate the successful conclusion of the retirees campaign'. |
| Early December | An article is written for the Jan/Feb PURA Newsletter and the PURA web site thanking retirees for their contributions to United Way. Contact the Director of Purdue United Way to determine giving amount to date. |

It should be noted that the retiree response to the solicitation is not the total support being provided to the United Way campaign by retirees. Many retirees give to the United Way through their housing unit, such as the solicitation at Westminster Village. Many retirees also volunteer at local United Way agencies.

6.02 Purdue University Development Campaigns

Historically, the leadership of Purdue University has supported a culture of inclusion of its retirees in the 'Purdue Family'. With approximately two-thirds of its retirees remaining residents in the Lafayette area, this group is a significant force in the community's pool of volunteers and an appropriate source to involve in the University's gift campaigns.

6.02a PURA Representation

Representatives of PURA work closely with designated members of the University Development Office (UDO) to design strategies to follow during special campaign projects. A possible scenario is described below.

- The UDO staff coordinator for the campaign and the president of PURA engage in initial discussions.
- The president of PURA continues as the primary campaign contact for the organization or appoints a representative to work with the UDO coordinator.
- The UDO coordinator and the PURA representative develop an action plan to begin work on the campaign.

6.02b Retiree Advisory Committee

PURA and UDO may invite a group of representative retirees to serve as an advisory committee and assist in laying the framework for their segment of the campaign.

- This group should include retirees from the faculty, administrative and professional staff, and the clerical and service staff as well as recent and more seasoned retirees, representatives of varied disciplines, men and women.
- These retirees are invited to meet for discussion about issues related to fund-raising and the focus of a specific campaign.
- Suggestions from this group are incorporated as appropriate in the campaign contacts with the retirees.
- Update sessions may be scheduled with the advisory group as the campaign progresses.
- The advisory group members may be invited to progress and recognition gatherings throughout the campaign.

6.02c Involvement in Special Events

The Office of Strategic Events in the Department of Philanthropic Communication may provide personnel (one event planner) support to PURA for the annual Purposeful Living in Retirement seminar. The Sr. Director of Strategic Events will approve support on an annual basis.

- An event staff member will meet regularly with the PURA Seminar committee.
- The event team will provide registration and logistical support for the conference.
- The event team will provide on-site event coordination for the day of the event.

6.02d Pre-retirement Seminars

Twice each year, usually in May and September, the Human Resource Service Center (HRSC) sponsors programs for Purdue employees who are beginning to plan for retirement. There are usually two sessions on each presentation date – one aimed at clerical/service staff and one aimed at faculty and administrative/professional staff. Refreshments are provided by the University. The general format includes a presentation by PURA, along with information about University retirement benefits and Social Security. Presentations from TIAA-CREF and Fidelity are given to faculty and administrative/professional staff; PERF and other retirement benefits agencies are included for clerical/service staff.

The PURA presentation normally takes about 60-70 minutes and is divided into three parts:

- The PURA president or the Benefits Customer Service Administrator introduces the seminar participants.

- The PURA president gives a brief summary of PURA activities and opportunities and a short presentation about “Things I Wish I Had Thought Of Before Retiring.” S/he attempts to alert the potential retirees to various facets of their lives that need to be considered before retirement: decisions on where to retire, what type of lifestyle they anticipate, family and cultural considerations, updating critical legal documents (wills, trusts, medical and financial power of attorney), and so forth.
- The chair of the Benefits Committee and/or the Benefits Customer Service Administrator provide an overview of the PURcare medical/drug plan available to retirees, along with information pertaining to other medical/drug plans offered by other agencies.

PURA involvement in these seminars is coordinated with HRSC. Receiving advance information from HRSC on timing and scheduling is essential. A PowerPoint presentation covering the three presentations has been developed and is maintained by the HRSC staff member responsible for organizing the seminars. An opportunity is provided prior to each pre-retirement seminar to update the PowerPoint presentation as information and concerns change.

6.03 University Retirement Banquet

6.03a Responsibility for Planning and Coordination

The University Retirement Banquet is held on the West Lafayette campus at the end of the academic year to honor retirees from all campuses who have retired anytime from July 1 of the preceding year through June 30 of the current year. Responsibility for planning and coordinating all aspects of the banquet lie with Leadership and Organizational Development in HR.

6.03b Establishing the Date

The President of Purdue University is normally the featured speaker at the banquet, so the date of the event is set to coincide with his/her availability, whenever possible. It usually takes place in late May or early June. In the event the president is not available during that period, either the executive vice president and provost or the executive vice president and treasurer serves as the featured speaker. The banquet usually occurs shortly after the new president of PURA has assumed his/her responsibilities.

6.03c Program Format

The general order of the program is as follows:

- Welcome from PURA president
- Invocation by PURA vice president
- Congratulatory remarks from the president or his representative
- Presentation of the Arthur G. Hansen Recognition Award
- Presentation of retirement certificates to all retirees in attendance
- Remarks from the PURA president
- Closing

6.03d PURA President’s Responsibilities

The new PURA president has two major responsibilities at the Retirement Banquet:

- Assist the President of Purdue University in presenting the Arthur G. Hansen Recognition Award, if one is presented

- Present remarks welcoming the new retirees into membership in PURA. This role is similar to that taken by the president of the Purdue Alumni Association in welcoming new Purdue graduates into the PAA at commencement ceremonies. The PURA president briefly explains the association, some of the benefits retirees receive, mentions the monthly luncheon meetings and trips available, and encourages them to attend PURA functions and get involved in the organization. Additional comments of congratulations on retirement, etc., also may be included. It should be a warm and cordial representation of PURA to the new retirees.

6.03e Handouts

- Each retiree attending the banquet receives a copy of the newest edition of the Retiree Information brochure. When printed, the brochures are shipped to the Assistant, HRSC, who then works with the banquet coordinator to ensure that a sufficient number of copies are available for distribution.
- A single page flier explaining the Arthur G. Hansen Recognition Award is printed by the banquet coordinator and several copies are placed on each table at the banquet to inform the banquet guests of the nature of the award.

6.03f Coordination of the Hansen Award Presentation

Preparations related to the presentation of the Hansen Award at the banquet are the responsibility of PURA. The officers referred to below are the PURA officers in place for the new administrative year.

- The trophy for the award is ordered by the past president during late April. When ready, the trophy is delivered to the banquet coordinator who is responsible for getting the trophy to the banquet.
- The check for the award is requested from TIAA-CREF by the Director, HRSC. When received, the Assistant, HRSC processes it (see write-up of the Hansen Award), prepares a check in the amount of \$2,500 (the value of the award) and delivers it to the banquet coordinator.
- During late April, the PURA past president provides a list to the banquet coordinator of PURA-related guests who should be invited to the banquet. This list includes:
 - The new PURA president, who is to be seated at the same table as the President of the University;
 - The new PURA vice president, who is to host and be seated at the table with the representatives of TIAA-CREF;
 - The PURA past-president, who is to host and be seated at the table with the representative of the Hansen Award recipient unit;
 - Members of the PURA Hospitality Committee and others who serve as greeters to the retirees as they arrive, and are randomly assigned to tables;
 - The head of the college/department/unit receiving the Hansen Award; and
 - The retirees from the recipient unit who prepared and submitted the award nomination.
- During early May, the Director, HRSC contacts TIAA-CREF to determine the number and names of representatives who will attend the banquet. The names are forward to the banquet coordinator.
- During early May, the PURA past president provides background information to the president's office concerning the recipient unit so that information can be included in the banquet script for the President of the University.
- Shortly prior to the date of the banquet, the new PURA president clarifies with the staff in the Office of the President, the banquet coordinator, and the new vice president of PURA, the responsibilities related to the actual presentation of the trophy. The new president also ensures that the photographer who is serving the event will photograph the award presentation.

6.04 University Retirement Luncheon

6.04a Responsibility for Planning and Coordination

The University Retirement Luncheon is held on the West Lafayette campus at the end of the academic year to honor retirees from all campuses who have retired anytime from July 1 of the preceding year through June 30 of the current year. Responsibility for planning and coordinating all aspects of the Retirement Luncheon lie with the Vice President of Human Resources, specifically with the Retirement Luncheon Coordinator.

6.04b Establishing the Date

The President of Purdue University is normally the featured speaker at the Retirement Luncheon, so the date of the event is set to coincide with his/her availability, whenever possible. It usually takes place in late May or early June. In the event the president is not available during that period, either the executive vice president and provost or the executive vice president and treasurer serve as the featured speaker. The Retirement Luncheon usually occurs shortly after the new president of PURA has assumed his/her responsibilities.

6.04c Program Format

The general order of the program is as follows:

- Welcome from PURA president
- Invocation by PURA vice president
- Congratulatory remarks from the President of Purdue University or his/her representative
- Presentation of the Arthur G. Hansen Recognition Award
- Presentation of retirement certificates to all retirees in attendance
- Remarks from the PURA president
- Closing

6.04d PURA President's Responsibilities

The new PURA president has two major responsibilities at the Retirement Luncheon:

- Assist the President of Purdue University in presenting the Arthur G. Hansen Recognition Award, if one is presented
- Present remarks welcoming the new retirees into membership in PURA. This role is similar to that taken by the president of the Purdue Alumni Association in welcoming new Purdue graduates into the PAA at commencement ceremonies. The PURA president briefly explains the association, some of the benefits retirees receive, mentions the monthly Retirement Luncheon meetings and trips available, and encourages them to attend PURA functions and get involved in the organization. Additional comments of congratulations on retirement, etc., also may be included. It should be a warm and cordial representation of PURA to the new retirees.

6.04e PURA Vice President's Responsibility

- Give the invocation

6.04f PURA Past President's Responsibility

- Host the representative(s) of the Hansen Award recipient unit

6.04g Handouts

- Each retiree attending the Retirement Luncheon is offered a copy of the newest edition of the PURA Retiree Information brochure by the Hospitality Committee and other PURA members greeting the retirees.
- A single page flyer explaining the Arthur G. Hansen Recognition Award is printed by the Retirement Luncheon Coordinator and several copies are placed on each table at the Luncheon to inform the guests of the nature of the award.

6.04f Coordination of the Hansen Award Presentation

Preparations related to the presentation of the Hansen Award at the Retirement Luncheon are the responsibility of PURA. See Arthur G. Hansen Award for details and calendar.

7.0 Miscellaneous Procedures

7.01 Identifying Surviving Spouses and Children of Retirees

- Surviving spouses are identified in the Development Office database.
- No mechanism is available to track children of retirees at this time.

8.01 Policies

8.01a Definition of an Official Retiree

Employees of the University who retire from their position at the University are considered to be Official Purdue University Retirees if they are age 55 or more with at least 10 years of service to the University, AND the age plus years of service equals or exceeds 70. For the purposes of our organization, the spouse (or widowed spouse) of an Official Retiree is also considered to be an official retiree and is entitled to all the benefits which the spouse receives.

8.01b Benefits for Retirees

Purdue University grants a variety of privileges to official retirees. The following list enumerates some of them.

- 1 Purdue faculty/staff photo identification card. The cards facilitate access to computer services, recreational facilities, sports events, cultural events, University Libraries, CityBus service, and the Purdue discount programs offered by local businesses.
- 2 Discounts on event tickets. Purdue retirees may purchase tickets at staff rates to attend convocations, lectures, and athletic events. The discounts are applicable for retirees themselves, their spouses and dependent children.
- 3 Staff rates. Purdue retirees can use University recreational facilities and golf courses at special reduced rates.
- 4 Free issues of the *PURA Newsletter*. Special announcements are mailed or e-mailed as needed.
- 5 The Purdue Retiree Directory includes an address, phone information, email (if available), and former department listing for each retiree.
- 6 Complimentary "A" parking permit. This may be obtained from the Parking Facilities office in the Purdue West Shopping Center.

- 7 Medical plan participation. Participation in a University-supported medical plan (if retiree is under 65) or Medicare supplemental plan is available at cost to the retiree. Members of PURA serve in a liaison role to the Faculty Compensation and Benefits Committee.
- 8 Group life insurance. Retirees under the age of 65 can participate at cost in the University's group life insurance plan.
- 9 Use of Purdue University Pharmacy. Licensed pharmacists, graduate student instructors and pharmacy students staff the pharmacy, which accepts the PURcare prescription drug plan.
 - ⤴ Services at the Nursing Center for Family Health. During the academic year, retirees have access to free health screenings and to services with a fee, such as physical exams, blood pressure monitoring, glucose screening, and cholesterol tests. Information about free flu shots is available from the Human Resource Service Center at 765-494-2222 or hr@purdue.edu.
 - ⤴ Purdue discount programs offered locally. Retirees can take advantage of discounts for a variety of services and items. Detailed information can be found at www.purdue.edu/cssac/Employee_Discounts/Welcome.html.
- 10 Computers. Retirees can contact ITaP in Stewart Center, Room G-65 for discounts on computers and peripherals from Apple, Dell, HP, and others or at the following link: <http://www.itap.purdue.edu/shopping/about.cfm> . Discounts on software are only available to Emeriti faculty and administrators.
- 11 Eligibility to retain their Purdue e-mail account or apply to activate one.
- 12 Fee privileges. Retired faculty/staff and their qualified children have the same privileges for class enrollment as current faculty/staff. Information about enrolling in classes is available through the Office of Admissions, and information about fees is available from the Office of the Bursar. Free tuition is available for qualifying Indiana residents age 60 and older through the Ivy Tech Community College Senior Scholars Program.
- 13 Free rides on CityBus. With the Purdue faculty/staff/retiree ID, retirees can ride CityBus routes through the Lafayette-West Lafayette area – including the Campus Loop routes.
- 14 Purdue University Libraries. Retirees have access to the wide-ranging Purdue University Libraries' facilities.
- 15 Non-official retirees of the University may participate in PURA activities, but may not be eligible for some of the above Purdue benefits.

8.01c Access to University Electronic Mail Services

- All official retirees are eligible to retain their Purdue e-mail account or apply to activate one. All new retirees are offered this option at their retirement counseling session.
- Retirees who wish to receive an account should contact HRSC at (765) 494-4768. The counselor will ask specific questions to verify identity and will then complete the paperwork needed to establish the e-mail address. Policy and other information related to having a purdue.edu e-mail address will be sent to users.
- It takes about two weeks to set up the account. A retiree should check <https://www.itap.purdue.edu/directory> until he/she finds his/her name listed in the directory.
- Purdue policies relating to e-mail apply. These policies are displayed at: http://www.purdue.edu/policies/pages/information_technology/v_3_1.html.
- E-mail stored on Purdue servers is subject to public record requests. See: http://www.purdue.edu/policies/pages/records/vi_4_1.html.

8.01d PURA Response to Death of a Current or Former Committee Member

Upon the death of a current PURA officer or committee member, PURA will respond by contributing \$25 (or the approximate value of this amount) in memory of the deceased to the charity or foundation designated by the family. PURA will not make a memorial gift upon the death of the spouse of an officer or committee member.

8.01e Use of PURA'S E-mail Distribution List

On occasion, PURA is asked by various agencies, both on and off campus, to inform our retirees about their activities through our e-mail distribution process. Since PURA consistently seeks opportunities to reach out to retirees with information that might be of interest, the following policy has been established:

- a. Using our e-mail distribution list, PURA will inform our retirees about those activities which will occur under the auspices of Purdue University, e.g. convocations, lectures, concerts by Purdue groups and items of similar interest to our retirees.
- b. Entities from outside Purdue will not be permitted to use PURA's e-mail distribution as a way of reaching Purdue's retirees.

9.0 Big Ten Retirees Association

9.01 BY-LAWS

The following By-Laws of the Big Ten Retirees Association were adopted at the 2003 Annual Conference held at the University of Michigan:

Article I: Name

The name of the organization is the Big Ten Retirees Association.

Article II: Purpose

The purpose of this Association is to enhance individual member's retiree associations through a process that includes:

- A yearly conference that is rotated among the member institutions;
- Sharing newsletters; and
- Exchanging information that includes but not limited to:
 - Universities rosters, directories, etc.
 - Members' benefits
 - Universities profiles

Article III: Members

Membership is open to retiree associations of Big Ten Universities. Each member will have two voting representatives who are members in good standing in their association. Each representative will have voting privileges. Other representatives may attend conferences and business meetings.

Article IV: Governance

Section 1 Executive Board

The Executive Board is composed of the 'Chair', 'Chair-Elect', and the 'Immediate-Past-Chair'. The 'Chair' is the host university for the current year's conference; the 'Chair-Elect' is next year's host university, and the 'Immediate-Past-Chair' is last year's host university. The duties of the Board are:

- To serve as an advisory body to the 'Chair' in planning the annual conference.
- To keep records of the annual conference and submit an annual report.
- To review the By-laws of the Association and edit or add By-laws as needed.
- Develop the agenda for the annual business meeting to be held at the annual conference.

Section 2 Actions of the Board

- Propose changes or additions of By-laws to the membership
- Any action of the Board that is challenged in writing by the representatives of the member institutions must either be rescinded by the Board or submitted to the members for a vote.
- The three Board members must have consensus on all issues.

Section 3 Chair

The 'Chair' presides over all meetings. The 'Chair' is the designated representative of the host institution. The host institution is the member institution that is in charge of the annual conference.

Section 4 Terms of Office

Each position is one (1) year and is rotated to the next university according to a rotation schedule agreed upon by the Association members.

Article V Meetings

There shall be an annual conference to be planned and hosted by the host institution. There shall be an annual business meeting to be held in conjunction with the annual conference. The members present constitute a quorum.

9.02 Website

The website for the association currently is maintained by the University of Michigan. The site address is: www.umich.edu/~hraa/umra/big10. The site contains a variety of material, including information about the up-coming Annual Conference, profiles of each university's retiree association, and links to the respective association web sites.

9.03 Contacts at Other Institutions

The prime contacts at each of the other Big Ten institution retirees associations are listed on each association's web site. These may be reached via the links on the Big Ten Retiree Association web site mentioned above.

9.04 Annual Conference

9.04a Site Schedule

The Annual Conference is usually held in mid- to late-August, prior to the start of fall classes, and is hosted by the various universities in the Big Ten on a rotating basis. Northwestern University does not have a retiree organization and, consequently, does not attend or host the conference. The schedule of locations for recent and near-future years is as follows:

1992 – Ohio State University	2008 – University of Illinois
1993 – University of Michigan	2009 – University of Iowa
1994 – University of Minnesota	2010 – Indiana University
1995 – Michigan State University	2011 – University of Wisconsin
1996 – Purdue University	2012 – Ohio State University
1997 – Penn State University	2013 – University of Michigan
1998 – University of Illinois	2014 – University of Minnesota
1999 – University of Iowa	2015 – Michigan State University
2000 – Indiana University	2016 – University of Nebraska
2001 – University of Wisconsin	2017 – Purdue University
2002 – Ohio State University	2018 – Penn State University
2003 – University of Michigan	2019 – University of Illinois
2004 – University of Minnesota	2020 – University of Iowa
2005 – Michigan State University	2021 – Indiana University
2006 – Purdue University	2022 – University of Wisconsin
2007 – Penn State University	

The cycle repeats in this order for future years.

9.04b Purdue Participants

Whenever possible, PURA sends three representatives to the Annual Conference: the president, the vice president, and the chair of the Benefits Committee. The Benefits chair usually serves as PURA's spokesperson on issues related to medical/pharmacy insurance plans. Following the conference, the delegates should present a summary of the conference at the next Executive Board meeting.

9.04c Travel Budget

In preparing the annual PURA budget, it is important to budget sufficient funds for the three representatives to attend the Annual Conference. Realistic estimates can be made using the prior year's registration and housing fees, plus appropriate allowances for transportation. Whenever possible, a University vehicle should be scheduled to transport the attendees. Funds for attending the annual conference come from the '10' funds provided by the Office of the President.

9.04d Travel Authorization

Prior to attending the conference, the Assistant, HRSC prepares a University Travel Request Form for each attendee, which must be signed by the attendee and approved before any reimbursement for conference expenses can be issued. It is important that each attendee obtain receipts for housing and registration fees paid to enable reimbursement.

9.04e General Conference Format

The Annual Conference usually begins on a Friday evening with an opening banquet, and concludes with lunch on Sunday. The Friday banquet often features a major official of the host university speaking on a topic related to issues in higher education. Saturday morning and a portion of Saturday afternoon feature sessions with speakers on topics related to retiree issues and/or roundtable discussions on issues related to retiree associations. A campus/community tour is often scheduled for a portion of Saturday afternoon. A Saturday evening banquet usually features a speaker on a 'lighter topic' and/or musical entertainment. Sunday morning features additional general sessions, with or without guest speakers, and concludes with the annual business meeting of the Big Ten Retirees Association. The various retiree associations normally distribute materials about their respective associations at one of the Sunday morning sessions.

9.04f Purdue's Report to the Conference

The information which PURA distributes to other attendees regarding our activities is at the discretion of the PURA president. This may include a written summary report about our structure, financial support, projects, etc. It may also include such things as copies of our *PURA Newsletters*, Retiree Information brochure, information about the Arthur G. Hansen Recognition Award, benefit information and other informative materials.