CHAIR'S CORNER

The day I interviewed for my current position at the University is vivid in my memory. It was 2011, three years after I graduated from Purdue with plans to pursue a career in journalism. As I waited for the interview to begin, I reflected on the professional path that had led me to that moment. Because I had entered a struggling industry in a shaky job market, those three years were punctuated by layoffs, ding letters and part-time jobs that just barely covered my rent. Things got so financially bleak at one of the organizations where I worked, in fact, that employees were required to supply their own hand soap and toilet paper for the bathroom.

So there I was, back at my alma mater interviewing for a position that held so much promise. I was elated by the possibility that I could still earn a living as a writer, despite the fact that my journalism pursuits hadn't panned out. I remember considering how lucky I was to have the chance to interview, and how disappointed I would be if the opportunity slipped away.

After I was hired, I began to realize how narrowly I had perceived the opportunity. Within a relatively short amount of time, I was able to plug in to many different areas of the University and pursue activities beyond the realm of the job I was asked to do. I was able to join APSAC, for example, which comprises a band of wise and experienced A/P staff members who are committed to leading the University toward positive change. I now teach a communication course, where I can directly engage with students and help them grow. I also decided to go back to school and earn a higher degree. In addition to encouraging me in this decision, my organization offered financial support via the ITaP scholarship. Seeing this great institution from so many vantage points is truly enthralling; it has helped me become a more engaged and productive employee and a better human overall. In short, I’ve come a long way from bringing my own hand soap to work!

I realize I’ve spent a lot of time discussing my personal experiences, but the true message I’m trying to convey is that the opportunities here are vast, and each of us has something valuable to contribute, whether through our daily duties or beyond them.

I also want to point out how critical it is to work in an environment where people support your personal and professional growth. I have been extraordinarily fortunate in this regard. The leaders in ITaP recognize that investing in an employee’s growth is valuable to the individual and to the organization. Additionally, the woman who hired me, Bonnie Eddy, has encouraged me to pursue a variety of endeavors since my first day as a Purdue employee. Her door was always open when I needed to discuss an issue, regardless of whether it pertained to work or life. When I was debating between two graduate school programs, for instance, she helped me determine which one aligned best with my skills and goals. Bonnie retired from Purdue in December after 32 years of service, and I would be remiss not to acknowledge and thank her for the positive impact her guidance and leadership has had on my career.

Clearly, our perceptions of our jobs and supervisors are entirely subjective and often depend on variables that are somewhat out of our control. It is within your power, however, to change your perception. According to Harvard professor Shawn Achor, every relationship, business and educational outcome improves when the brain is positive first. “If you cultivate happiness while in the midst of your struggles, you increase your chances of attaining all the goals you are pursuing, including happiness,” Achor says. One way to do this at Purdue is to reflect on the many benefits afforded to the Boilermaker family and celebrate the richness and diversity of ideas that make our campuses so grand.

Armed with a positive outlook, Achor states, you will be more successful in your efforts to develop new relationships, investigate problems and propose solutions.

I want to leave you with one last quote by Woodrow Wilson, which I have been considering lately with the turn of another year:

“You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand.”

On behalf of APSAC, I thank you for your service to Purdue and wish you a happy and prosperous 2015!

APSAC SEEKING NEW MEMBERS

APSAC is looking to fill 10 seats that will become vacant in May. Applications are due Feb. 27. The membership application and instructions may be accessed at www.purdue.edu/apsac beginning Jan. 13. Questions may be directed to Tyson McFall at tjmcfall@purdue.edu.
You walk in the break room and purchase a bottle of water. But then, an hour passes and you have an empty bottle in your hand. What next? You throw away the bottle. But where does that bottle really end up? For me, I have found myself at my desk, ready to throw away the bottle. But then wait. Don’t we recycle here at Purdue?

One important point I will mention is that off-campus locations definitely have recycling programs. The importance of recycling, on and off campus, can’t be ignored. Plus, it’s easy to do, especially at Purdue.

For myself, as an employee with a short history at Purdue, I haven’t really been educated on the do’s and don’ts of recycling. To get a better understanding of recycling, I enlisted the help of Michael J. Gulich, Purdue Director of University Sustainability. He was quick to point out how easy it is to do the right thing by recycling here at Purdue. Listed below are a few interesting points that were shared with me that may make that recycling bin open just a little wider for your next deposit.

1) Purdue recycling involves a method referred to as Single-stream recycling. This means – if you think it’s recyclable – put it in the recycling bin. There are no penalties for mistakenly adding something that potentially is not recyclable.

2) Single Stream also means – glass, plastic, paper and metals all go into the same bin. So stop hesitating.

3) There are some minor exceptions to what is acceptable to recycle (see below graphic for some clarification).

Recycling really can become a habit when you consider how simple it is. So where are you going to put that next bottle? Maybe you are cleaning out your desk and have a bunch of paper that might end up in the trash? RECYCLE!

For more information about Purdue Recycling see the following links: Refuse and Recycling Single-Stream Recycling

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**By STEVE PASSEHL APSAC Representative**

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**DESKTOP SINGLE-STREAM RECYCLING AND TRASH COLLECTION**

**Two Step Process and Quick Reference Guide**

**CONTAINERS**

**STEP ONE Assign the sides**
Make one side of the desk-side container trash and the other recycling.

**STEP TWO Discard items**
Determine if the item is recyclable or trash and place in the proper side. Use this quick reference guide to make that determination.

**RECYCLE SIDE**

**Recyclables**
- All paper
- White office paper
- Glossy, brightly colored paper
- Newspapers, ads, inserts
- Magazines
- Books, notebooks
- Pamphlets, brochures
- Cardboard (e.g. pizza boxes)
- Cans and bottles (liquids are acceptable)
- All plastic

**TRASH SIDE**

**Trash**
- Food waste (e.g. banana peels and coffee grounds)
- Snack wrappers (e.g. candy wrappers, energy bar wrappers and chip bags)
- Facial tissue, napkins and restroom hand towels

When in doubt, RECYCLE IT.
APSAC grants awarded to 14 employees

APSAC has awarded individual professional development grants to 14 administrative and professional staff members.

Grants up to $750 are awarded twice a year. APSAC awarded a total of $9,300 for its fall 2014 grants.

Grant recipients, and the areas in which they work, are:

- Melissa Coghill, Business Services/College of Science
- Cassandra Douglass, Ophthalmology
- Sean Eddington, Exploratory Studies
- Kenneth Eldridge, Space Management and Academic Scheduling
- Aaron Jackson, Managerial Accounting Services
- Jolene Knuth, Purdue Veterinary Hospital
- Jamie Loizzo, Youth Development and Agricultural Education
- Kasey Richardson, Office of the Dean of Students
- Tricia Tort, Division of Recreational Sports
- Pamela Walker-Stokes, Purdue Extended Campus
- Sherie Poremski, Business Office/Housing and Food Services
- Michael Ursem, Office of University Sustainability
- Scott Vana, Exploratory Studies
- Deborah Weber, Agricultural Economics

APSAC received 41 eligible applications for this year's grants.

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DID YOU KNOW?

Staff eligible for partial remission of fees

Eligible staff registered in Purdue credit courses offered by any of Purdue's campuses are eligible for a partial remission of fees and will be assessed the staff rate approved annually by the Board of Trustees. Eligible staff include:

a. Faculty, administrative and professional, regular clerical and service staff employed half-time or more for a period of time which is expected to continue for more than a year.
b. Eligible staff as defined in (a) above, on approved leave of absence.
c. Retired staff as defined in Executive Memorandum No. B-35.
d. Disabled staff receiving benefits from one of the University's disability programs.
e. Adjunct faculty and associate staff as defined in Executive Memorandum No. C-12.

The staff rate will apply to credit courses offered during the fall and spring semesters, summer period, evening credit classes, credit extension classes, and summer intensive credit classes and may include undergraduate or graduate level courses subject to the following conditions:

a. The staff appointment must have been in effect during the first six weeks of a semester, or on or before July 1 of the summer period.
b. With the approval of the employing department head, eligible staff may enroll for seven credit hours per semester and four credit hours during the summer period. Exceptions to the seven and four credit hour limitations must be approved in advance by the employing department head and the Vice President for Business Services and Assistant Treasurer at the West Lafayette Campus, or the Chief Financial Officers at the Regional Campuses or their designees.
c. The staff rate shall apply for a maximum of seven credit hours per semester and four credit hours for the summer period. In addition, staff will be charged all applicable special fees, technology fees, lab fees, deposits, workshop fees, and differential fees. Staff authorized to enroll for more than the semester and summer period limitations shall be assessed the full credit hour fee and other mandatory fees assessed for each additional credit hour in excess of the maximums.
d. If a staff appointment terminates within six weeks after the start of a semester or prior to July 1 during the summer period, and course work is continued, full fees will be assessed for the semester or summer period. Staff may register to audit a course without the payment of mandatory or designated fees and receive no credit for course work, subject to these conditions:

a. The maximum number of hours is seven hours per semester and four hours during the summer period.
b. Enrollment as a visitor requires the approval of his/her department head and the course instructor.
c. Staff will be charged all applicable special fees, technology fees, deposits, workshop fees, or differential fees established for the course or program.
d. No fees will be charged to staff who register for a course at the request of his/her supervisor for the purpose of job training and who do not receive academic credit for the course.

Visit the Division of Financial Aid website for more information.

**Please note that courses in some degree programs are not eligible for staff fee remissions.
**MEET APSAC REPRESENTATIVE**

**NINA ROBINSON**

Area of APSAC representation: College of Engineering and Technology

Current Job Title: Administrative Director

Number of years worked at Purdue: This is my second tenure at Purdue, I worked for almost 5 years in Biological Sciences and have been in Environmental and Ecological Engineering (EEE) since July 2013.

Primary job responsibilities: EEE is a small academic unit so I have a wide variety of tasks that I am responsible for. I work on everything from developing the strategic plan, preparing documents for external reviews to being the schedule deputy.

What’s the most recent movie you’ve watched? I go and see a movie almost every weekend. Seeing a movie every weekend results in seeing some pretty awful movies but then Oscar season starts and they improve. Recent movies that I would recommend are “Gone Girl” (don’t read the book, it will ruin the movie), “Fury,” and “Nightcrawler” (Jake Gyllenhaal is totally believable as the main character). One of the best movies last year that I saw was “12 Years a Slave.”

What’s your favorite thing about working at Purdue? Working at Purdue. I was unemployed for four years and the best thing about working at Purdue is working again. I enjoy my job and I enjoy the people that I work with.

What do you think is the greatest invention in your lifetime, and why? I would say a combination of the Internet and the computer. These two items have brought the world closer together and overall I feel that it is improving the lives of all of us.

What are some places you would like to visit? I’d like to go to Australia, one of my brothers lives there. South America would be fun to go to also, then I would have been on all the continents except Antarctica. That would be pretty cool to be able to say.

Name one goal you would like to accomplish in the next year: Work on developing a robust plan for creating staff development plans for all A/P staff.

**GET AN EXTRA 17 PERCENT OFF JANUARY DELL PURCHASE**

Through its Partner of the Week program, Dell is offering Purdue University faculty, staff and students an additional 17 percent off their purchase the week of January 16 through January 23. To participate, visit www.dell.com/Purdue that week and you will be automatically redirected to a coupon landing page, where you will need to provide your @purdue.edu email address. An email will then be sent to you with instructions on how to receive your extra 17 percent discount at checkout. Click here for more info.

**REGISTER TO VIEW AND PRINT W-2 FORM ONLINE**

All Purdue employees are encouraged to register to view and print their W-2 Form online via the ADP W-2 Services portal. Through partnering with ADP to provide online W-2 services, Purdue University aims to reduce tax season stress by eliminating W-2 Form location uncertainty, address uncertainty, and the waiting periods associated with mail delivery complications or the need for University action. ADP, Inc. is a trusted and data security focused provider of HR, payroll, talent, time, tax, and benefits administration, serving hundreds of thousands of organizations over ADP’s 65 year history.

Although the deadline to opt in for paperless-only delivery for the 2014 tax season has passed, employees can still register for online W-2 access at any time and choose paperless delivery for subsequent years. Additional information and directions can be found here.

This service is especially helpful to those who have ended or will soon end their employment with the University (retirees or student employees, for example); direct access to tax information will be available after employees no longer have access to Purdue University systems.

By opting-in to the online service, employees:
• Gain access to their W-2 up to 10 business days earlier than mail delivery recipients
• May access and print W-2 Forms at their discretion
• If paperless option is selected, avoid the waiting period, security concerns, and complications of mail delivery (such as lost or incorrectly addressed W-2s)
• Gain access to a central online location where up to three previous years of their Purdue University W-2 Forms will be stored and accessible, beginning with the W-2 Form for this tax year (2014)
• Can quickly and easily access their tax information at any time without need to contact the University

Questions regarding Purdue University tax services should be directed to Payroll Services at tax@purdue.edu or 49-62303.
As losing weight may be some folks’ New Year’s resolution, APSAC member David Bowker sat down with Purdue’s dietitian Ellen Welch to discuss tips for 2015.

**What is your favorite food? Do you have a guilty pleasure?**

Pizza. I could eat it every day!

**What is a good healthy snack to curb hunger pains?**

I like to eat a high protein or high fiber snack so it will stick with me longer. Some regular snacks for me include a strip or two of beef jerky, roasted chickpeas and an apple with peanut butter.

**What is the biggest diet myth?**

There are so many but I think one of the biggest myths is that to lose weight you have to severely restrict your calories. People often question me when I say you have to eat in order to be able to lose weight but it’s the truth. If you’re not eating enough, your body will slow down its metabolism and can really stifle weight loss.

**There seems to be new research that is constantly claiming fat is good or bad and sugar (carbohydrates) is good and bad. Which is it? How do we decipher what is best for us? Should I snack on a Granola bar or a T-bone?**

Earlier this year, research done by Ancel Keys was called into question, indicating saturated fat may not be as bad as we once thought. Keys is famous for the Seven Countries Study which linked the consumption of dietary fat to coronary heart disease. A general recommendation for dietary fat intake is this: saturated fat, when consumed in moderation, can be incorporated into a healthy diet. Although some of the initial research on saturated fat has been questioned, there is still evidence that a diet high in saturated fat is not always healthy. As for carbs, they certainly get a bad reputation but here’s the thing: our body uses carbohydrates for fuel, which is why 50-60 percent of our daily calories should consist of carbs. The trick is to pick complex carbs so you’re not eating as much processed foods.

**If only changing one behavior is realistic to start, should it be diet or exercise if a person wants to lose weight?**

I would break it down even further and say choose one or two things you can change within your eating habits or exercise. When making changes, it’s important to set realistic and specific goals, otherwise, it’s really easy to get off track. An example may be, “I’m going to limit myself to one soda per week instead of one every day.” Choose a goal that you’re more likely to achieve and then build from there.

**How do you know you are at a healthy weight? What are the key measuring sticks for knowing you are healthy?**

Some clinical measures such as the body mass index (height and weight), cholesterol levels, blood pressure and blood sugars can be used to determine health status but it’s also about how you feel. I usually emphasize to clients that a sign they are at an unhealthy weight is when they physically cannot do something they once could or would like to do.

**Who should come see you? Are all appointments free of charge or only initial meetings?**

My nutrition management counseling experience includes obesity, celiac disease, high cholesterol, diabetes, irritable bowel syndrome and other chronic illnesses impacted by nutrition. Additionally, clients should make time to see me if they have any nutrition-related questions on topics such as nutritional supplements and general healthy eating even if they don’t have a current chronic condition. Together, we set realistic goals and tackle any obstacles along the way. Dietitian and health coach appointments are offered at no cost to benefits-eligible faculty, staff, spouses and same-sex domestic partners regardless of plan participation. Dependents may also make an appointment with the dietitian and health coach if they are covered under a Purdue medical plan.

**Anything else you would like folks to know?**

We all have our favorite foods (like pizza) and we all have our personal struggles with diet and exercise; myself included. I am here to coach individuals to improve their eating habits and ensure they are realistic and beneficial. It is a true benefit that Purdue offers nutrition services at no cost to its employees and their dependents. I am an approachable dietitian who can work with you in a supported partnership.