

**PURDUE UNIVERSITY**  
**ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES**  
**January 10, 2018**

**APSAC MEMBERS PRESENT**

Adrienne Albrecht	John O'Malley
Bill Applebee	Loran Parker
Jackie Baumgardt	Mike Piggott
Sam Guffey	Mary Ann Prah
Alex Gulik	Danielle Quirk
Michelle Hadley	Brittany Vale
Mike Hill	
Abby Hostetler	

**APSAC MEMBERS ABSENT**

Caren Archer  
Malissa Ayala  
Erin Britton  
Mark Evans  
Jason FitzSimmons  
Steve George  
Pam Graf  
Joelle Schaumberg  
Annie MacDonald  
Kim Myers  
Nicole Noel  
Terri Schultz  
Danny Vukobratovich  
Tiffany Weatherford  
Emma Zhang

**RESOURCE MEMBERS PRESENT**

Ms. Gina DelSanto, Chief of Staff  
Mr. Denny Darrow, Vice President for Human Resources  
Carrie Hanson, Office of VP for Human Resources  
Dan Howell, Office of Marketing & Media

**Items #1 – Adoption of the Agenda**

Chair Loran Parker called the meeting to order at 1:35 p.m. Parker asked for additions and/or corrections to the agenda; there were none. Sam Guffey made a motion to adopt today's agenda; seconded by Abby Hostetler. Motion carried.

**Item #2 – Approval of Minutes**

Hearing no corrections, the minutes from the December 2017 meeting are approved.

**Item #3 – Announcements**

- Loran reminded all members that written reports for all committees are due to Carrie Hanson by noon on Thursday prior to the full meeting so that they may be included with the agenda.

- Bill Applebee announced that his job is no longer a Purdue job and today will be his last meeting.
- MAC is recruiting for new members – please spread the word. Speak to MAC
- Nominations for APSAC vice chair will be accepted in March; vote will take place at April's meeting.
  - Subcommittees shall also conduct elections for vice chair
- Subcommittee annual reports are due by the end of January to Loran. This information is compiled for the APSAC annual report and is tied to the APSAC strategic plan.

#### **Item #4 – University Officers' Reports**

Gina DelSanto

- Record applications; 51,300 freshman apps. Kudos to admissions staff for handling them. First batch of announcements were sent out Monday at 5pm. Up 11% over last year. Indiana resident apps up slightly; international apps were flat. Have seen growth in non-resident apps. Attribute increase to Purdue in the news. One caveat is that it's harder to yield nonresident students compared to Indiana students.
- Data Science Initiative
  - January 26, 10-11:30 in fowler hall
    - Hosted by Provost and EVPRP
      - Report that was produced by the working group on data science (Purdue moves 2.0)
- Purdue's 150<sup>th</sup> year celebration
  - Next couple weeks look for an invitation to pitch ideas for the celebration
  - Hope is to consolidate Purdue's position as the intellectual hub between the two coasts. Opportunity for faculty and staff to provide input.
  - Will celebrate MLK Tuesday evening. Former Indiana Supreme Court Justice Robert Rucker will keynote the celebration of the life and legacy of Martin Luther King Jr. The event is sponsored by the Black Cultural Center and will be held in Loeb Playhouse at 6:30 on January 16
- Purdue Trustees and NewU Trustees will announce the name of NewU after their 10am meeting on January 11.

Denny Darrow

- Analysis and review of HCM project. During December, assessment of all 9 modules of HCM, looking towards an April 1 implementation. Consensus is to move forward.
  - Work, communication, training ahead
  - Working on content
  - Saw first end to end successful completion of all 9 modules
    - 1 recruitment system for all campus (faculty, staff and students)
    - Evaluation of job descriptions within 48 hours (not 2 weeks)
      - Will be able to see status
    - Creating vignettes for training
    - Deep dive tomorrow on Job Family structure
    - Bulk of training to occur in Feb/march for those who are hugely impacted
    - More to come in February regarding
- No jobs will be eliminated April 1
  - Business processes will change
  - Paper-based processes will change
  - Job titles will not change
    - Will now have 2 (external vs internal)
      - Internal titles will be communicated in advance of April 1
  - Pay will not change

- Will not have a new salary structure in place on April 1 or in 2018
  - Will look further into pay structure to link with job structure after successful implementation
- 8,000 job titles to 1,500
- We need to fix pay inequities structurally on campus
- We'll be able to gather better, more accurate data with job family structure
- Mike Piggott
  - Makes perfect sense as Denny explains it, but the general campus does not understand due to lack of communication
- Adrienne Albrecht
  - Will compensation be looked at in 2018?
    - Will not begin to look until after HCM implementation
  - Where will money come from to get a person to the next level?
    - Funded at departmental level
- Abby Hostetler
  - Will there be any pay cuts
    - No pay actions will be taken in 2018
- Loran Parker
  - What if I'm at the top of my pay range?
    - There will be a group of staff who may be impacted at some point in order to pay people equitably. There has to be a minimum and a maximum.
    - Managers who have staff at the top of the pay range should be looking at how to promote to the next level.
  - There has to be governance around pay. Not fair for a secretary in one department to be paid \$30K more than one in another area with the same experience.
  - Some units may only be able to afford entry level and not able to promote
    - Units will have to decide what levels they will have and can afford
  - What is the timeline for communication to lower levels?
    - Still at a high level. More instruction to come in February/March
- Bill Applebee
  - What about those level 3 who have taken on additional duties?
    - The focus will be the core job responsibilities
- Jackie Baumgardt
  - Spoke with someone in HR
    - Wanted to move a staff member from level 4 to level 5. Was told to wait until job family project was complete, but now it may be another year before compensation is tied to the job families
    - Communication – will there be an open forum with different “stations”
      - Norm will come in February to talk about big communication event to take place in March
      - SME talking about the different components of HCM
- Adedayo Adeniyi, Director of Leadership & Organizational Development will coordinate skill training and professional development

Teresa Schnarr, Associate Director of Benefits

Wellness Incentive Program “Healthy Boiler”

- Introductory year – hope to evolve with time and improve each year
- Can earn \$50-\$500 for participation

- Not managed by Purdue, we will not have access to your personal information

Steps to complete:

1. Select your primary care provider information - \$50 employee only/\$100 employee & spouse
2. Complete a physical and biometrics - \$100 employee only/\$200 employee & spouse
3. Complete two pre-approved wellness activities - \$100 employee only/\$200 employee & spouse

Payments are paid depending on order of completion. More information can be found once you create your login on the portal at [www.healthyboiler.com](http://www.healthyboiler.com)

#### **Item #4 – Items of Interest by Area**

#### **Item #6 – APSAC Subcommittee Reports**

##### **Compensation & Benefits – Jackie Baumgardt**

- Excellence award will be announced in Purdue Today next month
- Staff member interested in pooled transportation between Indy area and campus
  - Spoke with Transportation and have decided to complete an interest survey
    - Survey will target staff who live in zip codes outside of campus
- Sent an email to Smoking Policy committee representative regarding a professor vaping in class
  - Abby brought it to the University Policy Committee – has to go through Purdue Student Government
- Will begin notifying vendors in the spring regarding the fall resource fair

##### **Membership & Communications –Abby Hostetler**

- Articles for January sentinel due by Friday 19
- Membership recruitment in full swing
  - 9 full terms
  - 3 one-year terms
- Carrie will send information to List 39 and post on website
- Abby will send to Purdue Today
- APSAC effectiveness survey due by the end of the month

##### **Professional Development – Mike Hill**

- Have secured Eva Kor for Hadley
- Provost, PRF, and global initiatives each contributing \$3,000
- April 24, in Fowler Hall

##### **Executive – Loran Parker**

- Working on Strategic Plan update
  - Goals, strategies and indicators approved by Executive
  - Now working on a communication tracking effort
  - Engage members and subcommittee
- Talked about HCM project and how APSAC can work with HR

## **Item #7 – Regional Reports and University Reports**

### **Purdue Fort Wayne – Steve George (via email)**

- After a competitive bid for services, the Fort Wayne campus has selected SME as the firm that will assist what will become Purdue Fort Wayne in our rebranding efforts. They have lead successful rebranding efforts at many other major universities, so we are excited to have them onboard.
- Enrollment for Fort Wayne continues to drop for through the Spring semester. Because of this decline, our efforts have been focused on increasing enrollment and retention through expanded recruiting areas/methods and through new strategic aid package offerings for current and new students.
- We are in the midst the budgeting process for our campus, so the next couple of months will be focused on the budget for all divisions so the FY 2019 Budget can be ready for BOT approval in April.

### **Purdue Northwest - Annie MacDonald (via Loran Parker)**

- Having similar enrollment issues (lack of own identity possibly)
- Trying to keep lines of communication open between staff and administration.

## **Item #8 – Old Business**

None

## **Item #9 – New Business**

Strategic Plan

- Streamlined version handout; better aligned and defined plan
- 3 primary goals
  - Communicator to administrators
  - Communicator to colleagues
  - Supporter of improvement at University
- Each goal has a strategy for completion
- Indicators will let us know how we know if we're are completing the goals

## **Item #10 – Adjournment**

With there being no further business, the meeting adjourned 3:31 p.m.

Respectfully submitted,  
Carrie Hanson