APSA Members Present
Adrienne Albrecht  Alex Gulik  Brittany Vale
Malissa Ayala  Michelle Hadley  Dan Vukobratovich
Katie Brothers  Abby Hostetler  Stephanie Winder
Dean Brusnighan  David Huckleberry  Emma Zhang
Deidre Bush  Alison Lampley  Suzanne Zurn-Birkhimer
Hope Charters  Danielle Latta
Mark Evans  Dean Lingley
Jason FitzSimmons  John O’Malley
Bill Fornes  Loran Parker

APSA Members Absent
Stacey Baisden
Wright Frazier
Melinda Haines
Eric Johnson
Annie MacDonald
Greg McClure

Resource Members Present
Ms. Gina DelSanto, Chief of Staff
Mr. Bill Bell, 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 Brittany Vale called the meeting to order at 1:30 p.m. Vale asked for additions and/or corrections to the agenda; there were none. Mark Evans made a motion to adopt today’s agenda; seconded by Michelle Hadley. Motion carried.

Item #2 – Approval of Minutes
Vale asked for any additions or corrections to the January 2019 meeting minutes; hearing no corrections, the minutes are approved.

Item #3 – Announcements
- Written reports for all committees are due to Carrie Hanson by noon Thursday prior to the full meeting.
- APSAC Code of Conduct/Safe Space
  - Wants everyone to feel free to express opinions and thoughts.
- Upcoming Vice Chair Elections – April
  - Please speak to Brittany or Danny, or any subcommittee chair with questions.
  - Larger time commitment

Item #4 – University Officers
Gina DelSanto, Chief of Staff
- January meeting of university senate – president made a pitch for faculty to bring civic education for graduate students.
Require all students who leave Purdue to pass a civics test. 100 questions (ex: International students)

- How to make civics education more fun
- Committee of University senate be formed to participate
- Purdue University in the forefront
- Only on WL at this point

- Exponent article – Howard Schultz visit
  - Daniels does not know him very well
  - Policy says that any candidate for political office or aspirants of note can visit
    - Student org must sponsor them
    - Candidate must pay for all Purdue costs incurred due to event

- Dan V sent the following to Gina:
  - Purdue Global additional fees for staff that are not remitted. (Technology fees, etc). The staff have expressed concerns that while the $295/term technology fee and the “Credit for Work and Life Experiences” fee (unknown amount) are not overly a burden for some, it may be a burden for others who are already struggling. Staff are also concerned that these fees were not announced up front instead of finding them out after the fact.
    - Purdue global additional fees that are not remitted (staff concerned)
    - Technology $295 per semester
    - Comparisons
      - No peers waive the fee
      - Very common practice
    - Money helps to support the computer infrastructure
    - Life/work/volunteer experiences $1500 EL 206
    - May or may not get the credits
      - Up to 16 credits

- HSABank funds transfer:
  - Staff find it unacceptable that they will not have access to funds in the HSA accounts for an entire month.
  - Staff have expressed concern that they will be unable to pay for some expensive medical costs and procedures during the blackout period.
  - Staff do not feel that this issue was communicated in a transparent manner.
  - They feel that this could have been handled through a direct mailing or direct email instead of an article in Purdue Today or APSAC’s Sentinel.
    - (Bill Bell) Unacceptable to not have access to funds for a month
      - Contributions through January for biweekly
      - Elect to have funds transferred during open enrollment (blackout was mentioned)
      - $25 fee to transfer yourself
      - Staff do not feel it was communicated as well as it could have been
        - Purdue Today

- Will salary ranges be available when using the Career Path Maker tool. This will help staff decide whether to apply or not in regards to if this career move will be a lateral salary transfer or a move up in salary band. When emailing hypercare@purdue.edu, the response was: “Pay ranges for positions are not available for public access.” Staff have reported seeing position postings from other universities that include a salary range.
  - Hypercare stated that pay ranges are not available at this time.
  - Bill’s idea is to have transparency in salary ranges when posting jobs
Bill Bell, Vice President for Human Resources
  • Kathy Thomason, Sr. Director/Comptroller
    o Vale asked about overpay/underpay in SuccessFactors
      ▪ Pockets of issues
        • 13,000 payments
        • Areas with specialized pay practices
        • Police/fire
      ▪ January
        • Report issues immediately
        • Ran 14 “off cycles” to correct issues
        • Issues with student FICA payments
        • Shouldn’t have paid FICA but did
        • Have created audit reports that will catch these types of issues
  ▪ Underpayments
    • Auto approval for time sheets
    • System will not approve for a prior time period
    • Rounding time is an issue- system rounds each and every punch in and out (6 minutes)
    • Situations where onboarding has not been completed in time for pay cycle
    • Pockets of unique pay
    • Vet hospital, police/fire
  ▪ Overpayments (400)
    • Grad students
    • Converted from monthly to biweekly (230 +/- students)
    • Police department
    • Changes submitted after payroll cutoff; changes not processed

Item #5 – Items of Interest by Area
  • Loran Parker
    o Faculty meeting (all college meeting)
    o Why do we call it that?
    o Staff focus group being created
  • Biggest issues with success factors is pay issue
  • Asked if anyone else had issues?
    o Yes with pay and with hiring
    o Don’t know who to contact with hiring questions
  • Training for goal writing
    o Brittany will send out dates for additional workshops

Item #6 – APSAC Subcommittee Reports (someone other than chair)
C&B – David Huckleberry
  • January benefits meeting with cssac 2020 plan,
  • professional dev award process,
  • vacation days (assessing),
  • c&B social committee meeting

MAC – Katie Brothers
  • Membership application soon
  • Projecting to send 2/18 email to specific areas
  • Open 3 weeks
• Purdue Today and Sentinel
• Interviews toward end of March

PD – Adrienne
• Spring grants open
  o Due March 1
  o Some advertisement in PT and Sentinel
  o More identifiers on application
  o More detail required regarding use of funds
• Hadley in April – Bill Bell speaker
• Spring professional development activity for APSAC members in April

Executive – Danny Vukobratovich
• Adedayo spoke about performance management goals
  o Great insight for how to be successful
• Update regarding Healthy Boiler
  o How insurance at Purdue works
  o Potential changes going forward
  o Feedback regarding communication and keeping staff updated on changes
• In June – Carolyn Johnson may come to speak to us regarding Robert’s rules of order
  o Not meant to restrict discussion, but rather, to help facilitate the discussion
• Uploading APSAC minutes to Libraries archives for preservation

Item #7 – Regional Reports and University Reports
• Fort Wayne sent email
  o JFS appeals
    ▪ How many were reviewed and not appealed?

Item #8 – Old Business
None

Item #9 – New Business
• SuccessFactors Survey – Dan Vukobratovich
  o Danny spoke to Bill Bell
    ▪ Post successfactors survey – regarding success
    ▪ Any ideas of what type of information you want to see – contact Danny
    ▪ Loran suggested looking at what the project implementation goals were, then write the survey questions regarding those
• Some discussion regarding the blackout on Monday/Tuesday
• Emma forwarded the newest policy under review; please respond to her with any comments or suggestions and she will take to the University Policy Committee.

Item #10 – Adjournment
With there being no further business, the meeting adjourned at 3:21 p.m. The next meeting of APSAC will be held on Tuesday, March 12 in LWSN 1142

Respectfully submitted,
Carrie Hanson