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. Michelle Hadley made a motion to adopt today’s agenda; seconded by Hope Charters Motion carried.

Item #2 – Approval of Minutes
Vale asked for any additions or corrections to the December 2018 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

Item #4 – University Officer
Bill Bell, Vice President for Human Resources
- HCM go-live
  - January 1, 2019
  - Functional and working
  - Main issue:
    - Roles and access
    - Time off requests & approvals
• Training is needed

• Job Family Structure
  o A process for promotions is currently being created
    ▪ Cross-functional team from all of HR, including the regional campuses
    ▪ Meet & provide feedback to Bill
  o Deadline to “appeal” staff levels is January 11. Team is working diligently to review each position.

• 2020 Benefits
  o Employees must take care of themselves and manage their own health
  o Will look at premium tiers, however this will not impact the overall cost
  o Updates to Healthy Boiler site
    ▪ It works but is not intuitive or user friendly

• Performance Management
  o Will now have information regarding who enters goals and who does not
  o Will know who gets an evaluation and who does not
  o LOD has created valuable resource tools for all staff
    ▪ Worksheet to help write individual goals
    ▪ 3-step process to build your individual development plan
    ▪ www.purdue.edu/lod

Bill asked the committee to provide personal feedback and/or feedback they are hearing from colleagues, coworkers etc. regarding SuccessFactors. The group commented that it is very intuitive and was easy to navigate. No issues regarding functionality were brought forward.

Any issues/concerns with any module of SuccessFactors should be sent to: www.hypercare@purdue.edu

Item #5 – Human Capital Management Project
Cindy Davis, Manager
Absent, no report

Item #6– Items of Interest by Area
  • Alison Lampley
    o Dean for Civil libraries (Purdue Today 12/11/18)

Item #7 – APSAC Subcommittee Reports
C&B-Alex Gulik
  • Discussed joint meeting with faculty and CSSAC
    o Overview of 2020 benefits
    o Compiling a list of questions and recommendation for Candace Shaffer
  • Issues with FSA and HSA discussions
  • Winter recess, some staff didn’t get the days
  • Staff Excellence award preparation
  • Discussing donating vacation days

MAC – John O’Malley
  • Membership drive open soon
    o Targeted email - Sending email to staff in specific areas needing members
    o Language in recruitment messaging to encourage diversity

PD – Michelle Hadley
  • Identify Hadley speaker for spring
Executive – Brittany Vale
- Danny will be back Monday from leave
  - Diversity & inclusion vice provost
    - Dr. John Gates asked to return for additional meetings on campus
  - Successfactors
    - Clocking in and out
    - Students
    - PMGM
- Does APSAC name need to change? Exec says no.
- Membership drive
  - If you are rolling off, please invite a guest to attend a meeting with you

Item #8 – Regional Reports and University Reports

Item #9 – Old Business
None

Item #10 – New Business
Recruitment – Ioran parker
Bring a friend, think about diversity

Purdue Today – new format, welcome feedback

Item #11 – Adjournment
With there being no further business, the meeting adjourned at 2:18 p.m. The next meeting of APSAC will be held on Wednesday, February 13 in STEW 311.

Respectfully submitted,  
Carrie Hanson