

PURDUE UNIVERSITY
MANAGEMENT AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES
November 11, 2020

MaPSAC MEMBERS PRESENT

Stacey Baisden
Colleen Banter
Dean Brusnighan
Deidre Bush
Hope Charters
Regina Gordon
Michelle Hadley
David Huckleberry
Dean Lingley
Christal Musser

John O'Malley
Jaclyn Palm
David Schlueter
Denton Sederquist
Wesley Shoop
Angie Sigo
Mike Springer
Anna Subramaniam
Kerry Ticen
Dan Vukobratovich

Cameron Ward
Stephanie Winder
Suzanne Zurn-Birkhimer

MaPSAC MEMBERS ABSENT

Malissa Ayala
Debbie Bachmann
Kelsey Chapman
Amanda Emmons
Kirsten Gibson
Joseph Levell
Vanessa Mettler
Anthony Mull
Rachel Pollack
Andy Pruitt

RESOURCE MEMBERS PRESENT

Bill Bell, Vice President for Human Resources
Melissa Jasek, Office of VP for Human Resources
Dan Howell, Office of Marketing and Media

1:30 p.m.

Item #1 – Adoption of Agenda

- Chair called the meeting to order at 1:37 p.m. Chair asked for additions and/or corrections to the agenda; hearing none, agenda approved as written.

Item #2 – Approval of Minutes

- Chair asked for additions or corrections to the October 2020 meeting minutes; hearing none, minutes approved as written.

Item #3 – Announcements

- Written reports for all committees are due to [Melissa Jasek](#) by noon Thursday prior to the full meeting
- Roll Call
- Equity Task Force forum for staff on 11/16/20 at 12 noon. Will be live-streamed and questions can be submitted in advance via the Equity Task Force website

Item #5 – University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Protect Purdue weekly briefing contains a lot of useful information and everyone is encouraged to review it

- Provost Akridge has continued to host conversations with subject matter experts pertaining to questions submitted. Another conversation will be held tomorrow (11/11/20) at 1 p.m. Discussion will be over Protect Purdue Health Center and testing, tracing, and re-entry after break
- Surveillance testing paused from Thanksgiving until January 4; core infrastructure testing will continue.
- Communication to go out regarding working status for spring semester; will remain the same as fall semester. Self-identified status will also remain the same with no need to recertify
- Flu vaccination status: 93% of faculty and staff are in compliance with 7% not compliant who are being addressed individually
- Flu vaccine clinic tomorrow at Co-Rec from 9 a.m. to 4 p.m. or vaccinations can be obtained at a place of your choosing
- Benefit Open Enrollment ends today at 6 p.m. Elections do not roll over due to changes made for this year. Selections do need to be made for 2021
- Winter recess extended to two full weeks as thank you to staff. Essentials will be able to use those days later

Item #4 – Guests

Michelle Jansen, Assistant Director Human Resources, HR Business Partners

Lauren Ratcliff, HR Business Partners

Discussed HR Business Partners role for staff

- Reviewed all Human Resources areas
- Serves as face of Human Resources and can help connect staff to appropriate area within HR
- HR Business Partners are on campus and can direct staff members to right place
- Serves as HR communication and compliance in regards to performance goal and assessment compliance, training requirement compliance, emergency FMLA compliance, flu shot compliance, and surveillance testing compliance
- Inspire and foster a culture of employee engagement
- Effectively resolve workplace concerns - performance, behavior, and reliability issues
- Provide consultation, coaching, and advising
- Promote and implement Human Resources best practices
- Provide people management strategy
- Act as a catalyst for change management
- Must have knowledge and expertise in all aspects of Human Resources and be trustworthy, neutral, unbiased, and impartial
- Maintains confidentiality unless it violates a policy or is unlawful
- Reviewed Human Resources employee list on the HR website on finding the appropriate HR Business Partner

Linda Baer, Assistant Director Process Improvement, HR Organizational Effectiveness

Discussed the New Employee Experience (NEX)

- Vision and Goals – increase new hire satisfaction and retention, improve speed to productivity, forge connections to Purdue culture, community and mission, and collaborate with stakeholders
- Optimizing Onboarding objectives are to foster key relationships within the university, transfer of values, missional impact and vision, accelerate speed to performance and increase future capacity, and advance employee understanding of compliance and the community impact
- Projection Implementation via the project timelines using three phases – benchmark, develop, and implement; currently on phase one
- NEX Champion Network is asking for partnership in sharing best practices and contributing to the project goals

Item #6 – Subcommittee Reports

Compensation & Benefits – Dave Huckleberry

- Received reply from VP Alyssa Rollock and will be meeting with her tomorrow (11/12/20) at 3 p.m. to discuss equity issues with pay bands
- Discussed open enrollment and setting questions for Candace Shaffer about open enrollment during December meeting. Submit questions and feedback to Dave to be included for Candace
- Dave Krull to attend December meeting – committee to ask if Compensation works with Benefits in regards to merit increases and benefit costs

Membership & Communications – De Bush

- Expressed thanks to VP Bill Bell for presenting the Community Spirit Award
- Sentinel format has switched and there were a few issues with links
- Membership drive starts next semester

Professional Development – Mike Springer

- Fall 2020 Lovell lecture series with Ms. Thomas
- Total of 62 attendees from all three campuses
- Finalizing information for fall grants
- Discussing a professional development activity regarding remote work; possibly partner with CSSAC

Executive Committee – Cameron Ward

- Work thru best practices in communication within executive committee and full group
- Looking at using Teams
- Annual Report information to be included should be submitted to chair and vice-chair
- Working on locations and how to participate in the ACE Campus Food pantry to gather donations
- Looking at social interaction options to replace retreat at Camp Tecumseh due to social distancing requirements

Item #7 – Regional Report and University Reports

College of Engineering Dean’s Staff Advisory Council

Zurn-Birkhimer/Ticen

- Goal is to award and develop staff awards, develop career pathways for staff, and developing professional development opportunities
- Had guest speakers for 2020
- 2020 College of Engineering staff awards in eight categories awarded

Eudoxia Girard Martin Award

Musser/Sederquist

- Collecting nominations but none received so far

Healthy Boiler Committee

Gibson/Huckleberry

- No update; next meeting in February 2021

Protect Purdue

Baisden/Ward

- Meeting bi-weekly to review changes
- Meetings will resume in January 2021

Purdue Fort Wayne

Gordon/Mettler

- Professional Development for APSAC
 - Debriefing on the remaining Pursuing the Racial Justice series with Nastasha Johnson from Diversity and Inclusion
 - Scheduled a leadership development workshop
- Book reading beginning in Spring 2021

Purdue Northwest

Bachmann/Pollack

- None

Recreation & Wellness Advisory Board	Pruitt/Hadley
• None	
Retirement Plan Committee	Lingley/Banter
• Meeting to be held next week	
Spring Fling Committee	Levell/Charters
• None	
Staff Memorial Committee	Baisden/Ward
• No meetings until Spring	
University Policy Committee	Schlueter/Sigo
• Environmental Health and Safety Compliance – interim to permanent	
• Title change for an area	
• Leave of Absence – supervisors able to approve leaves other than FMLA, in rare instances	
University Senate	Ward/Baisden
• None	
University Senate Faculty Committee: Staff Appeal Board Traffic Regulations	Springer/Shoop
• None	
University Senate: Committee for Sustainability	Subramaniam/Chapman
• Meeting today at 3 p.m.	
University Senate: Equity and Diversity Standing Committee	Bush/Brusnighan
• Two working groups – COVID-related and general	
• Updates will be posted on Senate website	
University Senate: Faculty Compensation & Benefits Committee	Huckleberry/Gibson
• Meeting in December	
University Senate: Parking & Traffic	Winder/Palm
• Discussed 16 hour over two week blitz for bicyclists, skateboarders and scooters disregarding stop signs and speeding – stopped 40 bicyclists, 11 skateboarders and scooters and gave warnings, one vehicle stopped for disregarding stop sign	
• Discussed less parking on campus and fewer parking permits purchased causing a two million dollar shortfall	
• Over winter break, rooftops of garages and some parking lots will be closed to parking to save funds on plowing and salting	
University Senate: Vision Arts and Design Committee	Mull/Emmons
• None	
EAP Selection Committee	Springer/Vukobratovich
• Purdue Today articles highlighting mental health options	
• Reviewing proposals to service the employee assistance program	

Item #8 – Old Business

- None

Item #9 – New Business

- **Operating Procedures**
- Motion to **Suspend to Rule**: David H
- Second: C Banter
- Motion carried: 19 approved
- Motion to **Approve Operating Procedures**: C Ward
- Second: David H
- Motion carried: 19 approved

Item #10 – Items of Interest by Area

- None

3:30 p.m.

Item #11 – Call for Adjournment – 3:15 p.m.

- Motion: H Charters
- Second: A Sigo

The next regular meeting of the MaPSAC will be held on December 9 via WebEx