

**PURDUE UNIVERSITY**  
**MANAGEMENT AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES**  
**April 14, 2021**

**MaPSAC MEMBERS PRESENT**

Malissa Ayala  
Stacey Baisden  
Colleen Banter  
Deidre Bush  
Hope Charters  
Amanda Emmons  
Kirsten Gibson  
Regina Gordon  
Michelle Hadley  
David Huckleberry  
Joseph Levell

Dean Lingley  
Vanessa Mettler  
Anthony Mull  
Christal Musser  
John O'Malley  
Jaclyn Palm  
Andy Pruitt  
Denton Sederquist  
Wesley Shoop  
Angie Sigo  
Mike Springer

Kerry Ticen  
Cameron Ward  
Stephanie Winder

**MaPSAC MEMBERS ABSENT**

Debbie Bachmann  
Kelsey Chapman  
Rachel Pollack  
Anna Subramaniam  
Dan Vukobratovich  
Suzanne Zurn-Birkhimer

**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 1:31 p.m. Chair asked for additions and/or corrections to the agenda; hearing none, agenda approved as written.

**Item #2 – Roll Call**

**Item #3 – Elections**

Amanda Emmons elected vice chair for 2021-2022 term  
Stacey Baisden, De Bush, and David Huckleberry will serve as emeritus members

**Item #4 – Approval of Minutes**

- Chair asked for additions or corrections to the April 2021 meeting minutes; hearing none, minutes approved as written.

**Item #5 – Announcements**

- Written reports for all committees are due to [Melissa Jasek](#) by noon Thursday prior to the full meeting

**Item #6 – University Officers' Reports**

**Mr. Bill Bell, Vice President for Human Resources**

Expressed appreciation to the Staff Memorial committee and President Daniels for the online Staff Memorial

service

COVID vaccination site is now open and offering Pfizer vaccine:

- Initially for students to get them vaccinated prior to end of semester
- Now open for faculty, staff, spouses and retirees also
- Scheduled and walk-in appointments available

President Daniels announced there would be 3% merit pool for this performance period, effective July 1

Board of Trustees

- Approved President Daniels recommendation for the addition of three days of winter recess
- University officially closed December 23, 2021 – January 2, 2022

Performance Management

- Manager assessments now occurring along with unit calibrations
- Merit sheets to be sent mid-May and effective July 1
- Other universities are not doing merit increases
- Over 150 promotions submitted and being reviewed by HR; promotions effective July 1

Healthy Boiler portal

- Looking to replace current portal for one more engaging and easy to use; resources in one place instead of several different sources
- Options being reviewed from four vendors – one vendor presentation completed with three additional scheduled
- More information to come on this process; possible decision by end of the month
- Requested questions or feedback be provided to Amanda

#### **Item #7 – Guests**

Jessica Robertson, Director of Procurement

Robert Wynkoop, Associate Vice President, Administrative Operations

Travel Policy Update

- Proposed travel policies are being submitted to various groups for feedback
- Working with University Policy Office
- General policy document that hasn't been updated since 1975
- Gives flexibility to adjust travel measures as needed
- Restates ownership of parts of the travel policy and roles of specific departments
- Clarifying document to what is currently in place

#### **Item #8 – Subcommittee Reports**

Compensation & Benefits

- New vice chair Wesley Shoop
- Accepting nominations for Excellence Award; deadline is April 26th

Membership & Communications

- 31 applicants interviewed; invitations to be sent to those selected
- Expressed thanks to Denton for one year of service
- New chair Angie Sigo
- Kerry Ticen continues work on Sentinal
- New members to assist with Delivra

## Professional Development

- Finalized reviews of PD grant applications – 31 total responses with 22 eligible
- Award amount to be assigned and notifications sent
- Vice chair selection not yet complete
- Hadley Speaker Series – requested registration link be shared; to be held April 20<sup>th</sup> with topic being mental health

## Executive Committee

- Cameron asked for suggestions on goals for MaPSAC
- Deb Nichols proposed Senate structure update for overall representation of students, staff and faculty at Board of Trustees meeting

## Item #9 – Regional Report and University Reports

College of Engineering Dean’s Staff Advisory Council	Zurn-Birkhimer/Ticen
• None	
EAP Selection Committee	Springer/Vukobratovich
• None	
Eudoxia Girard Martin Award	Musser/Sederquist
• None	
Healthy Boiler Committee	Gibson/Huckleberry
• None	
New Employee Experience	Emmons
• None	
Protect Purdue	Baisden/Ward
• None	
Purdue Fort Wayne	Gordon/Mettler
• None	
Purdue Northwest	Bachmann/Pollack
• None	
Recreation & Wellness Advisory Board	Pruitt/Hadley
• None	
Retirement Plan Committee	Lingley/Banter
• Lowered retirement plan rate to \$61 a year	
Spring Fling Committee	Levell/Charters
• None	
Staff Memorial Committee	Baisden/Ward
• None	
University Policy Committee	Schlueter/Sigo
• None	
University Senate	Ward/Baisden
• Nominations for various committees for upcoming year	
• New process guidelines adopted for art items in Vision Arts and Design committee	
• Expansion of accessibility to feminine products across campus	
University Senate Faculty Committee: Staff Appeal Board Traffic Regulations	Springer/Shoop
• One appeal discussed and upheld	
• New member introduced and chair was reelected	
University Senate: Committee for Sustainability	Subramaniam/Chapman
• None	
University Senate: Equity and Diversity Standing Committee	Bush/TBD

- Sanitary products in all restrooms
- Land Use acknowledgement resolution

University Senate: Faculty Compensation & Benefits Committee

Huckleberry/Gibson

- None

University Senate: Parking & Traffic

Winder/Palm

- New initiative involves QR codes in parking garages for providing feedback regarding issues in parking areas
- Discussed spin scooters returning to campus
- Reviewed construction updates for summer and into next year

University Senate: Vision Arts and Design Committee

Mull/Emmons

- None

**Item #10 – Guest**

Michelle Jansen, HR Business Partners – Myers-Briggs

- Reviewed MBTI Assessment Types and Development of MBTI
- MBTI reports to be sent following presentation
- Reach out to Michelle for questions

**Item #11– Old Business**

- None

**Item #12 – New Business**

- None

**Item #13 – Items of Interest by Area**

- Malissa - Ewing scholarship for non-traditional students; contact her for information

**3:30 p.m.**

**Item #14 – Call for Adjournment – 3:29 p.m.**

- Motion: D Huckleberry
- Second: H Charters

**The next regular meeting of the MaPSAC to be held May 12, 2021 via WebEx**