

MaPSAC

Management and Professional Staff Advisory Committee

To: MaPSAC Members
From: Cameron Ward, Chair
Subject: Minutes for May 11, 2022 via Teams

1:30 pm Item #1 – Call to order; Adopt Agenda; Approve Minutes

Cameron Ward, Chair

The Chair called the meeting to order at 1:30pm

A motion to adopt the agenda with the change of Amanda giving the University Officer's Report for Bill Bell in his absence and approve April 2022 minutes was made by: Joe Levell

Motion was seconded by: Hugh Gardner

Item #2 – Excellence Award

Jeff Fields was recognized as the Excellence Award winner

Item #3 – Announcements

- Welcome MaPSAC New Members
- Written reports for all committees are due to [Kristen Miller](#) by noon Thursday prior to the full meeting
- Encourage all members to turn on cameras at the start of the meeting
- Outgoing Chair Remarks
- Incoming Chair Remarks
- Roll Call

Item #4 – University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Center for Healthy Boiler open house May 12th from 11am-1pm
- Care.com postcards were sent to employee's homes regarding benefits available
- Performance Management: review discussions should be underway between managers and employees throughout the month of May
- Merit: merit tool worksheets are launching Monday, May 16th to identified compensation managers for entry
- Covid: PPHC testing/vaccination site closing on Friday, May 13th. Testing and vaccinations can be scheduled through Center for Healthy Living for staff

Item #5 – Questions regarding subcommittee written reports (see attached reports)

- Compensation & Benefits Shoop/Chapman
- Membership & Communications Sigo/Gray
- Stephanie Dykhuizen and Elizabeth Gray will be new Chair/Vice-Chair
- Elizabeth Gray has already assigned new members mentors
 - Professional Development Musser/Palm
- Christal Musser will be updating the April 2022 PD minutes to reflect the grant award details
 - Executive Committee Emmons
- Orientation will happen in June for new members
- Voted on and approved the Annual Report

Item #6 – Regional campus reports and university committee written reports

- Purdue University Fort Wayne Gordon
- Regina Gordon’s last meeting as the PFW representative
 - Purdue University Northwest Bachmann
 - College of Engineering Dean’s Staff Advisory Council Ticen
 - ~~EAP Selection Committee~~ ~~Springer~~
 - Eudoxia Girard Martin Award Musser/Dykhuizen
 - Healthy Boiler Committee Chapman/Shoop
 - New Employee Experience (NEX) Emmons
 - Recreation and Wellness Advisory Board Pruitt
 - Retirement Planning Committee Banter
 - Spring Fling Levell/XXXXX
 - Staff Memorial Ward/Emmons
- Presentation launched earlier this month and is currently live to be reviewed
 - Survey Oversight Committee Dykhuizen
 - University Policy Committee Sigo
 - University Senate Emmons/Ward
- ~1,600 employees received market increases
- Leader of degrees awarded to black students
- Second round of recommendations recently submitted regarding sexual violence on campus
 - University Senate Advisory Ward/Emmons
 - University Senate Faculty Committee: Staff Appeal Board Traffic Regulations Springer
- Will be sending along minutes after they have been submitted by board chair. Not meeting again until August.
 - University Senate: Committee for Sustainability Sadler/Subramaniam
- Submitted the divestment/investment of fossil fuels legislation and it failed in a tie. Working with individuals to get it resubmitted. Also working with units across campus regarding recycling on campus.
 - University Senate: Equity and Diversity Standing Committee Bush
- Kelsey Chapman will be replacing De Bush as representative since De’s term will be ending
 - University Senate: Faculty Compensation & Benefits Committee Obeyesekera
 - University Senate: Parking & Traffic Finley
 - University Senate: Vision Arts and Design Committee Mull
- Purdue THINK gave a presentation regarding art across campus

Item #8 – Old Business

Item #9 – New Business

- New Employee Orientation University Committee
- MaPSAC and CSSAC will both have the opportunity to be a part of the new employee orientation. It will provide extra exposure to the new employee to help introduce them to what the committees do on campus
 - Hybrid meeting format
- Based on feedback, future meetings will be held with a hybrid format so those on campus can meet in person, but those that are still 100% remote can still participate.

Item #10 – Adjournment

A motion to adjourn was made by: Joe Levell

Motion was seconded by: Elizabeth Gray

Meeting was adjourned at 2:20pm

Item #5– MaPSAC Subcommittee Written Reports

Compensation and Benefits

Compensation and Benefits Subcommittee Meeting Agenda

April 13, 2022, 12-1pm; Teams; Called to order at 12:03pm by Wesley

1. Attendees: David Huckleberry, Wesley Shoop, Samantha Obeyesekera, Colleen Banter, Kelsey Chapman, JJ Sadler, and Amanda Emmons

2. HR Report (Candace)

a. Candace was unable to join us, but provided answers to our questions (below in red).

- Regarding the new Discovery Park emergency room: Are we (Comp & Benefits MaPSAC or Exec MaPSAC) able to sit in on conversations re: the medical facility?

1. Are you talking about the facility that was mentioned in the BOT meeting a few months ago or are you talking about the eventual facility that will replace the Center for Healthy Living? The former is a PRF partnership and my understanding is the services that will be available are part of that arrangement. If the latter, we do not have a timeline on that facility yet, but when we do, we likely will discuss at the stakeholder meetings. We did have questions on our annual benefits survey a year ago asking what types of services individuals would like to have there and we did do focus groups in 2020 that included questions for that as well. I would assume we would update that information and get more feedback from stakeholders. How we get that feedback is yet to be determined.

- Regarding professional development funds, does every staff member having an allotment?

1. No its up to each department to plan for this during the budget planning period.

3. Compensation (David)

a. N/A

4. Committee Reports:

- a. Joint Stakeholders meeting – Discussed healthcare transparency and shared figures that compared Purdue with Indiana and the nation regarding healthcare costs.
- b. Retirement Committee (Colleen) – Haven’t met. Will meet April 26.
- c. Senate Sustainability Subcommittee (JJ; Anna) — Divest/Invest legislation going to the University Senate for a vote. Was brought up to ensure that if it is passed to follow-through on it.
- d. Faculty Senate Compensation & Benefits subcommittee (Samantha)—Inquiring about the pay raise increases and will do more research about the categories and

how they were determined. Some faculty are paid at a lower level than other Big Ten universities. Discussed dental insurance and that the dentist offices use social security numbers if they do not have their membership cards. Discussed the that the benefits team is working on a communication plan to showcase the HR service center for faculty and staff. Some faculty and staff are not aware that they have a service team that can help with questions on medical claims, prior authorizations, difficulties with a benefit vendor, etc.

- e. Parking Violations Committee (secondary member: Wesley)—Discussed the difficult spot.

5. Old Business

- a. N/A

6. New Business

- a. Anecdotal feedback regarding HR trainings [included at the end of the notes]
 - Reached out to specific individuals to get feedback on what the trainings were like and were not from an official survey through SuccessFactors.
 - Great trainings for supervisors and staff members, but still need to communicate the process with supervisors and ensure that it is meeting the needs of the supervisors/staff.
 - Different interpretations from the training could also lead to difficulties in providing cross-campus performance evaluations.
 - Should the information provided about the raise pool be better communicated since this is how much money is available, but not a percentage that all employees will see if they “Meets Expectations?”
 - Supervisors should be informed of the changes like the minimum hourly rate, etc. to help ensure that if questions are brought up to them from their direct reports that they have the tools and information to answer these.
- b. Nominations for Vice Chair, Comp & Benefits subcommittee
 - Send an email to Wesley later this week if you are interested in being vice-chair for this subcommittee.
- c. Excellence Award
 - Wesley will send an email with what was sent last year and will send out in Purdue Today to get nominations through Qualtrics for the Excellence Award.
 - We will review the applications after the deadline and make the selection.

7. Reminders

- a. Will approach David this month for May meeting update

8. Adjournment

- a. With no additional business, the meeting with adjourned with no objection at 12:33pm.

9. Next meetings

- a. Joint stakeholder meeting—TBD

- b. Regular: Wednesday, May 11, 12pm via Teams
- c. MaPSAC full committee meeting: 4/13 at 1:30pm via Teams

Feedback regarding the Success Factors performance evaluation trainings

To me, we still have work to do to make ratings consistent across the university. As a business manager, we are being told that we should be putting very few 4s and even less 5s for all employees and that 3's should really be considered our highest rating. It still goes against what HR just said, that we start at meeting expectations, 3, and determine if the employee meets it then go from there. It does line up a bit more with what Adedayo just said about getting a 5 though, that a 5 should be a new way of doing the work on an extremely high level. I sometimes get discouraged because I know that my employees are some of the best in the college and my DFA will even say that, yet, I am discouraged from rating them 4 or 5.

Another concern I have is that we have no consistency on ratings for the same jobs. A business assistant in science could be rating completely different than a business manager in English or engineering even though their jobs descriptions are the same. I understand those assistants may be different levels and therefore have different work loads but we should be rating against the same descriptions. We have a standard job family structure and career streams. If I am an entry level administrative and operational support, what ratings do I need to achieve to reach the standard level, then the senior level, then the lead level? It seems HR is set on developing these standard descriptions and expectations but NOT set on a consistent way to rate employees to reach new levels, ESPECIALLY when the organization does not thing that employees cannot consistently exceed expectations. But, I do not know how Purdue can put this in place across the entire university.

Having said all of that, I do like that they shared numerous resources, I have found them to be very helpful as I have worked through the system. Though I laughed when the first Quick Reference Guide was 20 pages. haha! I especially like the behavior anchor rating document. I also appreciate that they touched on 360 because I think that process is confusing.

I picked up a couple of pointers. One would be to list the name of a downloaded file in the goal it is for since you can only download those files in one place.

I found the webinar helpful. There were things in SF I didn't realize were there. examples like on the main SF screen the performance management charts. I didn't realize I could see if goals were completed/started for direct reports of my direct report under that section by clicking on the Workforce Goal Status. Also was helpful to know under the development tab to see the featured resources

Membership and Communications Subcommittee
Membership and Communications Subcommittee Meeting Minutes
April 26, 2022 virtual via MS Teams

Attendees

Chair – Angie Sigo
Vice-Chair - Elizabeth Gray
Stacey Baisden
Deidre Bush
Stephanie Dykhuizen
Nicole Finley

Absent

Amanda Emmons
Tony Mull
Kerry Ticen

Hugh Gardner

- Pre-Meeting – Via Email
 - o Joplyn Raavel declined position after further consideration.
 - o Mark McNalley was approved as candidate. He has accepted the position.
 - o Crystal Musser’s term was extended by one year to become a three year term.
- Voting for Vice Chair
 - o Stephanie Dykhuizen was voted in as the new Vice-Chair.
- Discussion about Website updates:
 - o Emeritus Members, new Chairs and Co-Chairs, and past chairs can be updated, appropriately, at the beginning of their term in June. Lists should be forthcoming
- Assigning Mentors/Mentees
 - o Anyone who has been on the board for two years is eligible.
 - o There is a Mentor’s Communication Guide available for those who need it.
- Possible Projects for the future
 - o Search for a better document repository (specifically for MAC, but with notes for sharing if a suitable solution is found)
 - o Discussion: Box (new) and FileLocker (old)
https://purdue.account.box.com/login?redirect_url=%2Ffolder%2F0&logout=true
- MAC members and Time Slot
 - o Current time slot of the second Tuesday will stand
 - o Two new MAC members
 - Eric and Joseph
 - Will be added for the June meeting

Meeting Adjourned 1:25pm

Professional Development

MaPSAC Professional Development Sub-Committee Meeting Notes

Date / Time: Tuesday, March 8, 2022, 12:15 – 1:15 PM

Location: Zoom

Attendance: Jaclyn Palm, Christal Musser, Ryan Ickert, Joe Levell, Michael Springer, Jackie Thomas-Miller

Absent: Andy Pruitt and Megan Brasher

1. Professional Development Grant
 - a. Deadline March. 1
 - b. Be prepared to review soon
 - c. 30 applicants – 5 are not eligible so that leaves 25 for review.
 - d. Carrie sent list of those that are grant eligible.
 - e. Christal shared list with PD Committee members in attendance for conflict of interest

- f. Christal will send out list to those PD members unable to attend meeting to see if there are any conflict of interests.
 - g. Christal will check with Carrie to see how much money is available for awarding of the Spring grants.
 - h. Christal will send out proposals to be reviewed by PD committee.
2. Volunteer Time Off for Staff
- a. How was the discussion in the Ex. Committee
 - b. Jaclyn provided update that Amanda was going to take to CSSAC to see if they want to pursue volunteer proposal.
 - c. Cameron stated in exec he wouldn't want to jeopardize time off that we already have to revisit PTO that the University did a few years back.
 - d. Christal going to follow up with Amanda and Cameron to see where we stand on this to provide an update to the person who proposed the volunteer time off.
3. Exchange group for our professional development committee
- a. Decided not to have one at this time.
4. Vice Chair Position starting May / June 2022
- a. Christal asked everyone to consider vice-chair position.
 - b. Will we need to wait to vote until new PD committee members announced?
5. Any new Business
- a. No new business at this time.
6. Adjournment

MaPSAC Professional Development Sub-Committee Meeting Agenda

Date / Time: Wednesday, April 13, 2022, 12:15 – 1:15 PM

Location: Zoom

Attendance: Christal Musser, Jaclyn Palm, Jackie Thomas-Miller, Ryan Ickert, Mike Springer, Andy Pruitt, Joe Levell

Absent: Meghan Brashear

1. Professional Development Grant
- a. Wrapping this cycle up and award letters should be going out over the next week to two.
 - b. Discussed process and review of qualifications for the grant

- c. Discussed issues
 - d. Discussed evaluation process and items such as; books/tuition/tech fees and should those items be covered.
 - e. The committee is planning to review the application in the May Meeting.
 - f. Could MaPSAC create a fund to help with funding tech fees for staff?
 - g. Past PD grant - Discussed a request about changing the professional development activity from what was originally proposed in the grant application to a new activity/conference. This was declined and we encourage them to apply in the next cycle.
2. Volunteer Time Off for Staff
- a. MAPSAC won't move forward with this
 - b. Shared with CSSAC to see if they want to move forward with it.
3. Vice Chair Position starting - June 2022
- a. Share our new members
 - b. Discuss Vice-Chair position – Christal will email the new members to see if they have interest in running or not and to reach out to Christal Musser or Jaclyn Palm to discuss.
4. Any new Business
5. Adjournment

Item #6 - Regional Campus Reports and University Subcommittees' Written Reports