PURDUE UNIVERSITY
ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES
November 8, 2017

APSAC MEMBERS PRESENT
Adrienne Albrecht
Bill Applebee
Caren Archer
Malissa Ayala
Jackie Baumgardt
Erin Britton
Mark Evans
Sam Guffey
Alex Gulik
Michelle Hadley
Mike Hill

Carla Hoskins
Abby Hostetler
Nicole Noel
John O’Malley
Mary Ann Prah
Terri Schultz
Brittany Vale
Danny Vukobratovich
Tiffany Weatherford
Emma Zhang

APSAC MEMBERS ABSENT
Joelle Fleck
Jason FitzSimmons
Steve George
Pam Graf
Annie MacDonald
Kim Myers
Danielle Quirk
Loran Parker

RESOURCES MEMBERS PRESENT
Mr. Denny Darrow, Vice President for Human Resources
Ms. Tammy Synesael, Leave of Absence Administrator

Items #1 – Adoption of the Agenda
Acting Chair Brittany Vale called the meeting to order at 1:30 p.m.
Danny Vukobratovich made a motion to adopt today’s agenda; seconded by Sam Guffey. Motion carried.

Item #2 – Approval of Minutes
Hearing no corrections, the minutes from the October 2017 meeting are approved.

Item #3 – Announcements
Brittany reminded all members that written reports for all committees are due to Carrie Hanson by noon on Thursday prior to the full meeting so that they may be included with the agenda.
Item #4 – University Officers’ Reports
Denny Darrow – HCM
- Exempt Sick Leave
  - Annual allotment – based on years of service
- Current rules
  - Service date same as employee current hire date
  - New continuous service date
  - 365 day lookback when employee wants to use sick time
- Future
  - Hours become available on January 1
  - Future hours will be equal to current
- Will hold an HCM fair soon to deliver information

Tammy Synesael – live demo of sick leave entry in SuccessFactors
- Home page is customizable – employee can move tiles around
- Time off time tile will show you at a glance your next time off and available balance
- Tabs with time off buckets – balances are noted
- Sick time for family now comes out of total sick time – no longer separated
- Real time updates – HCM is in the Cloud
- System is intuitive and easy to use

Item #4 – Items of Interest by Area
- None

Item #6 – APSAC Subcommittee Reports
Reminder that each subcommittee chair is responsible for submitting a written report each month
- Mark Evans stated that Carrie will upload PPT from Retirement meeting to SharePoint and send a link to members

Compensation & Benefits – Jackie Baumgardt
- Fidelity credit card
  - Earn points per dollar on qualified purchases
  - 2% will go into your Fidelity account if you pay your balance each month
- CVS Caremark
  - Some incorrect information was announced, should get a corrected information soon
  - All pharmacies in network can still be used (not just CVS)

Membership & Communications – Abby Hostetler
- Carla Hoskins has accepted a new position and will be leaving Purdue. This is her last meeting.

Professional Development – Michael Hill
- Awarded 21 grants, $12,777.99

Executive – Brittany Vale
None

Item #7 – Regional Reports and University Reports
Purdue Fort Wayne – Steve George
Absent, no report.
Purdue Northwest, - Annie MacDonald
Absent, no report.

**Item #8 – Old Business**

- Joint meeting outcomes
  - Bill Applebee met with the discount program group to create improvement suggestions for the local CSSAC site and the PurduePerks site. Recommended that staff do not use the mobile app; the web version is mobile-friendly

**Item #9 – New Business**

**Item #10 – Adjournment**

With there being no further business, the meeting adjourned 2:30 p.m.

Respectfully submitted,
Carrie Hanson