

CHAIR'S CORNER



SAM GUFFEY

Dear colleagues,

Happy New Year! I hope that each of you had a restful and fulfilling winter

break. I wish you all the best in the year ahead. Now I would like to share with you several recent events and APSAC's responses to them.

FLSA delay

Everyone should have heard by now that a temporary court injunction has halted implementation of changes to the FLSA. Purdue has chosen to also halt any HR changes that were due to be implemented on Dec. 1, 2016. The federal judge is expecting to finish hearing all arguments

by Jan. 30, and it seems reasonable to expect a ruling within the following three weeks. The temporary court injunction delays enforcement of the federal changes, and the lawsuit that spurred the injunction is meant to prevent or modify the changes to the FLSA. However, we all know that change will eventually come, and most people agree that an update to the FLSA is overdue. It is my opinion that, although the necessary changes will be disruptive, Purdue should continue along the path that we have already prepared. Not everyone agrees with me, and the argument seems to center around whether the planned changes will correct more perceived pay inequities than they create. I wish you the best in adapting to these uncertain times. As you work through this challenging situation, APSAC is here to receive your input and pass on

common concerns to the upper administration in hopes of minimizing disruption and ensuring fair and clear compensation practices. I would like to thank you for all of the feedback that has already been sent to APSAC members. APSAC has discussed this with the Vice President of HR at our Dec. 14 meeting and has provided a recommendation to the Vice President of HR and to the Office of the President. You may find a copy of APSAC's recommendation, as well as a summary of the feedback that you shared with us, in this issue.

IPFW

Rapid changes are taking place at IPFW in hopes of solving two problems: 1) fiscal constraints due to declining enrollment and 2) the official split of IPFW into two separate universities, one managed by

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PAYNE HONORED WITH COMMUNITY SPIRIT AWARD

Lindsey Payne, assistant director of service learning at the Center for Instructional Excellence, has won the 2016 Community Spirit Award from CSSAC and APSAC.

The award recognizes significant contributions of Purdue University staff employees to the life and welfare of the local community and its people. It is presented annually in recognition of outstanding service to the local community, society and humanity. The award is a joint effort by the Clerical and Service Staff Advisory Committee and the Administrative and Professional Staff Advisory

Committee.

Payne, who also is an assistant professor in Environmental and Ecological Engineering, a standalone academic unit in the College of Engineering, volunteers for the Wabash River Enhancement Corporation and makes it a priority to work with students to design and implement water quality improvement projects; coordinate maintenance events throughout the community; assist with WREC annual green tour



Lindsey Payne (right) received the Community Spirit Award at January's CSSAC meeting. Denny Darrow, vice president of Human Resources, presented the award.

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CHAIR'S CORNER, CONTINUED:

Purdue and one by IU. These changes will present a significant challenge. Therefore, if any of your colleagues at IPFW reach out to you for help, I hope that you will do whatever you can to support them and keep the entire Purdue system strong.

Tobacco-free campus proposal

There has been much talk this year about the possibility of making the West Lafayette campus, or even the whole Purdue system, completely free of tobacco and smoke products. APSAC has discussed this idea, and the University Senate is soliciting feedback from faculty members. Thank you to those of you who completed the survey on this subject during the open enrollment period. APSAC has shared the results of the survey with the Office of the President, and you can also find them in this issue.

Concluding thoughts

Two items first mentioned by the Purdue University Senate Chair are worth consid-

eration by A/P staff. First, the results of the COACHE [faculty] survey indicated that the way department heads make decisions is not transparent, and there is considerable variation across departments. Every department or unit should discuss this. Do you understand how your department/unit and its leader(s) make decisions that have broad-ranging effects? Think about this, discuss it with your colleagues, and talk with your leaders. If your unit is functioning very well, organize a representative group of people from your area to write down and collate some best practices that other units could consider adopting. If you discover problems or obstacles, try to make a similar record of a few of the most significant process issues. Please forward these to the APSAC member and the University Senate member from your area.

Second, for academic units, what is academic excellence? It will be hard to achieve if we don't define it and set use-

ful goals. Many staff members work directly with undergraduate and/or graduate students, while others work to maintain an environment that allows students to succeed. These conversations should be starting in your areas soon, so please share your perspectives.

As always, I encourage you to start conversations whenever you think they will be helpful. Please share your ideas or concerns with the APSAC member(s) representing your area. We really want more engagement from everybody, so don't hesitate to speak up when you notice something that might be broadly important to staff here at Purdue.

Regards,
Sam Guffey

SUPERVISOR SPRINGBOARD: TRAINING KICKING OFF WINTER 2017 SESSION

After a successful pilot program during the spring 2016 semester, the [Supervisor Springboard](#) training opportunities for 2017 kick off in early February. The winter session continues to offer courses to support a complete and robust supervisor training and development program; five modules on topics including intercultural awareness, managing relationships with former peers and supervisor roles and responsibilities will be offered.

The five upcoming modules are:

Module 1

- 1.1 Supervisor Roles and Responsibilities
- 1.2 Be Informed: Employment Laws & Policies, what every supervisor needs to know

Module 2

- 2.1 Managing Relationships with Former Peers
- 2.2 Building a Team

Module 3

- 3.1 Intercultural Awareness

Module 4

- 4.1 Optimizing Performance
- 4.2 Accountability counts; before you go down the Progressive Discipline road

Module 5

- 5.1 The Manager's Communication Toolbox

Another round of course offerings will begin during this spring, and information will be shared closer to that time.



To register, employees can click the links above or use the Employee Training and Development [calendar](#) and click the respective "Register" links for each course.

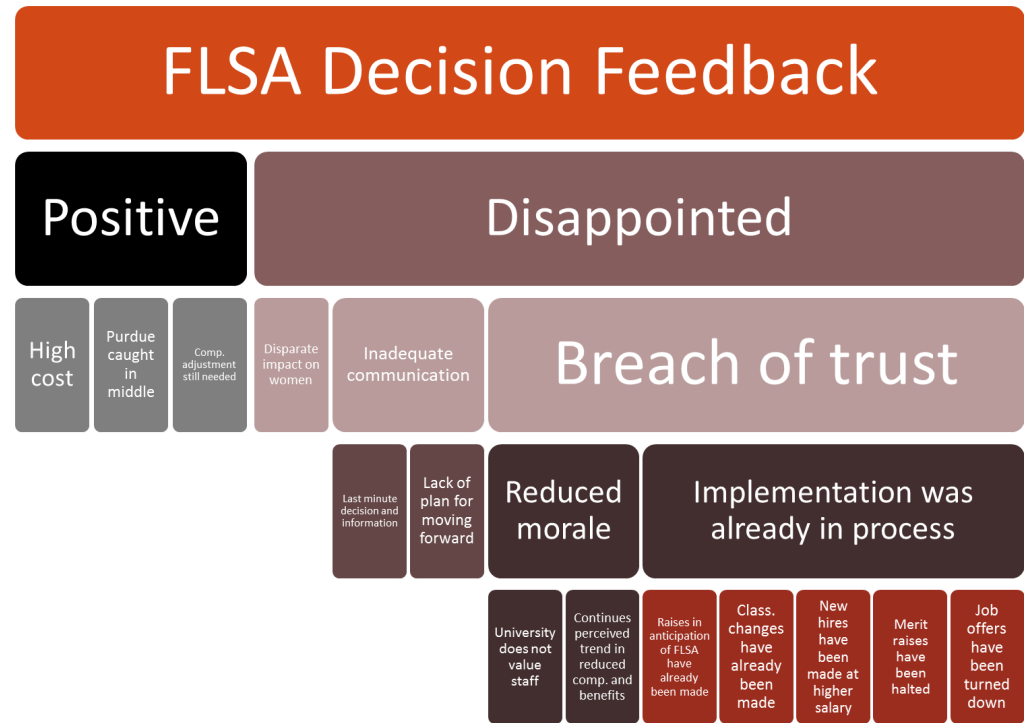
Questions about the Supervisor Springboard training opportunities can be directed to Lisa Bittles, senior instructional design and training specialist, at 49-41359 or lbittles@purdue.edu.

EMPLOYEE FEEDBACK ON FLSA

During the week of December 5th, 2016, APSAC members received feedback from employees regarding Purdue’s decision to halt implementation of the university’s planned changes to employee compensation. Due to the complexity of this issue and its impact on a large number of staff, APSAC wished to hear as many perspectives as possible and began reaching out to employees for their feedback and perceptions regarding the university’s decision. Over the past two weeks, APSAC members have made contact with over 70 employees.

The feedback of these employees has been condensed and organized into levels and displayed in the enclosed figure. First, feedback was categorized as positive, neutral or disappointed. Disappointed was chosen as this category label, rather than negative, because it more fully conveyed the feelings of staff. The three responses categorized as neutral contained little information, and thus were omitted from the figure below. Approximately 9% of the feedback received was categorized as positive; 87% was categorized as disappointed.

The next level of categorization split the positive and disappointed categories into thematic units that conveyed the primary perceptions regarding the university’s decision. For those staff who felt positive about the decision to halt the planned changes, they expressed two concerns: 1) the high cost of the changes and 2) the tenuous position of the university and the fact that it was caught in the middle between the government and the plaintiffs. Some of those who expressed positive perceptions of the university’s decision also added that they felt that increases in the compensation of their colleagues were still needed. For those staff



who felt disappointment in the university’s decision, three primary concerns were expressed: 1) the decision had a disparate impact on women staff due to the current demographics of staff classification and compensation levels, 2) communication surrounding the decision to halt implementation of the planned changes was not adequate and was insensitive to both those impacted and their supervisors, and 3) that the university had severely breached the trust of its employees through its decision and communications.

When describing their feelings about the communication process regarding the decision and the breach of trust that they felt, employees were very candid and supplied rich descriptions of their views. We have summarized and organized these sentiments into several strains in the enclosed figure. Regarding communication, employees expressed frustration at the timing (namely, at close of business on the day before planned implementation was to take

effect) and mode (mass email) of the communication, as well as the lack of information in the communication. Employees were frustrated that there was no discussion of a plan for moving forward for impacted employees with the exception of employees classified as postdoctoral associates.

Regarding a perceived breach of trust, employees expressed a substantial reduction in employee morale due to the perception that the university does not value their contributions and is making decisions that (this being a current example) continually erode total compensation. Employees also provided many descriptions of the actions taken by the university at multiple levels that had indicated to them that these changes were already in progress; those employees felt that halting changes at this stage is unjust and has resulted in financial injury to some employees and has damaged the employee-supervisor relationships of many others. For example, employees related situations in which outside job

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APSAC'S RECOMMENDATION ON FLSA

At the December 14 meeting of APSAC, a motion passed that APSAC will prepare a statement to the administration regarding the recent changes to the FLSA. Subsequently, a motion passed that APSAC present the following recommendation, which was delivered to the University officers who meet with APSAC on a regular basis.

TO: Gina DelSanto, Chief of Staff;
Denny Darrow, Vice President of Human Resources

FROM: Administrative and Professional Staff Advisory Committee

DATE: December 14, 2016

SUBJECT: Recommendation regarding salary commitments

Whereas, the Administrative and Professional Staff Advisory Committee, acting

as a body representative of the administrative and professional staff, has received substantial feedback regarding Purdue's decision not to implement the planned changes to employee compensation as a result of the Federal Injunction issued on November 22, 2016 against the Department of Labor's proposed FLSA rule change;

And

Whereas, the overwhelming majority of feedback received from employees emphasizes that Purdue's response dated November 30, 2016 represents a breach of trust with employees and that the communication regarding this decision has been inadequate and insensitive;

And

Whereas, many of our peer institutions have implemented the planned changes despite the temporary injunction;

Therefore, APSAC recommends that the University seize the opportunity to lead by honoring the salary commitments that it made in writing to its employees in late October---regardless of any final FLSA rule. Furthermore, we recommend that future changes of any nature be communicated more thoroughly and thoughtfully in the interest of fostering an environment of transparency and trust.

FEEDBACK, CONTINUED:

offers were turned down because the employee received official written communication of the planned salary change for their current position. Because of Purdue's plans to adjust salaries, some employees indicated that their annual merit raises or other earned salary ad-

justments were postponed until the planned adjustment on December 1st. These employees and their supervisors expressed dismay at being left with no plan to move forward with salary adjustments based on merit or position review. Finally, employees indicated that some

areas moved forward with salary adjustments and reclassifications at the beginning of the fiscal year or earlier in the fall and employees have been on boarded at higher salaries due to the anticipated FLSA rule change.

COMMUNITY SPIRIT AWARD, CONTINUED:

development and promotion; and promote urban green practice installation through outreach and educational events like Paint the Rain, Wabash Riverfest and the Go Greener Commission.

In 2012, as a volunteer with WREC, she helped obtain a \$50,000 grant to install urban water projects such as rain barrels, rain gardens and native plants and trees in the community.

"Lindsey's efforts on behalf of the Wabash River allow WREC to engage with students in unique and meaningful ways

that positively impact the Wabash River and the students' experience while on campus," said Sara Peel, director of watershed projects at WREC. Peel nominated Payne for the award.

As a graduate student, she developed a course at Purdue that let students practice what they had learned in the classroom. In 2013 her students worked with community partners to complete projects that would divert 837,822 gallons of water annually from storm water system and reduce nitrogen and phosphorus loading of the Wabash River.

She was named to the Top 10 Young Professionals Under 40 in 2015 by the Greater Lafayette Chamber of Commerce and featured as part of Purdue's 5 Students Who Move the World Forward in 2013. She received the Purdue University Excellence in Environmental Stewardship Award in 2013 and the Subaru of Indiana Automotive Inc. Community Activity Recognition Award in 2012.

Payne teaches Urban Water Projects (EEE 495) and Engineering Environmental Sustainability (EEE 355).

RESPONSE TO APSAC RECOMMENDATION ON FLSA SALARY CHANGES

TO: Sam Guffey, APSAC Chair

Loran Carleton Parker, APSAC Vice-Chair

FROM: Denny Darrow, Vice President for Human Resources;

Gina DeSanto, Chief of Staff

DATE: January 5, 2017

RE: APSAC Recommendation on FLSA salary changes

Thank you for the recommendation you provided to us from APSAC's December 14th meeting. As always, we value knowing APSAC's collective thoughts and concerns, as well as the chance to respond.

As you are aware, a U.S. District Court judge in Texas issued the injunction staying implementation of USDOL's rule making on FLSA, just days before the rule was to go into effect on December 1. Since the injunction was issued, the Department of Labor has sought to appeal the judge's ruling, with the court now expecting to hear the appeal prior to January 30th, 2017.

As a result of the injunction, there has been no uniform response by universities nationally. A recent College and University Professional Association (CUPA-HR) survey has shed significant light on these different courses being taken. The survey

shows, out of 495 responding institutions:

- 32% will delay making any changes
- 32% would implement some changes and delay others
- 28% will proceed with the planned changes
- 8% will reverse some changes already made

Purdue is among the 32% implementing some changes, while delaying others. Based on prior analysis of data comparing Purdue's remuneration of post-doctoral fellows with salary levels at our AAU peers, we learned that Purdue currently operates at a competitive disadvantage. To address that disparity, Purdue will implement salary increases to approximately 250 post-doctoral fellows as previously announced.

The decision to defer changes to the compensation of 370 staff who are not post-doctoral fellows rests on a premise of fairness. The contemplated salary increases were not based on merit or on any [form of salary inequity at Purdue, but rather on compliance with the USDOL's mandate. In fact, had we moved forward, those adjustments themselves would have *caused* imbalances. Many employees with salaries above the

USDOL's proposed threshold, including some who have seniority at Purdue and others who have had consistently stellar performances, would not receive a mandated salary adjustment.

We agree that the timing of the court's decision hours before USDOL's implementation deadline resulted in frustration for staff who expected a salary adjustment. Moreover, we recognize the decision to use e-List 39 to announce plans to defer implementation resulted in uneven communication among Purdue's organizational units. Undoubtedly, it would have been better to contact individual staff, and to do so with greater sensitivity. While we hope situations similar to the USDOL rule-making and subsequent judicial action will be rare, we are committed to doing a better job of communicating.

We appreciate the feedback that APSAC members provided at the December 14th meeting, as well as the recommendation you forwarded thereafter. Both reflect the professionalism and seriousness with which APSAC represents the university's administrative personnel. Thank you for this chance to respond.

APSAC NAMES PROFESSIONAL DEVELOPMENT GRANT RECIPIENTS

APSAC has awarded individual professional development grants to 24 administrative and professional staff members for fall 2016. Grants of up to \$750 are awarded twice a year in the spring and fall. Additional information on APSAC grants is available at <http://www.purdue.edu/apsac/Grants/index.html>. The recipients of the fall 2016 grants and the areas they work in are:

- Skye Brown, YDAE
- Leighton Buntain, Intercultural Programs
- Eric Butt, Radiological & Environmental Management
- Kathryn Dicken, Sponsored Program Services
- Lisa Duncan, Office of Engagement
- Elizabeth Gutridge, Accounting Services
- Elizabeth Hagerman, Purdue University Press - Scholarly Publishing Division (Libraries)
- Amruta Inamdar, Center for Career Opportunities
- Patricia Keating, Field Extension
- Erika Kvam, Visual & Performing Arts
- Greg Lindberg, Cooperative Extension Service
- Amanda Maulden, SLHS
- Teasha McKinley, Speech, Language, & Hearing Sciences
- Oesten Nelson, ECN
- Mitch Nettesheim, Recreation & Wellness
- Lindsey Organ, Purdue Libraries / Purdue University Press
- Matthew Route, ITaP
- Andrea Thomas, Student Success at Purdue
- Chastity Walker, ITAS SSCC ELT
- Michael Walls, Speech Language and Hearing Sciences
- Jennifer Walsh, Counseling and Psychological Services (CAPS)
- Cameron Ward, ITCR
- Kelly Wrede, First-Year Engineering
- Fang Wu, State Utility Forecasting Group

TOBACCO SURVEY RESULTS

In a cooperative effort by APSAC, CSSAC, and Human Resources, all benefits-eligible employees were invited to participate in a survey regarding the proposed tobacco-free West Lafayette campus. This invitation was included in announcements of the annual benefits open enrollment period. The survey was open from October 14 to November 14, 2016. There was no attempt to describe the respondent population demographics.

APSAC discussed this matter at its January 11 meeting, but it has not planned any specific action. APSAC would like to thank you for participating in this survey and would like to share with you a summary of the results.

Q1 - It has been suggested that Purdue's West Lafayette campus become completely tobacco-free. Would you support this, oppose this, or neither?

Answer	%	Count
Support	62.05%	546
Oppose	29.20%	257
Neither	8.75%	77
Total	100%	880

Q2 - What groups of people should join the conversation about this topic?

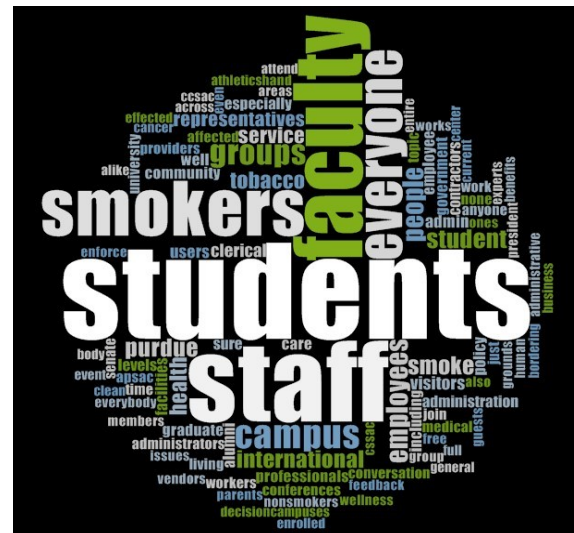
- Here are the unique answers.
- Those with lung difficulties
- Faculty, staff, students
- Both smokers and non-smokers
- Health care professionals
- International students that smoke
- Campus visitors
- Clerical and service workers that smoke and don't have time to walk off campus for a smoke break
- Native Americans, other religions who use tobacco for prayer and religious practices.
- Vendors, contractors

- Local businesses
- International student groups and residential students
- Center for healthy living, facilities,
- Public health officials, PUSH, nursing students, HHS representatives
- Sporting event attendees
- Former smokers
- People with disabilities
- Higher-level administrators.
- No one. The university administration and Purdue student government should make a unilateral policy.

- The people who have to clean up after smokers
- Event hosts, athletics, alumni groups, conferences
- People that come to Purdue to work but are not Purdue employees.
- Everyone should be able to weigh in. We all share this campus, and we all should have a voice.
- Those responsible to enforce the measure if it were adopted
- City of West Lafayette, business owners bordering campus, home owners/landlords bordering campus
- Construction general contractors
- Managers and supervisors
- Students need to have a vote in this as well. It is their campus and we are here for them. This will undoubtedly affect them more than staff as they live here and the staff are only here an average of 8 hours each day.
- The tobacco club
- Purdue Native American Educational and Cultural Center
- Risk management
- Sheila Klinker
- People who want funding from the federal government
- APSAC, CSSAC, University Senate, PURA

Q3 (open comments)

Themes of the 351 responses to Q3, the



This word cloud indicates the ratio of the number of times each word was used.

majority were in opposition to the proposal.

- Strict enforcement of the current arrangement would be better than a tobacco-free campus.
- This would be an excessive restriction of personal liberty.
- Include e-cigarettes and smokeless tobacco in the current arrangement with designated tobacco areas.
- Move current designated areas to low-traffic spaces.
- Undergraduate students are the main offenders.
- Don't discriminate against smokers. "Smokers" are not a class of undesirable people.
- This is not about health, it is about judging and punishing people who do not conform to the majority.
- Total prohibition will only make the activity hidden, not eliminate it.
- Religious ceremonies may require tobacco.
- Initiatives other than this could better improve public health and Purdue's image.
- Forcing people to travel off campus for a tobacco break would reduce productivity.
- Full support of the proposal.
- This would improve my health and well-being.

‘LIVING WITH DIABETES’ PROGRAM OFFERS EDUCATION, SUPPORT, AND MEDICATION DISCOUNTS

“Living with Diabetes” is a comprehensive program offered by the Center for Healthy Living (CHL) on Purdue’s West Lafayette campus for people doing just that – living with diabetes. The program offers education, support and medication discounts to participants.

Participants will gain the educational tools needed for success in managing their condition, staying healthy and preventing complications. Helping participants develop a plan to become an active partner with their healthcare providers is also a part of the program.



Program overview, participation and medication discounts

To participate, individuals must have a diagnosis of diabetes (type 1 or type 2) or pre-diabetes from a CHL provider or through documentation from an approved provider. It's tailored for those identified as pre-diabetic as well as the newly diagnosed and those with years of experience living with the disease. Attendees may also invite a supportive family member or friend to attend the program with them.

The program is available at no charge to benefits-eligible faculty and staff at all Purdue campuses – including those who have opted out of Purdue medical coverage – and for spouses and adult dependents covered on a Purdue medical plan. In addition, parents of minor children (covered on a Purdue medical plan) may participate on behalf of the child. Staff at regional campuses will be provided telephonic and portal support to complete the program.

Through this program, the Center for Healthy Living team members will share their knowledge and skills to help those living with diabetes better understand

the disease and live a healthier life. Participants of the program have access to the expert services of the center's health care professionals, including:

- A registered nurse (RN) who is a certified diabetes educator and health and wellness coach;
- A pharmacist (PharmD) who is specially trained in medication therapy management (MTM); and
- A registered dietitian (RD) who will assist with individualized meal planning.

In addition to CHL-based providers, participants will meet community providers in the fields of optometry, endocrinology and podiatry – all of which have specific connections to diabetes.

Participants also will be eligible for medication discounts, including 50 percent off their actual cost for preventive diabetes prescriptions, when they do the following:

- Complete the pre-assessment and the post-assessment.

- Attend 11 of the 12 class meetings, including the required week 1 meeting.
- Continue to meet with the RN-diabetes educator, registered dietitian and the MTM pharmacist after finishing the 12-week class. The frequency of the meetings will depend on the participant's progress toward attaining an A1C level at or below 7.

Medication discounts will apply automatically through Express Scripts beginning the week of Feb. 20, 2017.

For a first-hand look at the program's benefits, including the medication discounts, Casey Williams shares his experience from the perspective of someone living with type 1 diabetes.

Register now

Pre-assessments for the program begin in January and the program officially begins in February with the 12-week class that meets once a week. The program also includes a post-assessment following completion of the program and ongoing

NEW YEAR, NEW YOU: ACHIEVING YOUR RESOLUTION

Happy New Years! It's time again to create a New Year's resolution and start on a track to a new goal in your life. Many people make goals to become healthier, get a better job, or even save money for the new year. So let's start this year off right! To help keep some of you resolutions this year, here are some resources that Purdue offers that may not only help you start your goal off right, but enable you to achieve it!

A more fit and healthier you

Did you know the Purdue Center for Healthy Living has tons of resources available to employees? Here are some of the services they provide:

- No Cost Wellness
- Counseling
- Health Coaches for : chronic conditions, tobacco cessation, and weight management
- Programs like Living with Diabetes
- Medication Therapy Management
- Sports Physicals so you can get back into the game
- Several workshops held throughout the year on various health and wellness related topics
- Various wellness screens

While the Center for Healthy Living can help coach and guide you on how you should be taking care of your body, the two fitness centers located on campus can help you burn fat and tone muscle. [The CoRec](#) offers just about anything you can imagine when it comes to fitness and sports. Some of the specs of the facility include: 434,550 square feet of aquatic space, 44,000 square feet of fitness space, 89,500 square feet of gym space, 18,500 square feet of multipurpose space, and 27,000 square feet of synthetic turf. You literally have room to stretch out and dust those muscles off. The CoRec also offers group classes, massage therapy, rock climbing, and a smoothie station to refuel. Not quite sure of you want to bite the bullet and sign up for the full membership? Take advantage of the [short-term membership passes](#) they offer and try it out.

Across campus is the Ismail Center, which opened in Lyles-Porter Hall, has a variety of cardio and strength training equipment. This facility also offers a fitness studio where group classes are held and an indoor track. There is a parking garage directly behind the

facility for ease of access of Harrison Street.

Save Money

Looking for new ways to save money in 2017? Check the recently updated [CSSAC employee discount website](#) for ways to save. The site has both local and [national](#) discounts, including discounts for Universal Studios, discounts on child care, restaurants, and several hotel chains. These discounts are for all employees, so why not take advantage and save a couple dollars!

Did you know that City-Bus has unlimited, fare-free access with a valid Purdue ID? Their service spans throughout campus loops and includes regular Lafayette routes. Gas prices are going up this year; get on board with the City-Bus to save on gas and parking when scooting around the local area.

Coming up with New Year's resolutions is the easy part, keeping to the goal and achieving it by the end of the year is tricky. But let your benefits and perks of working at Purdue help you achieve your goals, and make 2017 the best year yet!

DIABETES, CONTINUED:

ing health coaching and pharmacist visits tailored to the participant's needs.

Classes will run Mondays, Feb. 6 through May 1 and Thursdays, Feb. 9 through May 4. Each class time is limited to 20 participants. Purdue employees who work during the program's meeting and appointment times may participate in paid status with supervisor approval and don't need to take sick leave or vacation.

Participants will enroll for one of the following class meeting times.

- Mondays, noon – 12:50 p.m. – France A. Córdova Recreational Sports Center (CoRec), Wellness Conference Room 226
- Mondays, 2 - 3 p.m. - France A. Córdova Recreational Sports Center (CoRec), Wellness Conference Room

226

- Thursdays, 8 – 9 a.m. –Beering Hall of Liberal Arts and Education (BRNG), Room B2016
- Thursdays, noon – 12:50 p.m. - Pao Hall of Visual and Performing Arts (PAO), Room B157

Those wishing to participate in the upcoming program need to register by Thursday, Dec. 22 by calling 49-45505 and begin setting initial meetings with the center's team members.

Following registration, participants will pick up a program packet from the Center for Healthy Living and will schedule their initial appointments with the pharmacist and the RN diabetes educator. The results of a lipid panel test and an A1C test done within the past 12 months

will be needed before meeting with the pharmacist and registered nurse. Participants needing these tests may schedule an appointment with a provider at the Center for Healthy Living.

Additional information

Details about the Living with Diabetes program and medication discounts are available [online](#). For another real-life example of how the program has helped, read [Matt McClain's](#) testimonial to see how the program positively impacted someone recently diagnosed with type 2 diabetes.

Questions about the program should be directed to 49-45505.

APSAC PROFESSIONAL DEVELOPMENT GRANT REVIEW PROCESS

The Administrative & Professional Staff Advisory Committee (APSAC) awards professional development grants to Purdue A/P staff twice each year. Each fall and spring grant applications are accepted for a predetermined amount of time, typically around 30 days. Once the grant deadline is reached, all of the grant applications are reviewed by Human Resources (HR) to verify eligibility of the applicant. Employees who have received a grant in the last three years are not eligible. In addition, applicants must be at minimum .50 FTE and work at the West Lafayette campus or an affiliated extension office.

Once applicant eligibility has been determined, members of APSAC's Professional Development Subcommittee review every eligible grant application. In the event a member of the subcommittee works directly with or for an applicant, they waive their review of the applicant's submission.

Each application is reviewed based on four criteria:

- Professional Development Activity
- Funding/Expenditures
- Professional Development Enhancement
- Overall Impression

As a committee, no particular professional development activity is defined as pre-

ferred or best. Each member of the committee makes their own determination on the above factors, and scores the application accordingly. Who reviews the applications does change each year. Annually, approximately one third of the committee members rotate off and replacement members rotate on the committee.

After each member of the subcommittee reviews the grant applications, one member of the subcommittee averages the scores. Depending on the amount of money that is available, the top ranked applications receive funding until all available funding has been allocated. The amount of funding varies slightly for each grant cycle and is provided to the subcommittee at the time of application review.

Once award recipients are determined, the recipient is notified via email that they have been selected to receive the grant, and details on deadlines for use of the funds and submitting for reimbursement are included.

The number of eligible applications greatly outweigh the number of grants that are funded. In Spring 2016, the subcommittee only had funds available to award 10% of applicant grants. The grant amount award varies based on the need of the applicant, but is a maximum of \$750.00 per award. Applicants are eligi-

ble to reapply for an APSAC grant in the period that follows 3 years past when they last received an award. For example. A recipient of an APSAC grant in Fall 2013 would be eligible to apply again Spring 2017.

As applications increase, the Professional Development Subcommittee is working on ways to also increase the funds available for grant awards. Our goal is to provide as much funding as possible for A/P staff professional development activities.

In closing, we offer a few tips for staff when completing the grant application:

- Ensure your eligibility to receive a grant before applying.
- Complete application in its entirety, incomplete submissions will be dismissed.
- Clearly explain expenditures and other sources of funding.
- Explain the professional development activity in detail and how it will enhance your professional development.

For more detailed information on the application process, deadlines, and eligibility requirements, please see the [Grant Guidelines](#) document.

If you have additional questions, please contact the APSAC Professional Development Subcommittee at APSAC-PD@purdue.edu.

MEET AN APSAC MEMBER: CAREN ARCHER

What area of APSAC do you represent?

Office of the President and Areas Reporting Directly to the Provost, Board of Trustees, & Vice President of Media and Marketing, WBAA

What is your current job title?

Assistant Director of Disability Resource Center - Auxiliary Services

How long have you worked at Purdue?

4.5 years

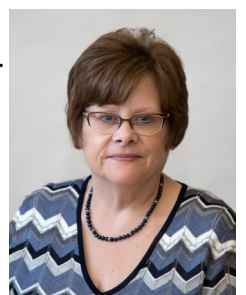
What are your primary job responsibilities?

I supervise and provide leadership and guidance to staff; providing alternative formats (braille, tactile graphics, e-texts) note-takers, interpreters, captioning, and

CART services to students with disabilities.

What's your favorite thing about working at Purdue?

Everyday is different and my job is NEVER boring.



CAREN ARCHER