



### CHAIR'S CORNER



**SAM GUFFEY**

Hello, dear colleagues,

Recently, I had the pleasure of meeting and learning from the Purdue Academic Ad-

vising Association. I shared with them the purpose and function of APSAC, which I will now share with you.

Since 1988, APSAC has been a partner of the administration to improve Purdue University with respect to staff well-being. It is Purdue's policy to solicit and carefully consider suggestions and advice from staff when forming University policies and procedures and in other matters relating to the terms and conditions of staff employment [Policy V.B.2, revised 2011]. We act as sounding boards to give feedback on administrators' proposals. We consider matters from staff and provide recommendations to the administration. We facilitate communication between staff and senior administrators.

APSAC is meant to represent a snapshot of the diversity of administrative and professional staff perspectives across the entire Purdue system. There are currently around 5,000 administrative and professional staff, and APSAC has 25-30 voting members. 22 members are from the West Lafayette campus, drawn from 11 functional reporting groups such that each member ~ 200 staff. We also have one member from Purdue locations in Fort Wayne, Westville, and Hammond, plus up to 5 members-at-large.

Much of APSAC's work is accomplished

by standing subcommittees and university committees. As a full committee, we hear reports from the President's Chief of Staff, the VP for HR, and other officers, and we give them our candid feedback and recommendations.

Please consider volunteering for APSAC if an opening in your area is available. Current APSAC members would be happy to help you learn what service on this committee is really like, so please feel free to ask. The application period is open until March 3.

In other news, it's business as usual. Professional development grant applications are open, as are applications for membership in APSAC. We are also working on exploring wage compression and beginning a major revision of the APSAC website. In addition, many of the university committees that have an APSAC representative have been busy, including the Business Process Reengineering Advisory Committee, the Campus Safety Relations Committee, the Committee for Sustainability Planning & Assessment, and the Senate Equity and Diversity Committee, among others. As always, you can find the minutes and reports from APSAC meetings on our website after they have been approved.

Good news this week:

- In 2016, the West Lafayette campus experienced its lowest injury rate (2.6 per 100 employees) in more than 10 years.
- The RecycleMania competition is now underway. Last year, Purdue was #1 in Indiana for the most material recycled by weight, and 16<sup>th</sup> (by weight) of 276 com-

peting institutions of higher education.

- First-to-second year retention rates for URM and "Black or African American" students have reached a new high. For the first time ever, the rate for "Black or African American" students is higher than the rate for the general student population.

#### Faculty Retirement Incentive

As you may have seen in Purdue Today, the Provost has created a Faculty Retirement Incentive. Some staff might be curious about why this incentive includes only faculty. The initiative was designed to allow deans to re-allocate faculty positions among their college's departments, from units with more faculty than needed to units that are in need of additional support. Thus, applications, as well as the open faculty lines generated, will be handled at the discretion of each Dean. Because Purdue does not seek to reduce the size of its staff or to re-allocate it, the incentive is not offered to staff.

#### Joint APSAC, CSSAC meeting

On March 14, APSAC will join with CSSAC, the Clerical/Service Staff Advisory Committee, to discuss subjects of mutual interest. Your thoughts on opportunities and priorities for Purdue will help us in our discussion, so please share your ideas with your APSAC member.

Regards,

Sam Guffey

# APSAC SEEKING NEW MEMBERS

The Administrative and Professional Staff Advisory Committee will now accepting applications to fill nine seats that will become vacant in May.

Twenty-five members serve on APSAC and represent administrative and professional staff from all segments of the Purdue campus community, including regional campuses.

APSAC is encouraging A/P staff within the following units to apply:

- **College of Agriculture and Cooperative Extension Service, and School of Veterinary Medicine** (1 membership opening with a 3 year term)
- **College of Education, College of Liberal Arts, and School of Management** (1 membership opening with a 1 year term)
- **College of Engineering and Purdue Polytechnic Institute** (1 membership opening with a 3 year term)
- **Office of the President and Areas Reporting Directly to the Provost, Board**

**of Trustees, Vice President of Public Affairs, and WBAA** (3 membership openings with 3 year terms and 1 membership opening with a 1 year term)

- **College of Pharmacy and College of Health and Human Sciences** (1 membership opening with a 3 year term)
- **Areas Reporting Directly to the Vice President for Information Technology** (1 membership opening with a 2 year term)

APSAC serves as a two-way conduit between A/P staff and the administration. As such, APSAC serves two distinct constituencies, each with the need to hear the other and to be heard by the other. In its role as a communication facilitator, APSAC offers A/P staff a mechanism to voice their interests and concerns as they relate to campus affairs. The following is expected of all APSAC members:

- Attend the full committee meeting the second Wednesday of each month, 1:30 p.m. -3:30 p.m.
- Serve on an APSAC subcommittee (meet monthly, times and dates vary by subcommittee).
- Communicate appropriate information to A/P staff in their areas on a regular basis.

The application can be found at [https://purdue.qualtrics.com/SE/?SID=SV\\_4OVYQMKTuhoNYc5](https://purdue.qualtrics.com/SE/?SID=SV_4OVYQMKTuhoNYc5); deadline for application submission is **Friday March 3, 2017**. Interviews will take place the week of March 13. For further information, please contact Abby Hostetler, Chair, APSAC Membership & Communications Subcommittee at (765) 494-4390 or [alillpop@purdue.edu](mailto:alillpop@purdue.edu). In addition, you may review the APSAC website at the following URL: [www.purdue.edu/apsac](http://www.purdue.edu/apsac).

## 2017 APSAC EXCELLENCE AWARD

Nominations for the APSAC Excellence Award will open on March 1, 2017. Please begin to think about a colleague that you would like to nominate! The link to nominate will be on the APSAC webpage.

This award recognizes a full-time administrative or professional staff member (Operational/Technical staff are included) from the West Lafayette campus who demonstrates excellence by:

- Showing initiative

- Leading by example
- Showing exemplary customer service
- Acting as a University ambassador
- Being a high performer

The winner of the award will receive a plaque and \$1,500 (subject to tax withholdings). Current APSAC members cannot be nominated. Any member of the University community can make a nomination.

Nominations must include:

- 1) A statement that outlines how the nominee meets the areas of excellence

listed above.

2) Two letters of recommendation from any faculty, staff or student also are required.

The 2016 Excellence Award winner was Barry Delks, coordinator of career services in the Department of Animal Sciences. You may find a news release on the [Purdue Today website](#).

Questions may be directed to Mary Ann Prah [maprah@purdue.edu](mailto:maprah@purdue.edu), or Carrie Hanson at [carrie@purdue.edu](mailto:carrie@purdue.edu).

## APSAC ACCEPTING APPLICATIONS FOR PROFESSIONAL DEVELOPMENT GRANTS

APSAC is now accepting applications for its individual professional development grants. Examples of funded grant applications include but are not limited to professional education or certification; attendance at lectures, conferences and seminars; or tuition assistance for academic classes. The maximum award

amount is \$750. Applications for spring grants will be considered for activities occurring from January 1, 2017 to December 31, 2017.

The application process will be completed online, beginning on February 1, 2017. The deadline to apply is March 1,

2017 at 11:59pm for this grant period. More information and a link to the online application are available at [www.purdue.edu/apsac/Grants/index.html](http://www.purdue.edu/apsac/Grants/index.html). Questions may be directed to the Professional Development Subcommittee at [APSAC-PD@purdue.edu](mailto:APSAC-PD@purdue.edu).

# APSAC HADLEY LECTURE SCHEDULED FOR MARCH 8

The Richard Hadley APSAC Professional Development Lecture on March 8, 2017 from 3:30 – 5 p.m. Seats are limited to the first 100 people to enroll. To reserve your seat, visit the [Richard Hadley registration page](#). If the event is full or you would prefer to attend remotely, those interested can access the live-stream via this link <http://www.kaltura.com/tiny/x77zl> on the day of the presentation; registration is not required for remote viewing.

This year's speaker is Kathy Nimmer and the topic is "Overcoming What Seems Impossible: Changing Mindset and Attitude to Restart When Difficulties Arise". Ms. Nimmer is the 2015 Indiana Teacher of the Year and a finalist for 2015 National Teacher of the Year. Recently, she received the Dollywood Foundation's 2016 Chasing Rainbows award, the National Federation of the Blind's 2016 Blind Educator of the Year Award, and the Hasbrook Award, a lifetime achievement honor sponsored by Bosma Industries. Among other previous honors, she was named Sagamore of the Wabash in 2014, the highest civilian honor in Indiana.

Kathy also loves writing, maintaining a blog on the Huffington Post. Through a Lilly Teacher Fellowship, Kathy wrote and published an anthology called Two Plus Four Equals One: Celebrating the Partnership of People with Disabilities and Their Assistance Dogs (2010). This followed a book of poetry called Minutes in the Dark, Eternity in the Light (2006).

Kathy Nimmer currently teaches writing at Harrison High School in West Lafayette and serves as Tippecanoe School Corporation's new teacher coach/mentor. She is also a frequent motivational speaker at local, state, and national events. Kathy earned her BA in English Education from Trinity Christian College in 1991 and her MA from Purdue University in 1992.

This lecture opportunity is provided by the Hadley/APSAC Fund. Richard "Dick" Hadley was a founding member of APSAC and senior me-

chanical engineer until his death on May 4, 1993, at age 51. Mr. Hadley's association with the University was first as a student, enrolling in 1960 after graduating from West Lafayette High School. He earned a Bachelor of Science in Mechanical Engineering degree in 1964, and returned to Purdue as a senior engineer in



Ms. Kathy Nimmer, 2015 Indiana Teacher of the Year and finalist for 2015 National Teacher of the Year, will speak at APSAC's Hadley Lecture on March 8.

Facilities Planning and Engineering. He worked in that department, later named Facilities Planning and Construction, for nearly 25 years.

Questions can be directed to the APSAC Professional Development Subcommittee at [APSAC-PD@purdue.edu](mailto:APSAC-PD@purdue.edu).

## DO YOU KNOW ABOUT THE BIG CHANGES HAPPENING AT OUR FORT WAYNE CAMPUS?

Stay up to date at [IPFW.edu/about/future](http://IPFW.edu/about/future).

# BUSINESS PROCESS REENGINEERING CONTINUES TRANSFORMATION COURSE

The Business Process Reengineering (BPR) team continues its work on transforming the way we do business at Purdue University. What began in early January 2016 with the creation of the BPR department, continues to build momentum as team members strive to create ways to do business better at Purdue. Bringing those processes to life is underway.

Three initial transformation projects – human capital management, enterprise asset management and general ledger – were identified to set the foundation for BPR. Transformation projects focused on budget and reporting have developed in addition to the original three.

Each project, currently in the design phase, will substantially change the way business is done. The design phase consists of a multitude of workshops where each process is reviewed, analyzed and redesigned according to business requirements and enabling technology. Subject matter experts from across the campuses come together, provide input, share feedback and collaborate to make the best decisions. Specific objectives are outlined for each project and the design phase provides the means to create new, value-added, efficient processes in order to meet the outlined objectives. Project objectives include:

- Human Capital Management (HCM): Redesign organizational structure and utilization of the current job family structure and standardize that structure across campus; implement a new benefits administrator; and utilize SAP SuccessFactors functionality to support the reengineered processes.
- Enterprise Asset Management (EAM): Redesign processes based on a stand-

ard application of the software; eliminate duplicate effort, improve data quality and provide financial transparency throughout capital projects and streamline maintenance processes. SAP functionality will consolidate asset management activities for capital programs and plant maintenance.

- General Ledger (Finance): Develop common language for all financial processes and systems; redesign the University Chart of Accounts and business processes to allow for transparent and consistent reporting; utilize standardization, decrease paper forms and manual processes.

In January 2017, Tim Werth, business process reengineering director, facilitated a roadshow presentation to the members of APSAC. Roadshow presentations have been facilitated throughout various leadership meetings across Purdue campuses since November 2016 to increase awareness, share the BPR vision and establish communication outreach avenues for the transformation projects. As the roadshow presentation schedule ends this month, faculty and staff are welcomed and encouraged to continue to provide feedback on business processes they are involved in, whether day-to-day or periodically.

According to Werth and reiterated frequently by Bill Sullivan, treasurer and chief financial officer, involvement and feedback from faculty and staff is imperative to the success of the transformation projects.

“Without input and feedback from the people on the ground working through the current business processes, we couldn’t possibly focus our project teams on the changes needed to address the

issues they encounter in the university’s business process world today,” Werth said. “Feedback from the faculty and staff is truly valued and undoubtedly is helping shape the improvements at the center of each project team.”

Individuals who would like to share feedback on current business processes can do so via the Feedback webpage by:

- Submitting pain points – this allows the BPR team to review areas faculty and staff are frustrated with to see if they can align the concern with a current transformation project.
- Providing feedback on communications – the survey provides the team with needed information to help analyze the communication being shared and make adjustments as needed.
- Sharing ideas and questions via email to [bpr@purdue.edu](mailto:bpr@purdue.edu) – this provides an opportunity to get answers to specific inquiries and relay suggestions to project teams.

As the projects move forward, the BPR team will continue to share information and update faculty and staff.

Additional information:

- Explore the Business Process Reengineering website for an overview of the BPR project as a whole as well as information on each transformation project underway.
- View the BPR presentations and publications, including the workshops used during the design phase of the projects as well as the roadshow PowerPoint.
- See the December 2016 HR Connect article - BPR: A journey in business, personal transformation
- Email the BPR team.



# PURDUE DISCOUNT PROGRAM MOBILE APP NOW AVAILABLE

Purdue's discount program – Purdue Perks has nearly 5,000 users since implementation in late October 2016. Faculty and staff across all campuses are taking advantage of local and national discounts more than ever before. PerksConnect now has a mobile app available to those

using the App Store; we are still working on the app for Android users. Use Group Code PURDUE16 when registering to use the app. Check out all of our discounts and more programs at [http://www.purdue.edu/cssac/Employee\\_Discounts/index.html](http://www.purdue.edu/cssac/Employee_Discounts/index.html).



## TRAVEL EXPENSE REQUEST RESOURCES

Approximately 24% of travel expense reports require re-work, this is frustrating for both the employee requesting reimbursement and the employee processing the request.

Here are some resources designed to smooth the process for weary travelers.

[Purdue's Travel Website](#) provides links and detailed information for University travelers. - The site includes Concur FAQ's, Travel Guidelines, and an A to Z Index for travel related topics. The [FAQ's](#) includes how to designate a delegate to assist with your expense report. This is particularly useful for those who rarely travel. The [A to Z Index](#) provides a quick route to the topic or type of travel you may have questions about.

Training is offered for both travelers and for those business office and support staff who assist travelers.

- [TRVL 100 - Introduction to Travel Rules and Guidelines](#) is an online self-guided course which look at the various rules and guidelines regarding traveling on University business. This introductory course includes information regarding travel such as: transportation, lodging, fixed meals, and personal travel.

- [TRVLC 200 - Concur Traveler Training](#) is an instructor led hands on course that is designed for individuals who use Concur Travel and Expense to arrange travel and create travel requests and expense reports. This course introduces travelers to the electronic travel and expense system.

- [TRVLC 250 – Concur Business Office and Support Staff Training](#) is a two-part hands on course that is designed specifically for Business Office and support staff who arrange travel, create and review travel requests and expense reports in Concur Travel and Expense. This course introduces the business office and support staff, to the electronic travel and expense system. Part One covers booking travel and completing travel requests, and Part Two covers preparing expense reports.

Finally, and perhaps most importantly, an email address you can use to request assistance [purduetravel@purdue.edu](mailto:purduetravel@purdue.edu). Happy and safe travels!

## MEET AN APSAC MEMBER: RAE LYNN BOES

**What area of APSAC do you represent?**

Office of the President and Board of Trustees, Areas reporting to the Provost, Vice President for Public Affairs

**What is your current job title?**

Library Operations Manager

**How long have you worked at Purdue?**

10 years

**What are your primary job responsibilities?**

I manage daily operations of HSSE, Hicks and Parrish Library.

**Describe yourself in three words:**

Caring, practical, grateful.

**What's your favorite thing about working at Purdue?** ALL of the students.

**What's the best piece of professional advice you've received?**

Embrace change and never stop learning.

**What is one goal you would like to accomplish in the next year?**  
See more live music.



**RAE LYNN BOES**