CHAIR'S CORNER

LORAN C. PARKER

As part of our mission to continuously improve the university workplace for staff, APSAC champions programs and policies that help staff pursue professional and career development. In 2008, APSAC identified the need for a transparent job classification system that provided clear pathways for career advancement for university staff. That same year, then Provost Woodson communicated to APSAC (and APSAC reported in The Sentinel) that the creation of a job classification system would be a high priority for the incoming university leadership.

APSAC has continually encouraged the creation of a job family system and has received regular updates from the Vice President for Human Resources, asked questions, and provided recommendations regarding the job family project since the pilot project began in 2015. The transition to a university-wide job family system for all staff is a monumental shift in the operations of the university. It has the potential to positively transform the way that professional staff interact with the university. Done well, it can provide employees and their supervisors, mentors, coaches and human resource professionals with the knowledge needed to both chart and execute a career pathway. It can provide motivation for employees through explicit and accessible promotion opportunities inside their existing unit. And it can promote equity across the university by leveling the playing field for all units and creating baseline categories that can be used to better analyze and remedy discrepancies. All these positive outcomes, however, require that employees at all levels (supervisees, supervisors, administrators, mentors, and human resource professionals) view the system as fair, transparent--and most importantly--based on and open to employee input.

On February 15 APSAC learned that a decision was made to postpone the go-live date of April 1 for the Human Capital Management project (HCM). One reason cited for this decision was the need for more "understanding and discussion with the units" about the job family structure (http://www.purdue.edu/elist39/documents/2018/transform-purdue-project-update.html). This is a commendable decision. As APSAC chair, I respectfully suggest that the university takes this time to develop, publish, and implement a university-wide plan for eliciting and meaningfully addressing employee feedback regarding the job family structure. To date, processes for engaging feedback about the structure, have been distributed (handled at the college-level unit) and private (not open to all members of that college-level unit). This has led to very uneven engagement across units. A better process for engaging meaningful and actionable feedback should be both distributed and open. All employees should have the opportunity to provide feedback regarding the job family structure; and the university should allocate time to respond to serious feedback.

APSAC looks forward to continuing to work with the university towards the creation of a transparent job family structure that supports our university's continued excellence. Look for more information from us soon regarding the future implementation of the HCM project and don't hesitate to reach out to any APSAC member if you have any questions, concerns or comments.

APSAC ACCEPTING APPLICATIONS FOR 2018 SPRING 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, 2018 to December 31, 2018**.

The application process will be completed online, and the deadline is **March 1, 2018 at 11:59pm** for this grant period. More information and a link to the online application are available at http://www.purdue.edu/apsac/Grants/index.html. Questions may be directed to the Professional Development Subcommittee at APSAC-PD@purdue.edu.

APSAC IS SEEKING NEW MEMBERS

The Administrative and Professional Staff Advisory Committee (APSAC) is now accepting applications to fill twelve seats that will become vacant on May 31, 2018.

As indicated below, APSAC seeks one A/P staff member (unless noted otherwise) from each of the following areas to fill upcoming vacancies (June 1, 2018 to May 31, 2021 term, unless otherwise noted) for the West Lafayette campus:

- College of Agriculture, Cooperative Extension Service, and College of Veterinary Medicine (2 positions)
- College of Education, College of Liberal Arts, and School of Management
- College of Engineering and Purdue Polytechnic Institute
- Office of the President and Areas Reporting Directly to the Provost, Board of Trustees, Vice President for Public Affairs (two 3-year positions and one 1-year position)
- College of Science
- Intercollegiate Athletics (1-year position)
- Areas Reporting to the Vice President for Information Technology
- Areas Reporting to the Vice President for Physical Facilities (1-year term)
- Areas Reporting to the Executive Vice President for Research & Partnerships and Discovery Park

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.
- Have an opportunity to represent A/P staff on various University committees.

The application can be found at https://purdue.ca1.qualtrics.com/jfe/form/SV_ehyDduuGV19Tl5z; deadline for application submission is **Friday March 2, 2018**. Interviews will take place the week of March 12. For further information, please contact Abby Hostetler, Chair, APSAC Membership & Communications Subcommittee at alillpop@purdue.edu.

ANTHEM MAY MAIL REQUESTS FOR OTHER HEALTH PLAN COVERAGE INFO

From time to time, employees covered by a Purdue health plan may receive a letter from Anthem asking for updated information regarding other health coverage they may have in addition to their Purdue health plan -- or information that they are not covered under any other plan.

This request is a part of Anthem's process to coordinate benefits and occurs on a routine basis every two years, even for those who have been covered by the plan and have had no change. Anthem reaches out to update its records for all participants in case anything has changed.

Coordination of benefits applies to members of the plan who are covered by more than one health care plan. The COB process helps ensure that members covered by more than one plan will receive the benefits they are entitled to while avoiding overpayment by either plan.

Anthem will send the request via a letter to the employee's home address with instructions on how to update their information. Employees are asked to respond even if they do not have additional coverage. It is important to respond to the request as timely as possible. This information will also be reflected on the explanation of benefits for claims that occur after Anthem initiates the request.

Employees can update their COB information by calling Anthem directly at 855-502-6365 or online at www.anthem.com. Employees will need to have their Anthem ID number and their other health care coverage information ready when calling or updating online. Instructions are available to assist employees choosing to update their coverage information online.

2018 APSAC EXCELLENCE AWARD

Nominations for the APSAC Excellence Award will open on March 1, 2018. 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:

- A statement that outlines how the nominee meets the areas of excellence listed above.
- Two letters of recommendation from any faculty, staff, or student.

The 2017 Excellence Award winner was Brooke Linn, Associate Director of Undergraduate and Alumni Services in the School of Management.

Questions may be directed to Jackie Baumgardt, jackieb@purdue.edu or Carrie Hanson at carrie@purdue.edu .

FAQs ABOUT THE NEW LICENSE PLATE RECOGNITION SYSTEM

Beginning in August, Parking Facilities will be transitioning to a license plate recognition (LPR) system on the West Lafayette campus. With the implementation of this new system, a vehicle's license plate will serve as the means of identification for parking enforcement, taking the place of the permits currently in use.

WHAT IS LPR?

Your license plate will be your parking permit.

Parking enforcement vehicles now have readers installed on the front corners of the roof that scan the license plates of parked vehicles. Once a plate is scanned and read by the software the information is sent to the secured Parking database for validation. This happens instantaneously, allowing the enforcement officers to cover the entire campus multiple times per day. An officer on foot can only enforce a small section of campus per day.

Not only will enforcement be more efficient, this will also greatly reduce or eliminate counterfeit and stolen permits.

MULTIPLE VEHICLES

University faculty and staff will be able to register up to **three** vehicles per permit, though additional vehicles may be listed in your profile- only three out of that list will be allowed with one permit at a time. Motorcycles are considered (1) of your vehicles if you chose to select it as one of the three vehicles allowed. You'll be able to access the Parking Portal online anytime to add or remove vehicles (including rentals) from your account and/ or permit.

Students will be able to register **one** vehicle per permit. You will be able to access the Parking Portal online and add the vehicle. Any change in vehicle on permit request will be submitted online and approved by Parking. Until approved, please continue to use your vehicle that is currently attached. In emergencies, please contact Parking for assistance.

PARKING IN GATED GARAGES

For the time being garage parking will not change. Phase II of the project will be to put LPR readers in the gated garages which will eliminate the need to swipe a physical permit. Phase II is still in the early stages, so we don't yet have a time frame for when it will be completed. Visitors will continue to use the ticket system; that will not be changing.

DEPARTMENT SHARED A PERMIT

Details regarding shared permits are still being worked out, but in general terms there will be a new type of permit: the Organizational A (OA). This permit will be a hangtag to be checked out much like the current shared A. However the OA will be able to be associated with many vehicles rather than the three an individual A permit is allowed. The department will assign an agent(s) to manage the permits and plates through our Parking Portal online. More information about this forthcoming.

TWO FAMILY MEMBERS- BOTH EMPLOYEES OF PURDUE

If two family members share vehicles and each has a permit, both vehicles can be registered to both accounts and both may park on campus at the same time. However, if one person has an "A" permit and the other has a "B" permit, only one vehicle may park in the A parking lot at a time. Both cars may be parked on campus at the same time if one is in an "A" lot and the other is in a "B" lot, or if either one or both are in a "B" lot since people with an "A" Permit are allowed to park in an "A, B, or C" lots

PERSONAL DATA RETENTION

Vehicle information is routed to secure servers and is not shared with other departments or outside agencies. Vehicle information is stored as long as the permit is valid. For imaged reads that are in compliance, a weekly purge will take place. For imaged reads that are directly connected to a citation, the server will purge the image data associated with that citation within 60 days of ticket payment or final resolution.

ENFORCEMENT AND PARKING

The license plate is the permit and anyone who parks on campus must have a valid permit.

The purchaser is responsible for the accuracy of the license plate (and vehicle information in the Parking Portal) at the time a permit is issued. Citations issued due to inaccurate plate information or the inability to scan a plate are the responsibility of the vehicle owner. Refunds are not issued if license plates are entered inaccurately.

License plates must face the drive lane to be scanned for compliance. A vehicle may be cited if its plate cannot be scanned.

WHAT DO I DO WITH THE PHYSICAL PERMIT UNTIL AUG. 1 OR WHEN IT EXPIRES?

Since we are still in the initial stages of implementation, the physical permit still needs to be in the window of the vehicle that is being driven and parked in a university parking space. Parking will send out a communication when physical permits will no longer be needed. This is why it is very beneficial to go ahead and attach the vehicle(s) to that specific permit so that Parking can continue to live test with the equipment and software.

WHAT ABOUT MY MOTORCYCLE OR CONVERTIBLE?

Vehicles that currently get an adhesive, unsecured permit will no longer need to do so. Just add the license plate information of those motorcycles to your main permit. Our vehicle database doesn't currently have much in the way of makes and models for motorcycles, however we are working on getting that information added in the near future.