



APSAC/CSSAC Minutes, Joint Session

Date: October 10, 2017

Place: LWSN 1142

1:30 p.m. – 3:30 p.m.

Item #1 – Meeting Call to Order and Adoption of Agenda

The meeting was called to order at 1:40 by APSAC chair Loran Parker. A call for additions or changes to the agenda was made. Hearing no additions or changes; a motion to adopt the agenda was made by Mark Evans, seconded by Rene Celeste. Agenda adopted as presented.

Item #2 – Approval of September 2017 Minutes

APSAC Chair Parker asked for corrections to the APSAC September 2017 minutes. Hearing none, the minutes were approved. CSSAC Chair Allen Bol asked for corrections to the CSSAC September 2017 minutes. Hearing none, the minutes were approved.

Item #3 – Announcements

CSSAC Member of the Quarter

- Chair Bol announced to the group that the CSSAC executive committee recently created a program to recognize current members of CSSAC; "*CSSAC Member of the Quarter*". The intent is to recognize a member who goes above and beyond the expectations of CSSAC. Any member may be nominated by any other member. The first recipient of the recognition is John Frigo! John was nominated by Michael Hicks, current chair of the Communications subcommittee. Michael nominated John due to the support and guidance he gave to Michael who was new to the subcommittee chair position. John also created a new display board that can be changed as needed, and used to help promote the CSSAC.

APSAC/CSSAC Resource Fair

- Chair Parker stated that approximately 534 attendees the resource fair and more than 35 vendors participated. Thanks to Jackie Baumgardt for organizing the event, and to everyone who helped make it successful.

Item #4 – University Officers' Updates

Dr. Gina DeSanto, Chief of Staff

Article in recent edition of the Exponent

- Purdue rifle and pistol club was going to be excluded from Armory. President was concerned.
- Armory was built in part for the Rifle and Pistol Club
- Many other clubs use the armory as well
- Concern for lead
 - REM is busy checking in to this and making any necessary upgrades
 - Will be cleaned on a quarterly basis

Study Space

- Students feel there is a lack of this space at Purdue
 - Looking in to this (President)
 - Hicks Library closes at midnight but the new Active Learning Center is open
 - Hope students (80 between 12pm and 8am) would go to the Active Learning Center
 - Large classroom reserved in WALC during these hours for students

Board of Trustees meeting this Thursday and Friday

- Targets for freshman class of 2018
 - Just discussion, not a voting item
- Kaplan not on the agenda – no new news
- President's performance metrics announced for "at risk" pay
- PNW requests to make correction to its policies
 - Reciprocity agreement for students coming from Illinois

Presidential Lecture Series

- October 23, 2017, 6:30 p.m. in Loeb Playhouse
- Akinwumi Ayodeji Adesina, Purdue alumnus and president of the African Development Bank Group
 - Winner of the 2017 World Food Prize
 - Nobel Prize for food and agriculture – highest international honor recognizing the achievements of those who have advanced human development by providing quality, quantity and availability of food in the world

Mr. Denny Darrow, Vice President for Human Resources

- Asked if anyone was receiving weekly emails regarding Transformation at Purdue
 - Most of APSAC raised their hand that they are receiving these
- HCM Policy Review and Updates
 - Period of Provisional employment (VPBS 167)
 - Policy withdrawn. Removal of the period of provisional employment of mandatory performance evaluation during first 90 days had adverse impact on policy use.
 - The policy included:
 - Every C/S should go through a 90 evaluation before permanent hiring
 - May also be eligible for an increase after 90 days
 - Not administered fairly
 - Managers used it to get rid of staff
 - Not a fair policy according to VPHR (A/P staff have no provisional period)
 - 320 clerical and service staff hired
 - Less than half received a 90 day evaluation
 - Employment period for academic year staff (C-26)
 - Use SuccessFactors to track and automate summer pay. To be updated later this year, changes pending
 - Reduction in work force (vi.f.2)
 - Remove continuous service credit if reemployed after termination. Eliminate manual tracking of separated RIFs. Eliminate requirement to bridge all benefits, except retirement through PERF. Approved changes in September.
 - Clerical and service staff employment period (VPBS 154)
 - No changes
 - See complete listing (photo)

- Early retirement alternatives (C-32)
 - Policy not consistent across campus – questions regarding fairness
 - Streamline terms under which VEPR can be set up. Lowest CUL is 50% with a max of 5 years
 - Terms and Conditions of employment for grad student staff (VI.F.11)
 - 400-600 become benefits eligibility dependent on their work
 - Come in and out of eligibility throughout each semester
 - Move all to BW pay cycle with no changes to benefits
- Leave of absence for clerical and service staff (C-45)
 - No changes
- Leave of absence for faculty, continuing lecturers, and administrative professional staff (C-46)
 - Transparency changes to simplify leave policies to allow for easier tracking and allocation of leave time for administrative staff, remove sick day “penalty” use.
 - Want more transparency
 - Linda Baer to give demo next month
 - AP staff will know how many sick days they have when we go live
 - Dates will all be January 1, rather than anniversary dates
 - New system will reflect hours rather than days
- FMLA (VI.E.1)
 - Simplify the approval process for FMLA request and reduce tracking codes to ease administration. Removed business office from process. Approved in August 2017.
- Classification of exempt and non-exempt administrative and professional staff (VI.B.1)
 - Align benefit eligibility with the new job family structure
- Benefits for part-time faculty and administrative professional staff (C-13)
 - Discusses the annualizing of part-time employees’ salaries for medical coverage. Policy is redundant to VI.F.4, VI.F.5 – remove policy.
 - Removed in August 2017
- Service recognition program for clerical and service staff (VPBS 64)
 - Removed 10 year continuous employment period
 - Effective January 1
 - Will post pertinent information on website
- HCM implementation is delayed until April 1, 2018
 - Will announce next week
 - Technology need further testing, mobile pay components need further testing
 - Need better engagement and messaging for employees and user base
 - Will not roll out a product that isn’t a quality product
 - Need to build a quality training experience
 - staff have to be involved in workshops and communication
- Job Family Structure Update
 - Shared levels slide
 - Administrative & Operational support = 4 levels
 - Police, Fire, & Skilled trades = 4 levels
 - Professional = 6 levels
 - Management = 6 levels
 - Executive = 3 levels
 - Job titles

- We will have Internal and external titles
- Will come back in November with examples

Item #5 – Guest

Norm Schultz

SAP Transformation Project – Communication and Rollout Plan

- Norm discussed:
 - Go-tos
 - Represent the units concerns and needs
 - Builds bench strength
 - Helps others navigate the system
 - Change Leads
 - Cascades key messages
 - Participates with readiness reviews
 - Participates in deep dives
 - College Liaisons
 - Provides feedback
 - Test drives materials
 - Provides feedback
- A list of staff from the Go-tos and Change Leads above can be found at:
<https://www.purdue.edu/treasurer/transform/Change%20Network/index.html>
- A PowerPoint can be found on the transform Purdue website:
https://www.purdue.edu/treasurer/transform/pdf/Change%20Network%20Kick%20Off_April%202017.pdf
- If members of APSAC/CSSAC wish to be a part of the change network, contact Norm Schultz or Cindy Davis

3:30 p.m. Item #8 – Call for Adjournment

The next regular meeting of the CSSAC will be held on November 14, 2017 in STEW 204

The next regular meeting of the APSAC will be held on November 8, 2017 in STEW 204

With there being no further business, the meeting adjourned at 3:25 p.m.