THE OFFICIAL NEWSLETTER OF PURDUE UNIVERSITY’S CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE

CAMPUS CONNECTION

April 2018

On-Campus Walking Group Works to Promote Health Awareness

The Department of Health and Kinesiology in the College of Health and Human Sciences is working to promote physical activity and health awareness through hosting an on-campus walking group starting March 20.

The group will meet at 12:10 p.m. every Tuesday and Thursday at the Unfinished Block P sculpture in Academy Park to walk for 20 minutes. The Department of Health and Kinesiology is offering free, basic health assessments to all participants.

The group is coordinated through the “Exercise is Medicine on Campus” movement. Managed by the American College of Sports Medicine, EIMOC calls upon universities to promote physical activity as a vital sign of health. Purdue officially registered as an EIMOC school in 2017.

Anyone is welcome to join, including all Purdue faculty, staff and students. Those who are interested in joining are asked to send their name and email address to EIMoC@purdue.edu with “Block P Walk Group” as the subject of the email.

University Policy Update

The Executive Policy Review Group took action on the following policies, to be effective March 1, 2018:

* A new policy on Tuition for Employees and Dependents Registered as Students (II.D.3) replaces Executive Memorandum No. C-7. The policy tracks recent action by the Board of Trustees that removed the requirement that employees pay Indiana income taxes and refers instead to the residence classification policy. It is supported by a new standard on Tuition for Employees of Affiliated Entities (S-8), which formalizes the longstanding practice of granting tuition remissions to affiliated entities.

* The policy on Status and Privileges of Retired Faculty and Staff, Surviving Spouses and Surviving Children (VI.A.1) also was updated to align with the Board of Trustees’ action noted above.

* The policy on Research Misconduct (III.A.2) was updated for clarity, to reduce redundancies and to alleviate the need for an appendix. It also includes several new definitions and its procedures were moved to a separate document.

Visit the *new and revised policies page* on the University Policy Office website for links to the full text of these system-wide policies. [http://www.purdue.edu/policies/revised_policies.html](http://www.purdue.edu/policies/revised_policies.html)
The Clerical and Service Staff Advisory Committee is currently accepting applications for employee and dependent grants. The grants help recipients attend classes at Purdue. Guidelines, application forms and requirements for applying for the grants are available at the CSSAC website:

www.purdue.edu/cssac

To be eligible, those interested must be benefit-eligible clerical or service staff (OP/Tech staff are not eligible) with a minimum of one year of continuous service prior to the application deadline. Applicants should be registered for a minimum of three credit hours at the Purdue West Lafayette campus. A letter of recommendation and goal statement must be turned in with the employee grant application.

To apply for either one of the grants, complete online or print and fill out an application and mail it along with required documents through campus mail to Carrie Hanson, HR/KPTC, Suite 1100. The deadline for applying for grants is 5 p.m. April 16. For more information, call Hanson at 765-494-7397.

The CSSAC grant fund is supported by a portion of revenues from vending machines on the West Lafayette campus and by contributions.

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**GRANTS**

www.purdue.edu/cssac

**EMPLOYEE**

UP TO $750

**DEPENDENT**

UP TO $1,000

If you are a Purdue Employee or an employee’s dependent, and you meet the requirements on the website, we may be able to help you with a grant!

Application period begins February 20, 2018.

Applications are due April 16, 2018 by 5:00 PM (EST)

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**It’s Time Again for Spring Fling!**

Winter keeps trying to hold on, but it will be Spring soon enough. What better reminder than Purdue’s annual Spring Fling event?

The event will be held on Thursday, May 24. 2018 marks the 36th year for this very popular staff, faculty, and retiree appreciation day. It is - and has always been - a great way to reconnect with colleagues and friends all across campus while enjoying a picnic-style lunch and various fun activities.

Festivities commence at 11:30 AM at the France Cordova Recreational Sports Center. Get outside and enjoy yourself!

More info is available on the website: www.purdue.edu/springfling

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The Challenge 5K Run/Walk to raise money for cancer research will take place at 8:30 a.m. April 14 at Ross-Ade Stadium. From April 1 to 12, all participants can register for $30.

The Challenge 5K is an annual event and all of the money raised goes to support cancer research at the Purdue Center for Cancer Research. This year, the Challenge 5K aims to raise $60,000.

Mandy Smith is an Administrative Business Assistant to the Vice Provost for Student Life. In addition, she holds the current Vice Chair position for Clerical and Service Staff Advisory Committee (CSSAC), where she will be assuming the role as Chair in September of 2018. Mandy has been with the university for ten years - three of which have been in her current role. Perhaps more important is who Mandy is outside the work environment.

She grew up an only child, though she has acquired many siblings through the close friendships that she has created. Both of her parents work at Purdue, so a career here was always in the books for Mandy. She shares a life with her significant other Levi, his 12 year old daughter Harley, and a 7-year-old Rottweiler named Drake. Some of her favorite things to do are interior decorating (and she is good at it!), organizing, creating lists, camping with her family, motorcycling, and spending time at the lake!

When talking with Mandy, the sense of professionalism and integrity that she brings to each of her conversations shows through as she answers inquiries. She credits the sense of unity, differences in perspective, and working styles among her colleagues (as well as open communication, accountability and opportunities for expansion of ideas interdepartmentally) to her ten-year tenure here at Purdue. She clearly takes pride in every task she is given and every position that she holds. Mandy would love to see an increase in communication about professional development and career advancement opportunities at Purdue, and has taken on this task as one of her goals while serving as CSSAC Chair.

During her term on CSSAC, Mandy has found the relationships she has built, the networking opportunities she has had, and the ability to advocate on behalf of all clerical and service staff of Purdue University, the most rewarding things. For people who aren’t familiar with what CSSAC is or what the function of the committee is, Mandy would love to provide more information and extend an invitation to anyone interested in CSSAC, to reach out so that you can be invited to one of the general committee meetings and see what it is all about! In Mandy’s words, CSSAC has given her the chance to widen her professional network on campus, as well as gain valuable references and resources - which she uses throughout her daily duties.

In closing, Mandy shares a quote that she enjoys coming back to (and I personally feel that she lives up to in her daily responsibilities). It has been my pleasure to talk with her and get to know her this year, and I look forward - as I am sure many others do - to our continued collaboration.

“I think leadership is more than just being able to cross the T’s and dot the I’s. It’s about character and integrity and work ethic.” – Steve Largent

(If there a clerical or service staff member that you would like to see in the Employee Spotlight, please e-mail rceleste@purdue.edu)
Human Resources is alerting faculty and staff that IU Health Arnett is closing its Occupational Health department, effective April 27. Employees seeking medical care for a new work-related injury or illness March 30 or after will need to receive medical care from a different approved treatment facility. Employees who are current workers’ compensation patients can still be seen at IU Health Arnett through April 26.

For an updated list of approved treatment facilities, Purdue employees should visit the Approved treatment facilities list on the Benefits website.

Questions regarding workers’ compensation can be directed to hr@purdue.edu, HR Help (secure email) or via phone at 765-494-2222.

The Bridge – Comments/Suggestions:

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Name: _____________________________________________ E-mail: ___________________________

Campus Address: ___________________________________________ Phone: _________________________

☐ Check here if you prefer your name not be mentioned in conjunction with your comment/suggestion.

Clip and return to: The Bridge, LOD/KPTC, Ste 1100, or visit www.purdue.edu/cssac/Bridge/

☐ I am interested in becoming a member. Please feel free to contact me.
What is CSSAC? Besides being a cool acronym, CSSAC offers a tremendous resource to all the clerical and service staff members at Purdue. Last month I talked about the Bridge Form and how it can you help you deliver anonymous comments and suggestions up the chain of command. How else is CSSAC involved in campus life? Since 1965, CSSAC has been serving the Clerical and Service Staff of the university. Our main purpose is to be a representative voice through suggestion and advice by acting as an advisory council to HR by recommending policies concerning personnel and staff benefits.

Campus is divided up into districts and then each May we solicit new membership from those districts to be a representative on CSSAC. In addition, we also have a representative from each of the regional campuses. Each CSSAC member is assigned to a CSSAC related sub-committee as well as a university committee. As CSSAC Chair, I also get to sit in on the Faculty Senate meetings. This allows members of CSSAC to stay up to date on policies and events campus-wide and then share that information with you. In fact, you may have already used a CSSAC service without even realizing it. From Spring Fling, to Purdue discounts, CSSAC is made of members of the clerical and service staff pool just like you!

Faculty & Staff with Parking Permits Should Register Vehicles for LPR Testing
The license plate recognition system related to campus parking, previously announced in Purdue Today, is currently undergoing testing on the West Lafayette campus. Parking Facilities sent emails to active permit holders in January with instructions to begin registering vehicles to facilitate live testing of the software program and equipment in all surface lots and parking garages, with the exception of the Grant Street and Harrison Street Garages.

Individuals should complete this step soon in order to test the system more effectively, and those who do so before mid-August should continue to display their current, physical parking permit on their vehicle’s windshield. While testing of the license plate recognition system is underway, parking enforcement for existing permit holders will continue to be based on physical permit status and visibility until the project’s implementation in August. Faculty and staff may register multiple vehicles, and students may register one vehicle per permit online as follows:

* Visit the online parking portal at https://purdue.t2hosted.com/Account/Portal.
* Select “Vehicles” from the top navigation section of the webpage.
* Login with Purdue career account credentials, and click “Add Vehicle” to add a vehicle to the account, or
* Click the underlined license plate number of an existing vehicle to edit the information.
* Click “Permits” in the top navigation bar, followed by “View Your Permits.”
* Select a permit number listed; click “Add Vehicles to Permit” at the bottom of the page.
* Check the box next to the vehicle(s) to be associated with the permit and select “Add the selected vehicle.”

Permit holders may add or delete vehicles from their online accounts anytime. Additional information about departmental shared permits, families with more than one Purdue employee and other details of the license plate recognition program are included in the FAQ section of the Parking Facilities website.

Faculty and staff who do not already have a parking permit and wish to obtain one should follow the instructions on the Parking Permits webpage. All new permit holders will then need to register their vehicle(s) with the license plate recognition system using the abovementioned steps. The implementation of the LPR system program is anticipated to occur in phases. Additional information will be shared in the coming weeks.
Purdue University Global is set to launch after receiving final approval from the Higher Learning Commission. Monday’s (March 5) notice of approval was the last step in the regulatory process for the new university, first announced in April 2017.

“We are grateful for the Higher Learning Commission’s decision to approve Purdue University’s conversion of Kaplan University to Indiana’s newest public institution of higher education, Purdue Global,” said Purdue President Mitch Daniels. “It opens a new era for our institution, with the opportunity to expand our land-grant mission to millions of adult students around the country. That opportunity brings with it the responsibility to provide the highest quality online education, not only to our new adult learners, but to all residential and online Boilermaker students.

Purdue Global will have its main campus in Indianapolis and is expected to launch officially in April. Betty Vandenbosch, currently president of Kaplan University (KU), will be the Purdue Global chancellor and will report to Daniels and the new institution’s six-member board of trustees, composed of five Purdue University trustees and one external trustee.

“We appreciate the Higher Learning Commission’s fast and unequivocal ‘yes,’” Vandenbosch said. “This gives us a chance to move forward promptly with a successful start. We are excited to become part of the Purdue University system and offer working adults a supportive and practical education tailored specifically to them.”

(Full article appears in Purdue Today)

After several years of consideration by the Indiana State Legislature and the Indiana Commission for Higher Education, Legislative Services Agency lead a formal study that lead to recommendations for the IPFW campus. The formal recommendation was to split management and control of the institutions between Indiana University and Purdue University. On March 5, 2018, the board of the Higher Learning Commission issued an official action letter to both Universities that approved a restructure of the IPFW campus.

An agreement between both the boards of trustees from Indiana University and Purdue University have considered the recommendations and drafted and signed an “Agreement and Plan for Realignment for Indiana University-Purdue University Fort Wayne” and this will be effective as of July 1, 2018. The portion of the school that will remain under Purdue’s umbrella will now assume the name of Purdue University Fort Wayne and realign as a separate entity from Indiana University.

For more information please see the full article at the following URL: https://www.ipfw.edu/news/detail.html?id=68b5a3e0-1db2-4197-992c-acb8fcad8a6f
Simplified Summer Pay Changes Coming Soon

A new summer pay application - known as SEEMLESS (Summer Employment and Effort Management Leading Efficiency through a Simple Solution application) - will replace the current manually-driven summer calendars. It is an integrated solution that collects time and cost distribution information for all Academic Year (AY) staff, processes the pay, and makes corrections to prior period pay during subsequent periods.

Sneak-peek videos are available that allow both business office staff members and faculty an opportunity to see the simplicity of the application in action.

The SEEMLESS application will provide many benefits as it does the following:

- Automate the current manual process of summer payroll.
- Eliminate paper processing, simplify workflow, and provide an intuitive User Interface that is easily accessible from any device.
- Increase process transparency by providing visibility into the actual effort reported for the different categories (teaching, research, other) and the distribution of costs across various funding sources.
- Simplify and allow faculty to complete their summer pay.
- Provide a system-wide approach for processing summer pay across different Purdue campuses
- Improve accountability - allowing only authorized user access and creating an audit trail of action.

For sneak-peeks or more information, email: bpr@purdue.edu.

HCM Transformation to Deploy in January 2019

In order to improve both the quality and risk profile of the Human Capital Management (HCM) transformation project will deploy in January 2019.

The new implementation date provides needed time for previously deferred improvements, a longer stabilization period following the July 1, 2018, Finance (General Ledger) project go-live and the lowest technical risk to the systems. In addition, the extended time will allow the team the ability to focus on the project’s three challenges:

1. Job Family Structure, a key pillar of the HCM project, deserves and needs further understanding and discussion.
2. The technical complexity around the interfaces require a more robust and lengthy testing cycle than originally expected.
3. Additional education and training is needed to improve the understanding of the new processes by university users.

“Our priority and number one commitment continues to be delivering the best quality product to our colleagues and the University as a whole,” said Tim Werth, director, Business Process Reengineering. “The January 2019 go-live date positions us with the necessary additional time to collaborate with our team members, university leadership and future end-users of these new and improved processes to ensure a successful implementation.”

The team is making many preparations in order to ensure a successful deployment. For instance, the team has planned three business readiness review cycles to measure progress. Additionally, the project team is developing partnerships and implementation teams across all Purdue campuses to create engagement plans to help better understand the ensuing changes.
A Letter from Our Treasurer & Chief Financial Officer 
on the Benefits of Purdue Global

Fellow Boilermaker,

Purdue Global is pleased to offer our Purdue colleagues an Education Benefit for you and your family members to attend Purdue Global.

In brief, the PG Education Benefit allows all eligible Purdue employees to pursue a degree from Purdue Global, tuition free. This applies to employees at the West Lafayette and all regional campuses, as well as other benefits-eligible employees such as those living around the state and working for Purdue Extension, Purdue Research Foundation and Purdue Alumni Association.

Spouses, children or immediate family members (sons/daughters-in-law, grandchildren and step-grandchildren) can do the same and generally receive a 50 percent tuition discount at Purdue Global.

Before you or a family member get started, there are few things you should do and know. First, review the PG Education Benefits Guidelines and the PG Education Benefits Manual, which provide more details about the PG Education Benefits and specific tuition discounts by program.

To start, interested Purdue employees and/or their qualified family members must complete an Intake Form. Once that is done, a Purdue Global admissions advisor will call within three (3) days of receiving the Intake Form to discuss the verification process. The verification process will require an electronic acknowledgement from the employee, the employee’s Department Head, and verification of eligibility from Purdue Human Resources. Once verification is complete, the admissions advisor will work with the student (employee or family member) to complete the admissions process.

PG Education Benefit participants are strongly encouraged to review the programs and start dates available by program at purdueglobal.edu. Please be aware this is an interim site, until the official launch of Purdue Global on April 2nd, but we felt it important to provide you a link to request more information and review what will become the featured schools, programs, and concentrations offered by Purdue Global.

Please keep in mind, that not all programs are available each term start and admissions advisors can only service students interested in the current cycle/start date, and up to two consecutive start dates out. Generally speaking, this is approximately 60 days. A few other important points and dates to note.

Students (employees and family members) interested in taking advantage of the PG Education Benefits must be enrolled into the program of study 15 days prior to the start of the term. There is a limit to the number of new enrollments Purdue Global can accept per term under the PG Education Benefits. If the requested term is full, an admissions advisor will advise on the next available term.

Purdue Global will begin accepting Intake Forms on April 2, 2018. We couldn’t be more thrilled or honored to add Purdue Global to the Purdue university system, helping extend Purdue’s land-grant mission into the 21st century.

Sincerely,

William E. Sullivan
Treasurer and Chief Financial Officer