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# **Administrative and Professional Staff Advisory Committee**

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## **Executive Summary & Annual Report**

### **2015-2016**

Submitted by Joy May – APSAC Chair  
July 29, 2016

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## **Executive Summary** – submitted by Joy May, APSAC Chair

This past year, I came into the role of APSAC Chair quite by accident. The Vice Chair meant to move into the position of Chair stepped down to focus on his education, therefore opening up the Vice Chair position. The recent announcement of the new Leaves policy had led others to turn down the opportunity. I knew it might be challenging coming into Chair of APSAC at such a critical time, but I wasn't worried – if anything, I saw it as an opportunity. A little over a year later, I believe the University as a whole has done some significant growing. I believe the relationship that was strained between employees and administration concerning the Leaves policy is starting to strengthen, as well. I hope that while I was not initially chosen for the position of APSAC, I have shown my worth and fulfilled this position honorably.

As I look over the past year, I look at what APSAC accomplished, and what goals I had laid out for the committee:

What were my goals as chair?

My working goals for the 2015-16 year were:

**\* Continue to build a strong relationship with administration to further enhance APSAC's presence and communication platforms.**

I, along with other staff members of APSAC, have made a great effort over the past year to continue building relationships with key administration. Each month, we have both Dr. Gina DeSanto from the President's office, and Trent Klingerman, Vice President of Human Resources, join us for our meeting. We are very honest with these administrators, and they are very open and engaged with us as well. We ask some hard questions, and present some difficult feedback. Dr. DeSanto and Mr. Klingerman have been a true pleasure to work with, and I know they will continue the good work they are doing, along with requesting support from both APSAC and CSSAC.

I have also been working with the leaders of the University Senate to see what strides we can make in our relationship with the University Senate. This communication has opened up a great avenue for APSAC, and in turn, for all staff members. I know some important stepping stones have been laid for the future relationship between faculty and staff.

**\* Facilitate more transparency and engagement between the administration and staff.**

Over the past year, APSAC has given a lot of feedback to administration concerning communication with staff. We have encouraged administration to provide any information that was available to staff in whatever way possible so staff members would not feel uninformed or blind-sided in any way. For items that were uncertain, we encouraged administration to communicate any information that might be available with the caveat of more information coming soon. Administration has been very aware and attentive to giving staff any available information that is possible, and I believe they have made huge strides to keep the Purdue community informed.

**\* Explore the opportunity to become a voting body on important University business.**

As the Senate continues to consider APSAC's request for a voting seat on the University Senate, we were offered the opportunity to assume two non-voting seats on two different subcommittees of the University Senate. We now have an APSAC member on the University Senate's Equity and Diversity Committee, and one on the Student Affairs Committee. I believe this is a huge accomplishment, and a great move in the right direction, and I thank the Chair of the University Senate for making this opportunity available.

**\* Continue to develop and document sustainable processes to ensure forward progress with member rollover.**

The Compensation and Benefits subcommittee has been working diligently to come up with a better, more universal option for different processes within APSAC. In the fall, one of the classes on campus will take on a class project that will include the challenge of creating a computer program that will help alleviate some of the difficulty that comes along with the different competitive applications that APSAC hosts throughout the year. This will be useful in creating a central location where all applications can be created and stored, and make the process of forward progress despite member rollover more streamlined and sufficient.

**\* Develop ways to inspire APSAC members and their colleagues to take a more active role in leading positive change across the University.**

APSAC has been working in the right direction to meet this goal. We had a wider selection of employees apply for a position on the APSAC committee, and a few applicants from areas that have not been well represented in the past.

I also believe APSAC provided a helping hand with the Benefits Ambassador program, seeing a great turn out of application, as well. One of my personal goals for APSAC was to use the Chair's Corner of the Sentinel to highlight items I thought might help employees take action of their own. I am a true advocate of empowering others to empower themselves.

**\* Help expand opportunities for professional development.**

Our Professional Development subcommittee has been working closely with Kevin Vedder, Sr. Director of Organizational Effectiveness, in assisting his department in determining what opportunities employees would like to see in the form of professional development, what may already be in place and working, and what is not working. This subcommittee will continue to work Organizational Effectiveness to provide feedback on the development of new opportunities.

All in all, I believe this past year has been one of great success, so I bid you farewell as the 15-16 Chair of APSAC and leave you in the capable hands of Sam Guffey, 16-17 APSAC Chair. It was truly a privilege to serve the Purdue community, and I will continue to do so in whatever capacity I am able.

# Annual Report

## Full Committee Report – submitted by Joy May, APSAC Chair

The Administrative and Professional Staff Advisory Committee (APSAC) is the A/P staff member's link to the University administration. As such, APSAC's role is to provide advice and guidance to the University administration when forming University policy and to communicate important information from the administration to A/P staff members throughout the university. As an advisory committee, APSAC meets monthly to discuss and make recommendations on issues that are important to A/P staff. Much of the committee's work is completed through our subcommittees of Membership and Communications, Compensation and Benefits, and Professional Development.

During our 2015-16 year, APSAC represented A/P staff on 17 key University Committees, 3 Ad Hoc Committees, 1 Special Task Force, and 3 Focus Groups, and had direct email communication with 110 employees.

APSAC's ongoing focus is to provide better service to A/P staff through increased communications, increased visibility, and proactive action on issues that are important to A/P staff and the University. Toward this end, we have:

- Continued sending the Sentinel filled with informational updates via e-mail to respective colleagues, and reviewed our marketing initiatives.
- Promoted and sponsored professional development and self-improvement programs and surveyed colleagues for feedback. Some of these were provided as a streaming option to employees as well.
- Welcomed newly hired A/P staff members through personalized welcome letters, contact information, and a small gift.
- Invited several guest speakers to present current issues on campus for APSAC consideration
  - Gina DelSanto
  - Trent Klingerman
  - Adedayo Adeniyi – Purdue Career Development Portal
  - Pam Nesbitt – Follow up on Quality of Work Environment Initiative survey
  - Kevin Vedder – What is Organizational Effectiveness?
  - Sharon Williams – Professional Development (Colors)

Ongoing priorities for APSAC include:

- Increasing the medical insurance premium tiers
- Continued support of job family project
- Ensuring that the Healthy Boiler program remains healthy and continues as an inseparable and indispensable part of Purdue life
- Assisting with the search for a Vice President for Human Resources, and building the relationship with the new official

- Serving on focus groups and recommending medical benefits and retirement packages for implementation
- Ensuring a continued partnership with CSSAC in pursuit of common goals
- Nurturing our partnership with the University Senate
- Ensuring the continuity of the APSAC/CSSAC/PURA annual memorial service each April and establishing a permanent memorial site dedicated to these organizations
- Continuing effective means of updating colleague e-mail distribution lists to promote more efficient and accurate communication throughout the university

At the April 2016 meeting, Loren Parker was elected APSAC Vice-Chair for 2016-17.

Two “Members Emeritus” were also elected to serve another year in an advisory and non-voting capacity: Joy May and Salvador Vallejo.

Samuel Guffey became APSAC Chair on June 1, 2016.

## Subcommittee Reports

The following key accomplishments of each subcommittee were the result of hard work and thoughtful implementation.

### Compensation & Benefits - submitted by Kathy Dale, Subcommittee Chair

#### Resource Fair

- Friday, September 25, 2015, 11 am – 1 pm, South Ballroom, Union
- Over 400 in attendance, significantly higher than past years
- Positive feedback from attendees and vendors (see *appendix A*)
- Plans underway for 2016
  - Sent surveys to 66 potential vendors
  - 16 responses; 14 plan participation
  - 7 willing to donate door prizes

#### Reports from Trent Klingerman throughout the year

- Benefits 2015 Added
  - Autism therapies
  - Preventive Dental
  - Bariatric surgery
- Other Benefits not yet offered (potential cost/year)
  - Gender reassignment (\$160,000)
  - Genetic testing (\$127,000)
  - Infertility treatment (\$365,000)
  - Domestic Partner coverage (\$1.3 - \$2.6 million)
  - Prefunding Health accounts (to encourage HSA usage)
- Other Issues Discussed
  - Changing of exempt status regulations

#### Keep in forefront

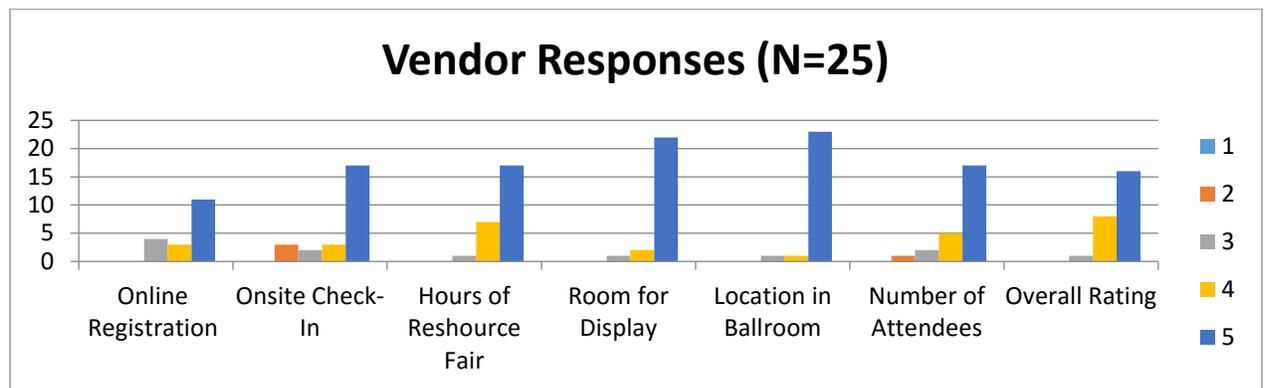
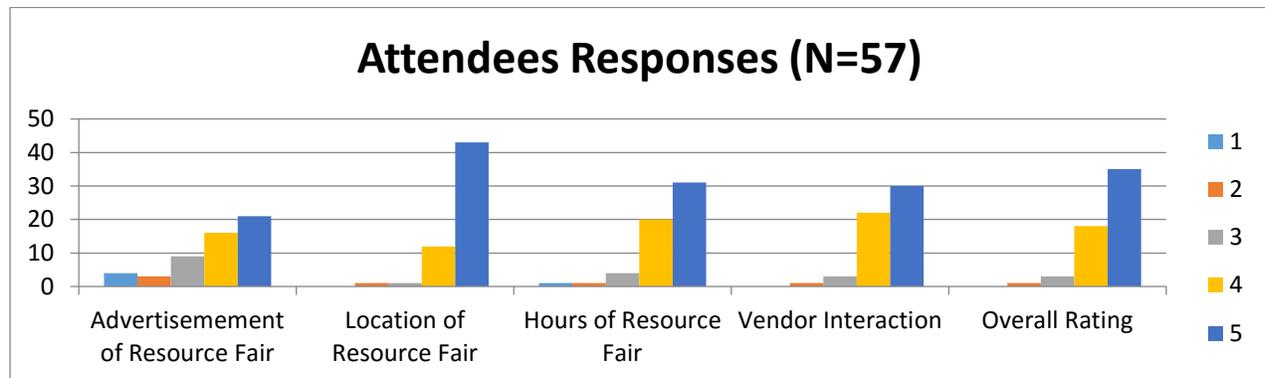
- Benefits
  - Stable premium
  - \$44,000 cliff
  - Gender reassignment
  - Genetic testing
  - Infertility treatment
  - Domestic Partner coverage
- Compensation
  - Job families/wage compression
  - Some job classifications can't compete with industry (IT)
- Other
  - Inconsistency in evaluations and merit pay increase
  - Support for spouse for other staff as appropriate

### APSAC Excellence Award

- Presented to Barry Delks, Coordinator of Career Services, Animal Sciences
- Submitted request for build of a nominating platform that could be owned by APSAC (Studio Experience class)

## Appendix A

Survey responses: 1 (lowest) – 5 (highest) scale



### Professional Development - submitted by Nina Robinson, Subcommittee Chair

The Professional Development Subcommittee started the year with the Richard A. Hadley Lecture on March 31, 2015. Matt and Lisa Pratt presented “Leaving a Legacy: Perspectives on work, family and leadership from a military family”. There were 38 in attendance and it was streamed live to Purdue West Lafayette and the Regional Campuses. When the attendees were surveyed (21 responded), 90% felt that the presentation was excellent or met their expectations.

The Professional Development Subcommittee had two Lovell lectures in 2015. The first was a presentation on April 30, 2015 with Debasish “Deba” Dutta on “Leadership in Higher Education: The View from the Provost’s Seat”. This was a follow up to the presentation by Bill Sullivan in the fall of 2014. There were 58 in attendance and it was streamed live to Purdue West Lafayette and the Regional Campuses.

The second Lovell lecture was on October 25, 2015 with Dr. Will Miller on “Finding Balance While Striving: Healthy Leadership”. There were 124 in attendance and it was streamed live to Purdue West Lafayette and the Regional Campuses. When the attendees were surveyed (58 responded) 99% felt that the program met their expectations.

The Professional Development Subcommittee had a professional development opportunity for APSAC members the last hour of the general meeting on Wednesday, April 8, 2015. Alvin Lee from HR presented on “Resiliency”. Survey response from 37% (10 responded of 27 APSAC Members attending), 80% indicated that it met their expectations.

A second professional development opportunity was offered for APSAC members the last hour of our general meeting on Wednesday, November 11, 2015. Sharon Williams from HR presented “Real Colors”. Survey responses from 50% (15 responded of 30 APSAC members attending), 100% Agreed or Strongly Agreed that: The subject was engaging, participation and interactions was encouraged, information was relevant and contributed to their personal professional development, and the session met their expectations.

Administrative and Professional – Professional Development Grants up to \$750

Spring 2015 Grant Application data:

68 Total applications            14 grants awarded    Total awarded - \$8,877

Fall 2015 Grant Application data:

73 Total applications            12 Grants awarded    Total awarded - \$7,814

### Membership and Communications - submitted by Kelly Delp, Subcommittee Chair

- Yearly goals for 2015-2016:
  - Goal 1: Improve the Sentinel process, getting articles and sending out on a more regular timeframe.
  - Goal 2: Delegate the tasks of the committee, (i.e. Sentinel, welcome letters, web site) to various members, so that the tasks do not all fall to one or two people.

### Accomplishments for 2015-2016

- Goals:
  - Goal 1: Johnathan and Sam to the leadership of getting the Sentinel written and published. It has worked very well this year!
  - Goal 2: The tasks of the committee were divided up between the entire sub-committee, so there wasn't one member doing the bulk of the tasks.
- Membership Drive:
  - The Spring 2016 Membership Search included three open positions in three areas. The term of service is three years (June 1, 2016 until May 31, 2019). Announcements/communications were sent out in Purdue Today (twice), a letter was mailed to the deans and department heads, and a letter/invitation was sent out to AP staff. It was also communicated through the Sentinel.

The application itself was through Qualtrics. A total of eighteen applications were received. In addition to filling the existing open positions, one (1) at-large member was brought on as well.

- Community Spirit Award:
  - We had three nominations for the Community Spirit Award in 2015. The nomination forms were in Qualtrics. The Award Nomination information was sent to a small e-mail list outside of the Purdue Community who have volunteers. It was also sent out via Purdue Day two times. The winner this year was Dan Carpenter. Dan volunteers for the Arc of Tippecanoe County, the Special Olympics, and is the advisor for the student organization Special Olympics at Purdue. We also had an honorable mention, Carol Weaver for her work with the Indiana Blood Center and several other local charities. Carol has donated approximately 28 gallons of blood over the past 13 years. In addition to being a top blood donor she also coordinates many blood drives on campus.

#### Delegation of Roles for MAC:

- Membership Drive: Kelly and Johnathan (Chair and Vice-Chair)
- June APSAC Orientation: all 2<sup>nd</sup> and 3<sup>rd</sup> year subcommittee members
- Sentinel Production: Sam and Johnathan
- Community Spirit Award: Kelly and Johnathan
- Welcome Letters: Abby
- Website: Jeff