
Administrative and Professional Staff
Advisory Committee

**Annual Report
2007-2008**

Submitted by Mike Budzik – APSAC Chairman
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Executive Summary

APSAC’s focus for this year has been providing 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. Our Communications, Membership and Staff Relations, Compensation and Benefits, and Professional Development subcommittees along with our members who represent A/P staff on 15 key University committees have made great strides towards this focus. Their efforts have led to a 62% increase in requests and inquires that we received from A/P staff members and a 43% increase in number of applicants for each open seat for the coming year. Another change that these efforts have brought is campus and project leaders are now approaching APSAC asking for the opportunity to speak and garner APSAC’s input and cooperation. Over the past year, APSAC has also implemented changes to subcommittee chair terms and regional campus representation. These changes were made to help us better serve A/P staff by reducing delays due to changes in committee members and chairs each year and ensuring that the regional campuses are represented.

To increase our impact, we began partnering with the Clerical and Service Staff Advisory Committee (CSSAC). This developing partnership produced a joint recommendation for the upcoming parental leave policy and provided staff representation on each strategic planning tiger team and the strategic plan steering committee. Increasing our partnership with CSSAC will be important in the coming year.

This year, APSAC provided advice, recommendations, and requests to the university administration on the following issues:

- Medical premium tier structure
- Dental insurance
- Changes to terms and conditions of A/P appointment
- Lack of opportunities for staff input regarding candidates for central administrative positions
- Surveying staff to determine satisfaction and future priorities
- Comprehensive benefits review
- Parental leave
- Increased partnership between APSAC and the university administration

Our ongoing efforts and future priorities include

- Providing a Professional Development fair to celebrate APSAC’s 20th anniversary
- Engaging the administration to deal with pay equity issues
- Eliminating the three-year waiting period for Purdue’s contribution to TIAA-CREF
- Providing the TIAA-CREF retirement benefit for all A/P staff

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In June, 56% of APSAC members will be new. This will make the 2008-2009 year a challenging one. APSAC has elected Kristie Bishop, Mike Budzik, and Dan Leaird as APSAC's first Members Emeritus to help preserve continuity and train new members. Traditionally, APSAC's mentoring program helps new members by pairing them with mentors who are in their third and final year of service on APSAC. Because of next year's unusually high number of new members, we have modified the mentoring program to include second-year members and the three Members Emeritus.

APSAC's Communications Subcommittee's efforts to inform and involve A/P staff have led to a 62% increase in the requests and inquiries received from staff members compared to the previous year. Nearly half of the communications received were regarding benefits, with dental insurance and retirement benefits being the most frequent topics. The Communications Subcommittee is currently working with ITaP to improve APSAC's ability to effectively reach all A/P staff members at Purdue.

The APSAC Compensation & Benefits Subcommittee led APSAC in providing the administration with two letters detailing recommended benefit changes. The first letter was sent to Jim Almond & Human Resources indicating APSAC's strong support for a review of the existing Parental Leave Policy. The second letter, also sent to Jim Almond, was an endeavor to initiate dialog regarding holistic review of current benefits and potential benefit changes including offering a cafeteria plan for benefit selection, restructuring of medical premium tiers, addition of a dental insurance plan, restructuring of the entire leave policy to reduce complexity and increase flexibility, and elimination of the 3 year waiting period for TIAA-CREF contributions. Restructuring the medical insurance premium tier system to eliminate instances when employees receive a decrease in take home pay after receiving a pay raise will be a Compensation and Benefits priority in the coming year.

The Professional Development Subcommittee partnered with the Cooperative Extension Service again this year to provide two speaker events. John G. Miller spoke on personal accountability, and Harvey Alston presented "Be the Best." This subcommittee also awarded 46 grants totaling over \$21,000 to help fund professional development activities for A/P staff members. Current subcommittee activities are concentrated on increasing publicity for and effectiveness of grants and other professional development activities. Increased collaboration with CSSAC on addressing professional development issues will be explored.

The Membership and Staff Relations subcommittee provided orientation for new members again this year and also ran the mentoring program to help new members succeed. The subcommittee also recruited and selected individuals to fill the 11 open seats for representatives from the West Lafayette campus and is already working on orientation and mentoring for the coming year as these will be crucial due to the unusually high number of new members starting in June.

Full Committee Key Activities

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 they are 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 Communications, Membership and Staff Relations, Compensation and Benefits, and Professional Development subcommittees. During our 2007-08 year, APSAC also represented A/P staff on 15 key University committees including Campus Safety, Faculty Compensation and Benefits, Health Plan Advisory, OnePurdue Advisory, Parking and Traffic, University Senate (non-voting advisory seat), Voluntary Benefits.

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APSAC's focus for this year has been providing 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. Towards this end, we have:

- Updated the APSAC website (www.purdue.edu/apsac) monthly
- Welcomed newly hired A/P staff members through personalized welcome letters, letter openers, and contact information.
- Provided monthly APSAC Updates via e-mail to A/P staff throughout the university
- Begin reviving the CIC Association of Professional Staff Councils to increase communication with peer institutions
- Inviting guest speakers to present current issues on campus for APSAC consideration
 - Jim Almond, University Budget
 - Howard Taylor, RSC renovation
 - Brent Bowditch, Medical insurance programs & retirement benefits
 - Dr. Olsen and Dr. Lechtenberg, staff issues
 - Alysa Rollock, Amorous relationships policy
 - Christine Ladisch and Mark Pagano, Accreditation
- Proactively making recommendations directly to appropriate areas of the administration

Our efforts at increasing APSAC's visibility and impact have been successful, though there is still room to grow. The 62% increase in request and inquiries from A/P staff and 43% increase in number of applicants for each open seat are great indicators of this success. We are also seeing a change in scheduling campus leaders to meet with APSAC. Traditionally, APSAC would have to seek out campus leaders to be guest speakers. This year, we have been approached by numerous individuals wanting to be guest speakers so that they can garner input and cooperation from APSAC. Although this is difficult to quantify, we believe it demonstrates our increased visibility and impact.

As a system-wide committee, APSAC strives to be an effective, results-oriented voice for A/P staff for needs, issues and concerns. To increase our impact, we began partnering with the Clerical and Service Staff Advisory Committee (CSSAC). This developing partnership produced a joint recommendation for the upcoming parental leave policy and provided staff representation on each of the eight strategic planning tiger teams and the strategic plan steering committee. Over the past year, we have made recommendations to the university administration regarding changes to terms and conditions of A/P appointment, lack of staff input when considering candidates for central administrative positions, surveying staff to determine priorities, comprehensive benefits review, parental leave, and increased partnership between APSAC and the university administration.

This year, APSAC made two significant structural changes to improve our ability to serve our constituents. First, we changed subcommittee chair terms to begin in January each year. Previously, subcommittee chair terms began in June, but unforeseen circumstances led to several subcommittees being chaired by first-year members in recent years. This is problematic because the new chairs were not familiar with ongoing subcommittee work or future goals. The change to terms beginning in January ensures that members have at least 6 months experience on APSAC before assuming the role of subcommittee chair or vice chair. Additionally, new subcommittee chairs benefit from the assistance of the previous chairs since this change means that each subcommittee's chair remains on APSAC for at least 6 months after his or her term as chair ends. The second change addresses the extra time commitment for regional campus representatives. Because of the extra time required, regional campuses have had difficulty finding someone to represent them on APSAC. To reduce the time commitment for regional campus representatives, we changed our bylaws to allow each regional campus to name a primary and secondary representative without increasing the number of votes each regional campus may cast.

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This past year has been a challenge for APSAC as we lost four members, including our Vice Chair, before the end of their terms. This will make the coming year even more challenging. Our member terms are scheduled so that roughly one third of our members are new each year. This year, seven of our West Lafayette campus members will complete their terms as scheduled and all three regional campus representatives are ending their terms as well. This means that beginning in June, 14 of our 25 members will be new to APSAC. To help preserve continuity and help train new members, APSAC has elected Kristie Bishop (2006-07 APSAC Chair), Mike Budzik (2007-08 APSAC Chair), and Dan Leaird (2006-07 Compensation and Benefits Subcommittee Chair) as Members Emeritus. The Member Emeritus positions were created in 2006 to allow members to continue beyond their term to help with continuity of specific projects or general APSAC activities. This is the first time APSAC has elected anyone as Member Emeritus. Their assistance will be indispensable throughout the coming year.

Ongoing priorities for APSAC include:

- Fixing the medical insurance premium tier structure to eliminate instances when employees receive a decrease in take home pay after receiving a pay raise
- Developing a dental insurance benefit for all employees
- Providing a Professional Development fair to celebrate APSAC's 20th anniversary

Priorities for APSAC in the near future include increased collaboration with CSSAC, engaging the administration to deal with pay equity issues, elimination of the three-year waiting period for Purdue's contribution to A/P staff members' TIAA-CREF accounts, and TIAA-CREF retirement benefits for all A/P staff.

Lenny Seidel was elected to replace Sam Axley as Vice Chair of APSAC after Sam left Purdue. Lenny will succeed Mike Budzik as Chair of APSAC beginning in June.

Subcommittee Key Activities

APSAC subcommittees focused on increasing APSAC's visibility and impact as they focused on their respective activities. The following key accomplishments for each subcommittee are a result of hard work and implementation of ideas.

Communication Subcommittee

The Communications Subcommittee works with the other APSAC subcommittees to ensure that important information is effectively communicated to A/P staff members throughout the university. The Communications subcommittee's responsibilities include establishing guidelines and specifications for brochures and fliers, web site maintenance, assessing the overall effectiveness of communication efforts across subcommittees, and composing monthly APSAC Updates for each member to provide to his or her constituents. Sam Axley served as Chair of this subcommittee for 7 months until he left the University. Lenny Seidel was elected to replace Sam as APSAC vice chair and therefore assumed the duties of Communications Subcommittee Chair for the remainder of the year.

The Communications Subcommittee continued and improved upon last year's effort to increase APSAC visibility and communication with A/P staff members throughout the university. These efforts resulted in a 62% increase in requests and inquiries over the previous year.

The Communications Subcommittee used the APSAC website and e-mail correspondences to keep each A/P staff member informed of the following events, activities and news:

- Welcome letters to new A/P staff members
- Strategic planning open forums and updates
- Provost finalist open forums

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- Professional development events
- John G. Miller – The Question Behind the Question
- Scott Ksander – Identity Theft Awareness and Prevention
- Compensation and benefits news
- Health insurance
- Flexible spending
- Healthy Purdue promotion
- APSAC Professional Development Grants
- OnePurdue Enrollment and Student Affairs town hall meetings and news
- OnePurdue Employee Self Service
- APSAC Membership (recruitment efforts)
- Monthly Updates of APSAC activities

Inquires and requests were received from A/P staff members concerning:

- Benefits (47%)
 - Dental (22%)
 - Retirement (15%)
 - Medical premium tiers (7%)
 - Other (56%)
- University Policy (14%)
- APSAC Professional Development Grant (12%)
- Family issues (8%)
- Pay issues (5%)
- Parking issues (5%)
- Other (9%)

The Communications Subcommittee is currently working with ITaP's Identity and Access Management and Utility Software Services groups to implement a new system for automatically populating APSAC e-mail lists using Human Resources data. Currently e-mail lists are maintained manually based on new hire data for A/P staff. This system is imperfect as we are not notified of employees who move from C/S ranks into A/P ranks and we are not notified of employees who move between areas of representation. This new system will improve communications by ensuring that all A/P staff members are included in our regular e-mail communications.

Compensation & Benefits

The APSAC 2007-2008 Compensation & Benefits Subcommittee had a very productive year. The Committee consisted of seven members, including two from regional campuses. Compensation & Benefit members enhanced their value to their constituency by serving on the following additional committees: University Senate representation, Faculty Compensation & Benefits Committee and Strategic Planning.

The Committee had over 68 direct contacts with constituents and human resources utilizing e-mail, unit meetings, face-to-face meetings, phone, and mail, regarding various compensation and benefit issues including medical coverage and medical premium tiers, consumer driven medical insurance, dental insurance, pay scales and pay equity, retirement benefits, fee remission, employment contracts, and parental leave.

The APSAC Compensation & Benefits sub-committee also drafted and requested support from the full APSAC committee in the preparation of two letters. The first letter was sent to Jim Almond & Human Resources indicating APSAC's strong support for a review of the existing Parental Leave Policy. The

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second letter was also sent to Jim Almond to initiate dialog regarding holistic review of current benefits and potential benefit changes including a cafeteria plan for benefit selection, restructuring of medical premium tiers, addition of a dental insurance plan, restructuring of the entire leave policy to reduce complexity and increase flexibility, and elimination of the 3 year waiting period for TIAA-CREF contributions.

We feel that we have made great progress this year and have begun to see some positive changes occurring here at Purdue University. Our goals for 2008-09 are to continue the efforts that have been put in place in order to see these recommended changes through.

Professional Development

The Professional Development Subcommittee continued to provide professional related training and staff development opportunities this year by sponsoring the Richard Hadley Memorial speaker series as well as collaborating with Cooperative Extension Service's professional development event. Topics presented this year included John G. Miller's "Personal Accountability, and the QBQ!" and Harvey Alston on "Be the Best." All events are designed to enhance the personal and professional growth of our constituents.

For the 2007-08 year, the Professional Development Subcommittee addressed several issues related to improving the APSAC Grant application process including reviewing the Grant Application forms for possible electronic submission and revising both the application form and the grant evaluation rubric to alleviate the confusion over the required signatures, OnePurdue position codes, and the use of forms 17 and 33.

Subcommittee members reviewed 61 applicants for fall 2007 and 51 for spring 2008. The 61 fall 2007 Grant Applicants requested \$28,374.43 and APSAC awarded \$9,896.22 in support. The following table provides the names and departments of the grant awardees.

Judy Bower, PUSH	Arlene Hardebeck, School of Management
Beth Clever, Vet Med Teaching School	Johnna Hoalt, Office of Investment
Sara Jane Coffman, Instructional Excellence	David Hoover, School of Management
Alana Crawford, ITaP-ITEA	Merrill Landgrebe, Liberal Arts Advising
Mark Cripe, Provost Business Office	Matthew Leake, Convocations and Lectures
Scott Culver, HFS computing	Christine Lucas, University Development
Cinnamon Gallatin, OnePurdue	Cindy Misenhimer, Vet Med Teaching School
James Gilligan, Education Administration	Huaping Mo, Pharmacy
Seth Grant, Purdue Memorial Union	Mary Helen Nesbitt, Dean of Students
Vickie Hadley, Field Extension Educators	Mark Sobers, Office of Indiana Chemist
Adrienne Hanson, College of Liberal Arts Advising	Kyle Wargo, Office of Engagement

Spring 2008 brought 51 applicants requesting \$23,566.99 with \$10,715 being funded for support. The following table provides the names and departments of the grant awardees.

Ying Li, Biology and Bioinformatics	Tracey Lemming, Sponsored Programs
Jennifer Kapp, OVPIT	H. Dorota Inerowicz, Bindley Bioscience Center
Jean Navarre, Consumer Sciences and Retailing	Tighe Lucy, TLT Audio Visual Services
Gail Gregory, Libraries Administration	Jing He, Bindley Biosciences Center
Lucy Orozco, Liberal Arts business office	Macon Beck, Engineering Education
Brett Gobeyn, Office of Investments	Cindy Barnett, Extension Service
Heidi Leitz-Lescun, Vet Teaching Hospital	Nicole Rosen, Vet Teaching Hospital
Penny Troutman, Extension Service	Catherine Edwards, Worklife Programs
Lawrence Theller, ABE	Nancy Montague, International Students & Schlrs
Chia-Ping Huang, Agriculture/Horticulture	Clifford Hammack, International Students & Schlrs
Stacey Mickelbart, Purdue Convocations	Thomas Springstun, Extension Services
Elaine McVay, Housing and Food Service	

The Professional Development Subcommittee is currently working to increase publicity for grants and professional development activities. Additionally, the subcommittee is beginning collaboration with CSSAC to develop collaborative efforts and address professional development issues common to both A/P and C/S staff.

Membership and Staff Relations

The Membership and Staff Relations (MSR) Subcommittee mission is to provide support to APSAC members and the Administrative/Professional staff members they represent. This year, the MSR Subcommittee accomplished this through the APSAC mentoring program as well as new member recruitment and orientation.

This spring, MSR sought applicants from across the West Lafayette campus. APSAC's increased visibility was responsible for a 43% increase in the number of applicants per open seat. This is a great success and made selecting new members difficult due to the high caliber of applicants. The seat for an APSAC member from the Vice President for Student Services remains empty at this time. This seat was vacated by the unexpected early departure of Sam Axley. Several four year terms and one two-year term were instituted to maintain our member turnover schedule while replacing members who left APSAC before completing their three-year terms. The areas of vacancy for the June 1, 2008 – May 31, 2011 term for the West Lafayette campus were:

- College of Education/College of Liberal Arts
- College of Agriculture including Cooperative Extension Services (3-year term & 4-year term)
- College of Consumer and Family Sciences/School of Management
- College of Engineering
- Office of the President and Areas Reporting Directly to the Provost
- Vice President for Business Services, Internal Audit, Executive Vice President & Treasurer
- Intercollegiate Athletics, Senior Vice President for Advancement, Dean of the Graduate School, Vice President for Human Relations, Vice President for Research, Vice President for Governmental Relations (2-year term & 3-year term)
- Vice President for Student Services (4 year term)
- College of Science (4-year term)

MSR continued the mentoring program by assigning third-year members as mentors to new members in April. Mentors were asked to host new members at the May reception. In addition, MSR provided materials offering guidance to mentors on their responsibilities with new members. The MSR Subcommittee has already started the mentoring program for the coming year by assigning mentors to all new members. Because 56% of APSAC members in the coming year will be new, second-year, third-year, and Emeritus members will be mentors for this essential program.

As a part of the mentoring program, MSR provides a new member guide given to new members in May. This guide provides introductory and training materials on:

- APSAC Overview
- Policies and Procedures
- Strategic Plan
- Annual Report
- University Committees
- Communicating with Constituents