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# **Administrative and Professional Staff Advisory Committee**

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## **Executive Summary & Annual Report**

### **2008-2009**

Submitted by Leonard Seidel – APSAC Chair  
April 15, 2009

**Contents**

Executive Summary – submitted by Lenny Seidel, APSAC Chair ..... 3

Annual Report ..... 7

Full Committee Report– submitted by Lenny Seidel, APSAC Chair ..... 7

Subcommittee Reports ..... 9

    Communication Subcommittee – submitted by Cherry Delaney, Subcommittee Chair ..... 9

    Compensation & Benefits - submitted by Tim Riley, Subcommittee Chair ..... 10

    Professional Development - submitted by David Tate, Subcommittee Chair ..... 10

    Membership and Staff Relations - submitted by Kevin Maurer, Subcommittee Chair ..... 12

## **Executive Summary** – submitted by Lenny Seidel, APSAC Chair

In May of 2008, APSAC began its twentieth year as an advisory body. We dedicated this important anniversary to fulfilling one of our primary missions; promoting programs to enhance and encourage the professional development of administrative and professional staff. Following a very vigorous and productive year, during which APSAC saw many of its members actively contributing to Purdue's next Strategic Plan, my main objective and APSAC's primary focus was to make sure 2008/2009 would not be viewed or taken as an "off" year. Our main objective was to keep the momentum going, capitalize on our increased visibility, refine and better define our priorities, forge new partnerships with CSSAC and the University Senate to help us achieve common objectives and maintain our constructive advisory relationship with the university's administration. To those ends, we were able to make important strides toward a promising future.

The following were highlights of the past year:

1. APSAC Chair, Lenny Seidel was invited to speak at Purdue's first ever Presidential Inauguration in May 2008; representing Administrative, Professional, Clerical and Service Staff.
2. In June 2008, APSAC and CSSAC sent a joint letter to President Córdova, reacting to information we had received that the Healthy Purdue incentives and, even, the Healthy Purdue Program itself were in jeopardy of being scrapped. In July, Dr. Córdova invited the APSAC and CSSAC leadership to a breakfast at Westwood where she stated there would be a meeting on this subject within the month. She indicated preference that we take a more personal and direct approach when communicating with her and her staff in the future. We assured her that we would make every effort to comply with her request and that we were simply following the preference of the previous administration.
3. President Córdova convened a meeting to discuss the viability of the Healthy Purdue Program and its future. It was our position that, three years into the program, we were just beginning to see progress and that the university should not only keep the program, but also keep the incentives in place. Dr. David Miller submitted data refuting claims that Healthy Purdue was accomplishing its intended goals. Following the meeting, the administration decided to make changes to the program for 2009; not to continue to financially reward those who simply completed their initial wellness screening preferring, instead, to provide financial rewards only for the successful completion of the approved wellness programs.
4. Selected APSAC and CSSAC representatives met with John Beelke and Pat Russell of Human Resource Services to review and provide input on the proposed Parental Leave Policy. The Board of Trustees approved this policy in September 2008, with most of our recommendations included in the final draft. Our active involvement with the Parental Leave Policy proved to be advantageous for several important reasons:
  - a. We wanted to be sure that our respective constituencies, not just faculty, would also be the beneficiaries of any new Parental Leave Policy
  - b. We wanted to illustrate that positive outcomes can be derived from working together on objectives common to all groups

- c. This was a forerunner to subsequent joint meetings between APSAC and CSSAC memberships
  - d. Our support of a University Senate initiative could possibly help our efforts to gain an additional, non-voting, non-alternating APSAC/CSSAC Senate seat.
5. Charged with reviewing and revising APSAC's Policies and Procedures every 3 to 5 years, the Chair asked the Executive Committee to complete this time-consuming project with a deadline of March 2009. The Policies and Procedures were officially revised and approved on schedule by a unanimous vote of the full membership at the March 11, 2009 meeting.
6. To celebrate APSAC's 20<sup>th</sup> Anniversary, the Professional Development Subcommittee was charged with creating a theme and related events that would incorporate the 20<sup>th</sup> Anniversary celebration with the annual, APSAC-sponsored, *Hadley Lecture Series* in October. As a result of having served on the *Quality of Life in the Workplace* strategic planning tiger team and tying-in the findings of that workgroup with one of APSAC's missions, APSAC Chair, Lenny Seidel, recommended that the focus of all events associated with our 20<sup>th</sup> anniversary be on professional development. It was decided that "Be Your Own Best Champion" would be the theme of the Hadley Lecture and the 20<sup>th</sup> Anniversary celebration. Mr. Ken Johnson, Chaplain of the NFL Champion Indianapolis Colts, was selected as the special Hadley speaker. Considering that this lecture was scheduled during fall break, the event was well attended and feedback was extremely positive. Some attendees mentioned that Mr. Johnson was very inspirational; motivating them to take charge, make improvements, and be champions of their own lives. The week following the Hadley Lecture, APSAC held a "Be Your Own Best Champion" Self-Improvement Fair in the PMU Ballrooms. There were approximately 500 attendees and 27 exhibitors. APSAC hosted light refreshments to celebrate its anniversary. The Membership and Staff Relations Subcommittee used the fair to recruit new members. The Compensation and Benefits Subcommittee handed out a feedback survey on benefits and areas of staff interest. The event was well promoted and feedback indicated a strong desire to continue this program in the future. Exhibitors were able to recruit for their programs. Attendees were impressed with the number and diversity of self-improvement programs offered at Purdue, which, prior to the fair, they had not known about. The Office of the Executive Vice President and Treasurer and the Vice President for Business Services assisted with greatly appreciated funding for both of these outstanding and well-received events.
7. The October meeting was an historic one. It was the first ever joint session of the full memberships of both APSAC and CSSAC. It was, primarily, a brainstorming session of common priorities and strategies. There was agreement to hold a minimum of one such joint session of both committees each year and to convene whenever necessary to further the common interests of both constituencies. Also there was consensus as to the formation of a smaller, more manageable Joint Leadership Committee which would convene whenever warranted to expedite joint initiatives. The Joint Leadership Committee held its first meeting later in the year to further refine priorities.

8. APSAC was invited to participate on several search committees to recommend individuals to fill vacancies for such top administrative positions as Executive Vice President and Treasurer and the newly created post of Vice President for Diversity.
9. After a two-year hiatus, we resurrected our active involvement with CIC-APSC (CIC Association of Professional Staff Councils). During normal operations, this committee, made up of representatives from the Big Ten Universities and the University of Chicago, would share common concerns, compare the status of A/P staff on the various campuses, hold quarterly teleconference calls and attend the annual conference in Chicago each October. Due to the pulling out of one university and the general absence of leadership, this committee's activity came to a halt. Purdue failed to host last year's Chicago gathering and it was our goal that Purdue take the lead to bring this valuable benchmarking, networking and data-sharing committee back to life. It is with great satisfaction to report that APSAC formed an Ad Hoc Committee and, in February, we revived our teleconference meeting. All agreed to meet in Chicago this coming October with shared hosting between Purdue and Ohio State Universities.
10. Thanks to the efforts of former APSAC Chair and Member Emeritus, Mike Budzik, efforts to improve internal communication and archival documentation took a positive and progressive leap forward. APSAC members can now share information, subcommittee work, meeting minutes and important committee documents utilizing SharePoint. It has proved to be an extremely effective communication tool.
11. Each July, for our regular full membership meeting, we typically visit one of Purdue's three regional campuses. This occurs on a rotating schedule so that each regional campus would only have to host once every 3 years. This year, due to a change in administration, the Fort Wayne Campus was unable to host. Rather than break the rotation cycle, we came up with a creative and very worthwhile alternative as we toured the Purdue University's Clinton County Extension Office in Frankfort, Indiana. We witnessed the array of programs and activities benefiting the local community and learned of the challenges faced by a large Latino residency and existing racial tension. We toured the site of the Clinton County Fairgrounds and dined at a popular local Mexican restaurant.
12. Dr. Còrdova convened a meeting of interested parties to discuss the Golden Taps memorial ceremony, held twice each year for Purdue students who have passed away while attending college. The president felt that the ceremony was too short, not substantial enough and suggested that it be changed to an annual event and include the entire Purdue family. However, it was generally felt by all attending that the student ceremony should remain as it has been traditionally; separate and distinct. At that point, I had mentioned that APSAC had been exploring the possibility of a permanent site for a staff memorial, had not been making progress, and wondered if the president would be supportive of our efforts. Faculty representatives also felt that they would prefer having their own memorial annually. The president agreed to support our efforts and it was decided that our ceremony would include APSAC, CSSAC and PURA during the week following Gala Week in April. An Ad Hoc committee was then created to pursue a permanent memorial site for these organizations. The hard work of Kristie Bishop and the Ad Hoc committee paid off. The first ever memorial service for A/P and C/S staff will take place on April 22, 2009

on the steps of Hovde. PURA decided not to participate this year. Approximately 26 people will be remembered this year.

13. Due to difficulties with the new One Purdue system, attempts to obtain an accurate means of updating and maintaining e-mail distribution lists by constituency area were unsuccessful.
14. Attempts to update the APSAC logo met with bureaucratic red tape, despite a newly-formed university marketing team. The Executive Committee deemed the proposed logos to be conceptually uninspiring and sent the work order back to the marketing department for a reworking.
15. At the request of the Director of Training for Human Resource Services, four APSAC members joined forces with four CSSAC members to participate on a university-wide Staff Training and Development Steering Committee. This task force may eventually become a separate APSAC subcommittee or may be incorporated into an existing subcommittee at a later date and as the scope of the project is further clarified.
16. Current and former APSAC members are serving on important focus groups reviewing our medical benefit and retirement plan options for the future.
17. Former CSSAC Chair, Gary Carter, ably represented both APSAC and CSSAC on the sole, shared, non-voting University Senate seat. At the April 2009 APSAC meeting, Mr. Carter announced that the University Senate will decide whether or not to create a second, non-voting seat; so that representation on the Senate would not have to alternate between APSAC and CSSAC every other year. A Senate subcommittee recommended approval and referred the matter to the full Senate for a vote prior to the summer recess.

# Annual Report

## Full Committee Report – submitted by Lenny Seidel, 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 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 2008-09 year, APSAC represented A/P staff on 16 key University Committees, 2 Ad Hoc Committees, 1 Special Task Force, 3 Focus Groups and 2 VP Search Committees.

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. Towards this end, we have:

- Updated the APSAC website ([www.purdue.edu/apsac](http://www.purdue.edu/apsac)) monthly
- Continued sending our monthly informational updates via e-mail to respective constituencies and reviewed our marketing initiatives.
- Promoted and sponsored professional development and self-improvement programs and surveyed constituencies for feedback on their concerns.
- Welcomed newly hired A/P staff members through personalized welcome letters, letter openers, and contact information.
- Revived the CIC Association of Professional Staff Councils to increase communication with peer institutions and held the first teleconference meeting in over two years.
- Invited several guest speakers to present current issues on campus for APSAC consideration
  - Jim Almond - University Budget
  - Teresa Wesner - Life Insurance Benefit Changes
  - Provost, Randy Woodson and Interim EVPT and VP for Business Services, Jim Almond – A/P Issues, Diversity Issues, Communication with the Administration.
  - Mike Budzik - SharePoint Demonstration
  - Cheryl Laszynski - Flexible Work Policy at Purdue
  - Sharon Williams – RIF Process
  - John Shipley – Budget Briefings
  - Dan Schuster – Exploring Increased Retirement Plan Choice

Last year we lost four members, including our Vice Chair, before the completion of their terms. Although we had a successful recruiting campaign and managed to fill the open positions, the resignations continued during the current year. Of the five members who left APSAC this year, one did so because of job loss (Purdue Extension contract had not been

renewed) , another did so because job responsibilities increased to a point where it became difficult to participate, one accepted a position outside Purdue and two others moved into faculty positions. To help preserve continuity and help mentor new members, APSAC had the assistance of Members Emeritus Kristie Bishop (2006-07 APSAC Chair), Mike Budzik (2007-08 APSAC Chair), and Dan Leaird (2006-07 Compensation and Benefits Subcommittee Chair). Their continued dedication to APSAC throughout this past year proved to be extremely helpful and was greatly appreciated.

Ongoing priorities for APSAC include:

- Obtaining comprehensive dental insurance for all employees
- Restructuring the medical insurance premium tier structure to eliminate instances when employees receive a decrease in take home pay after receiving a pay raise
- Ensuring that the Healthy Purdue 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
- Serving on focus groups and recommending medical benefit and retirement packages for implementation
- Ensuring the continued viability of CIC-APSC
- Ensuring the 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
- Pursuing an effective means of updating constituency e-mail distribution lists to promote more efficient and accurate communication throughout the university

At the April 2009 meeting, Nick Howell was elected APSAC Vice Chair for 2009/2010.

Three "Members Emeritus" were also elected to serve another year in an advisory and non-voting capacity: Lenny Seidel, Dave Tate and Steve Santy.

Cherry Delaney will become APSAC Chair on June 1, 2009.

## Subcommittee Reports

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

### Communication Subcommittee – submitted by Cherry Delaney, Subcommittee Chair

The Communications Subcommittee mission is to promote and market APSAC initiatives and inform our Administrative Professional (A/P) constituents. This is done by monthly updates sent to all constituents and by providing current information on the APSAC website. This subcommittee is composed of liaison Vice Chairs from the other three subcommittees, and works with the other APSAC subcommittees to make sure important information is effectively communicated to all A/P staff. Responsibilities include establishing guidelines and specifications for brochures and fliers, defining procedures for Web site maintenance, and assessing the overall effectiveness of communication efforts across subcommittees.

#### Continual Updates

- Updated subcommittee chair and vice chair data
- Continually updated membership list with multiple resignations and new member additions
- APSAC Updates continually added and archived to the APSAC website
- Policies and Procedures update added

#### Marketing Initiatives for 2008

- Efforts to update the APSAC logo have met an impasse while working with the copyright/marketing office that was commissioned by President Jischke to brand our organization
- Developed a window display promoting APSAC's 20<sup>th</sup> Anniversary in Stewart Center promoting our special speaker Ken Johnson, Indianapolis Colts chaplain and Hadley Speaker
- Assisted in coordinating the APSAC's 20th Anniversary Self-Improvement Fair
- Created a tri-fold display to attract and engage staff in conversation about APSAC at fairs.
- We are working with Identity Access Management office to provide updated staff lists with emails to send out letters to new staff and update the email list of each department
- In an effort to grow the visibility of APSAC and grow its influence, four APSAC representatives are serving as members of the Human Resources Training and Professional Development Steering committee

#### Organizational Initiatives

Created a detailed list of duties for the incoming Communication Vice Chair

### Compensation & Benefits - submitted by Tim Riley, Subcommittee Chair

This subcommittee examines current salary structures, health benefits, leave policies, retirement issues, and other compensation and benefits concerns of A/P staff.

Initiatives of the Compensation and Benefits subcommittee in 2008 included:

- Prepared a letter that was sent to President Cordova sharing concerns about the possible disbanding of the Healthy Purdue Cash Incentives program.
- Continued to lobby for the Parental Leave policy that was implemented in October 2008.
- Work in progress on updating the FAQ page on the APSAC website. Some of the questions included One Purdue implementation and are now outdated.
- A representative from this subcommittee attends the meetings with outside consultants reviewing additional investment options for faculty and staff.
- This subcommittee conducted a survey at APSAC's 20<sup>th</sup> Anniversary Self Improvement Fair to collect information and interest from our constituents.
- A representative of this committee took on the lead role for reviving the CIC- Association of Professional Staff Councils to increase communication with peer institutions. This has been especially helpful to see how other institutions are dealing with current economic issues.

### Professional Development - submitted by David Tate, Subcommittee Chair

The Professional Development Subcommittee continued to provide professional training and staff opportunities for APSAC members through the APSAC Grant fund. Additionally, the PD subcommittee selected Mr. Ken Johnson, a chaplain with the Indianapolis Colts, as the 2008 Hadley Speaker with the title of "Be Your Own Best Champion." The PD subcommittee organized and promoted APSAC's 20<sup>th</sup> Anniversary Celebration with a first ever Self - Improvement Fair and Reception in the Purdue Memorial Ballrooms.

Activities for the fall of 2008 included:

- Organizing and promoting the October 14<sup>th</sup> 2008 Hadley Speaker: Mr. Ken Johnson, Indianapolis Colts Chaplain, who spoke on "Be Your Own Best Champion." This was held in Loeb Playhouse and the presentation received outstanding reviews.
- Continuation of a yearly review and revision of the Grant application and selection process. Consequently, the PD Subcommittee and adopted a simpler and more user friendly version for 2009 applicants. Additionally, it was unanimously voted to increase the maximum grant amount to \$750.
- Organized and promoted the October 21<sup>st</sup> APSAC 20th Anniversary "Be Your Own Best Champion" Self-Improvement Fair and Reception in the Union North and South Ballrooms. Financial support was requested and approved through the Vice President for Business and Treasurer's Office. Participants included:
  - Affirmative Action, APSAC, CSSAC, Black Cultural Center, Boiler Volunteer Network, College of Technology, Continuing Education and Conferences, Distance Learning, Diversity Resource Center, Environmental Health and

Public Safety, Industrial Technology, Housing and Food Services, Human Resource Services Benefits, Human Resource Services Employment, ITaP Communications, ITaP Teaching and Learning, ITaP Telecommunications, Latino Cultural Center, Libraries, Purdue Employees Federal Credit Union, Purdue Alumni Association, Purdue Convocations, Purdue University Retired Association, Recreational Sports, SPAN Plan, Weekend Masters Technical Program, Women's Resource Center and Worklife Programs.

\*Note: it was suggested by those who attended the Improvement Fair, both APSAC/CSSAC members and vendors, to consider having a similar fair every other year.

- Provided APSAC grants totaling approximately \$18,000 for the fall of 2008 to:
  - Ginger Batta-Agricultural Economics
  - Cheryl Westlund-Director of Business Managers
  - Michelle McBrite-Purdue Memorial Union
  - Hasan Shanifi-Birck Nanotechnology Center
  - Stephanie Fiddler-Financial Aid
  - David Robledo-College of Engineering Admin
  - Nancy Ann Allrich-VPBS System Support Group
  - Barbara Brown-Speech, Language and Hearing Sciences
  - Megan Sheridan-Agricultural Economics
  - Carissa Sparks-Basic Medical Services
  - Kathy Evans-Patty and Rusty Rueff Visual and Performing Arts
  - Nicole Witkowski-Field Extension Educator
  - Stephen Parks-Tarkington Residence Hall
  - Mark Straw-Animal Sciences
  - Ethel Swartzendruber-Liberal Arts Counseling and Student Services
  - Jacqueline Ziven-LeCourt-Veterinary Medical Teaching Hospital
  - Cheryl Anderson-Veterinary Clinical Services
  - Mark Pflug-Radiological & Environmental Affairs
  - Lara Luke-Veterinary Medical Teaching Hospital
  - Patricia Keating-Field Extension Educator
  - Gilbreto Corral Jr. - Latino Cultural Center
  - Tamara Lynch-Child Development and Family Studies
  - James Pairitz-Division of Recreational Sports

The spring 2009 PD Grant applications numbered 45, of which 30 applicants received monetary awards of up to \$425 each. Due to limited funds available, it was decided to maximize the number of award recipients rather than issue the \$750 maximum allowable award amount to fewer individuals. The total funds awarded came to \$12,645.00.

Fall 2008 / spring 2009 Professional Development Subcommittee members are: Dave Tate (former Chair), Pam Phegley (current Chair and 2008 Vice Chair), Marsha Freeland, Ed Wiercioch (current Vice Chair), Mollie Pennock, Linda Rose, Dan Annarino, Kristie Bishop (former APSAC Chair and current Member Emeritus), Terri Chance, Michelle Davis, Michelle Gilhooly and Leonard Seidel current APSAC Chair.

### Membership and Staff Relations - submitted by Kevin Maurer, Subcommittee Chair

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, under chair Joe Zadik, 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 for eleven open positions. The areas of vacancy for the June 1, 2008 – May 31, 2011 term for the West Lafayette campus were, with exceptions noted:

- College of Education/College of Liberal Arts
- College of Agriculture including Cooperative Extension Services
- College of Agriculture including Cooperative Extension Services (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
- 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)
- Vice President for Student Services (4 year term)
- College of Science (4-year term)

APSAC's increased visibility was responsible for a slight increase in the number of applicants (21 for 10 positions). This made selecting new members difficult due to the high caliber of applicants. The only exception would be for the Vice President of Student Services where no one initially applied.

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 will be continuing the mentoring program for the coming year by assigning mentors to all new members.

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

The MSR Subcommittee met twice in the summer to set goals and selected Kevin Maurer as Vice Chair. Those goals were as follows:

- Revise the member handout –Worked on the MSR section. Sent out electronically for members of the subcommittee to review and submit their suggestions for changes through the track changes function of Word.
- Offer a different giveaway than the letter opener used for the past couple of years – Will decide on an item once we give the letter openers away at the Fair. Still being worked on.
- Change the interview questions and process - maybe have staff nominated – Will try to seek interest at the Fair. Will review questions and process at a later meeting. Did not occur in 2008.
- Improve diversity through marketing and recruitment – Talked about using outgoing members to identify underrepresented staff members from their area. Did not occur in 2008.
- MSR will host a booth at the APSAC 20th Anniversary Self-Improvement Fair – Completed.

Part of the challenge in the fall of 2008 was the slow decimation of the MSR Subcommittee as many of the same members who resigned from APSAC were also members of the MSR Subcommittee. This led to a number of challenges and ultimately the need for some rebalancing among all of the subcommittees.

This coming spring, MSR will once again seek applicants from across the West Lafayette campus. The areas of vacancy for the June 1, 2009 – May 31, 2012 term for the West Lafayette campus are:

- College of Engineering
- Colleges of Pharmacy, Nursing & Health Sciences, and College of Technology
- Vice President for Information Technology
- Vice President for Housing and Food Services
- 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
- College of Agriculture, including Cooperative Extension Services (2 vacancies)