

**Administrative and
Professional
Staff Advisory Committee
Executive Summary &
Annual Report
2009-2010**

Submitted by Cherry Delaney – APSAC Chair
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Executive Summary submitted by Cherry Delaney, APSAC Chair

The following were highlights of the past year:

1. APSAC was invited to participate on several search committees to recommend individuals to fill vacancies for top administrative positions:
 - Executive Vice President for Business and Finance, Treasurer search: Pam Phegley served
 - Vice Provost for Diversity and Inclusion search: Mark Sobers served
 - Executive Vice President for Human Resources, a newly created position: Cherry Delaney served
 - Executive Vice President for Academic Affairs and Provost search: Jackie Butram served
2. The October meeting was again a joint session of the full memberships of both APSAC and CSSAC. A proposed non-smoking policy was presented by Executive Vice President Al Diaz, and he asked for CSSAC and APSAC endorsement. The non-smoking policy was the major topic of this year's joint meeting.
3. Cherry Delaney and Nick Howell attended the CIC-APSC (CIC Association of Professional Staff Councils) meeting held in Chicago to address mutual concerns brought about by the economic situations throughout the nation. 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. The CIC-APSC group had not met for a number of years in person and it allowed greater discussion about how each university handled issues. There had not been enough interest from any school to have an in-person meeting. It was our goal that Purdue take the lead to bring this valuable benchmarking, networking and data-sharing committee back to life.
4. APSAC was granted its own non-voting, non-alternating APSAC/CSSAC University Senate seat, rather than the one seat shared with CSSAC in the past. This allows an APSAC representative to attend the University senate meetings and report back to APSAC about initiatives being reviewed in that forum.
5. APSAC Chair, Cherry Delaney, and Vice-Chair, Nick Howell, were invited to contribute to the newly formed Steering Committee for Sustaining New Synergies that started meeting in November, 2009.
6. APSAC Chair, Cherry Delaney, was asked to participate in the review of four outside consulting firms to possibly be brought to Purdue to help with a transformational restructuring that would be done to assist in budget cuts and strategic initiatives.
7. In February, APSAC sent a letter to Executive Vice President Diaz and Woodson outlining concerns with proposed cost cutting initiatives that would adversely impact

staff and faculty at the university. The letter was presented prior to their meeting with the Board of Trustees.

8. APSAC partnered with William Lovell to manage his endowment for a leadership series to be presented yearly. The leadership endowment had been moved from one hosting organization to another and he wanted to find a more permanent organization to continue his vision for providing leadership training for Purdue staff. APSAC willingly offered to partner with him to continue this program. Our first session, "Crucial Conversations" filled within a very short period of time. The presentation differs from our usual format in that APSAC is purchasing the book for the 100 attendees and sending it to the registered attendees prior to the day of the talk. They will also be given homework to complete prior to the presentation. The speaker, an Extension agent from Marion County, George Okantey, will present the program.
9. APSAC hosted a forum for staff about the possible Sustaining New Synergies options to save money and to streamline the costs and workings of the university in order to be financially sustainable throughout this economic downturn. To my knowledge, it was the first time that APSAC had offered a forum to staff to address issues of such relevant significance. There were about 250 in attendance in Stewart Center and another 485 staff at both regional campuses and the West Lafayette campus watched it via streaming video. The link to the video remains active for staff to view at their convenience.
10. APSAC chair and vice chair were invited to meet with members of the accreditation committee to speak about the staff position on the quality of life and answer questions that the accreditation team asked about the administration.
11. APSAC worked with various groups on campus to promote a staff memorial service to be held during the week following Gala Week in April. Our ceremony will again include APSAC, CSSAC, and PURA.
12. After much effort, Nick Howell was able to update our e-mail distribution list by constituency area. Some redistribution of constituents was made to be more equitable in representation.
13. Attempts to update the APSAC logo were finally completed.
14. At the request of the Assistant Director of Human Resource Training and Development, four APSAC members joined forces with four CSSAC members to participate on a university-wide Staff Training and Development Steering Committee.
15. APSAC chair was asked to meet regarding the need for offering some designated structures for smokers upon implementation of the non-smoking policy to take effect July 1, 2010.

Annual Report

Advisory Committee

Chairperson of the Administrative Professional Staff Advisory Committee

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The responsibility of the Administrative Professional Staff Advisory Committee is to advise the President, Executive Vice President for Academic Affairs & Provost and Executive Vice President for Business and Finance, Treasurer on any matter of concern to the staff. 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 2009-2010 year, APSAC represented A/P staff on key University Committees:

- the search committee for the newly created Vice President of Diversity and Inclusion
- the search committee for the newly created Vice President of Human Resources position
- the search committee for a new Executive Vice President for Academic Affairs and Provost
- the committee to review four consulting firms to present their vision for working with Purdue to create transformational changes to help with current budget issues.
- the steering committee for professional development and training
- the steering committee for sustaining new synergies

APSAC's ongoing focus is to provide communications to A/P staff, increase the visibility of A/P staff concerns, and provide proactive action on issues that are important to A/P staff and the university. Towards this end, we have:

- Hosted a forum on Sustaining New Synergies
- Updated the APSAC website (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, luggage handle covers, and APSAC representative contact information.

- Revived the CIC Association of Professional Staff Councils to increase communication with peer institutions and held the first in person meeting in over three years.

APSAC invited several guest speakers to present current issues on campus consideration

- Jim Almond - University Officer's Report (monthly), and the University budget
- Robert McMains, Vice President for Physical Facilities
- Dr. Steve Thompson/Dr. Lori Corriveau – Tour of the Vet Teaching Hospital
- Provost, Randy Woodson and Executive Vice President, Al Diaz and Vice President for Diversity and Inclusion, Christine Taylor
- Howard Taylor, Director Division of Recreational Sports Center
- Dr. Christine Taylor, Vice Provost for Diversity and Inclusion
- Jessica Teets, University Policy Office Coordinator spoke on the Policy on Policies

Ongoing priorities for APSAC include:

- Restructuring the medical insurance premium tier to eliminate instances of employees receiving a decrease in take home pay after receiving a pay raise
- 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 2010 meeting, Robin Shanks was elected APSAC Vice Chair for 2010/2011. Kevin Maurer, Tim Riley and Cherry Delaney were also elected to serve as emeritus members for another year in an advisory and nonvoting capacity.

Nick Howell will become APSAC Chair on June 1, 2010.

Subcommittee Reports

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

Communication Subcommittee submitted by Nick Howell, Subcommittee Chair

The Communications Subcommittee's 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

- Continually updated membership list with new member additions
- APSAC updates continually added to the website and shared with fellow representatives and archived these to the APSAC website
- Added year of tenure for each representative to
- Worked on APSAC Strategic Initiatives and Mission Statement

Marketing Initiatives for 2009

- APSAC logo was updated
- 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 Career Development Steering committee
- The Sustaining New Synergies forum was live streamed and the archived link was placed on the APSAC website

Organizational Initiatives

- Created a detailed list of duties for the incoming communication vice chair
- Worked on the APSAC Strategic Initiatives and Mission Statement

Compensation & Benefits submitted by Tim Riley, Subcommittee Chair

The APSAC 2009-2010 Compensation & Benefits Sub-Committee continued to provide feedback and proposals concerning current salary structures, health benefits, leave policies, retirement as well as other compensation & benefit concerns of our A/P staff. Due to recent economic conditions, it has been a challenging year. However, we feel the committee had excellent representation and feedback on many concerns & issues.

The Committee consisted of eight members, including one from our North Central campus. Compensation & Benefit committee members enhanced their value to their constituency by serving on the following additional sub-committees or ad-hoc committees: Faculty Compensation & Benefits Committee, Staff Appeals Board, and Training/Career Development Steering Committee.

The Committee had over 125 contacts with constituents and human resources staff utilizing e-mail, unit meetings, face-to-face meetings, phone, and mail, regarding various compensation and benefit issues. The breakdowns by subject for these contacts are:

Food Court Staff Discounts	2
Medical Coverage	4
Medical Coverage Tiers	2

RIF Policies	1
Smoke Free Campus Policy	93
Professional Development	1
Health Savings Accounts	2
Retirement Benefits	1
AP Mailing Lists	1
CIGNA Website	1
New Synergies	8
Parking Pass Issues /Benefits	3
Tuition Reduction / Fee Remits	3
3 Year Waiting TIAA Period	1
Salary Freeze / Benefit Costs	2

Initiatives of the Compensation & Benefits subcommittee in 2009 included:

- Committee had representative serve on the search committee for the Vice Provost of Diversity and Inclusion
- Assigned representative to serve on committee reviewing Retirement/Investment Options
- Assessed and provided feedback on the Hewitt Benefit Comparison Review
- Reviewed and provided feedback on adoption benefits proposal
- Paper Reduction Initiative: Met w/ Staff from Athletics, Convocations, & Printing Services to reduce duplicate mailings and propose solutions to reduce fliers & other advertisements
- Representation on the Sustaining New Synergies Steering Committee
- Preparation of Database of Employee Perks to add to the APSAC website
- Continued to stress the need of a Dental Plan here at Purdue University, although tough budgetary cuts have obviously halted any plans—important to keep this on the radar

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 2010-11 are to continue to place A/P staff concerns at the forefront of the committee and to serve as a strong voice during these challenging economic times.

Professional Development submitted by Pam Phegley, Subcommittee Chair

The Professional Development Subcommittee continued to provide professional training and staff opportunities for APSAC members through the APSAC grant fund.

- Continuation of a yearly review and revision of the grant application and selection process. The PD subcommittee adopted a more simple and user friendly version for 2009 applicants.

- 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 2009 / spring 2010 Professional Development Subcommittee members are:

- Dan Annarino
- Marsha Freeland
- Michelle Gilhooly
- Dachea Hill-Bryan
- Amy Keene
- Olivia Maddox
- Mollie Pennock
- Pam Phegley, chair
- Linda Rose
- Lenny Seidel
- Robin Shanks
- Dave Tate
- Ed Wiercioch, vice-chair

Professional Development Events

- April 28, 2009: “Personal Finances Need a Bailout? So Stimulate Me!”; Panel Discussion
- November 19, 2009: “Championship Thinking”; Tom Zupancic, in cooperation with Extension

Professional Development Grant

- Spring 2009: 30 grants awarded totaling \$12,750
- Fall 2009: 13 grants awarded totaling \$9,480

Other activities

- Review and revision of Grant Application and Evaluation
- Selection of Amy Keene as vice-chair for 2010

Membership and Staff Relations submitted by Kevin Maurer, Subcommittee Chair

The Membership and Staff Relations (MSR) subcommittee’s mission is to provide support to APSAC members and the Administrative/Professional staff members they represent. This year, under Chair Kevin Maurer, the MSR subcommittee set and

accomplished a number of goals. One of the first goals was to rebuild the MSR subcommittee. Many of the members who resigned from APSAC in 2008 were also assigned to the MSR subcommittee. Michelle Davis and Bonnie Fox agreed to move subcommittees and joined MSR. Michelle was selected as the 2009 MSR Vice Chair. This spring, with a full subcommittee and the assistance of the APSAC Chair and Members Emeritus, MSR sought and interviewed applicants from across the West Lafayette campus for seven open positions. The areas of vacancy for the June 1, 2009 – May 31, 2012 term for the West Lafayette campus were:

- 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)

This number of vacancies is down from eleven open positions during the 2008 recruiting period. In all, there was a slight decrease in the number of applicants (13 for 7 positions). Having an almost 2:1 candidate ratio made selecting new members difficult due to the high caliber of applicants, however, there were three areas of representation with only one candidate, in part due to confusion about reporting lines. Fortunately, there were no areas where no one initially applied. With two four-year terms filled in 2008 and with no members departing before the completion of their terms during 2009, MSR has rebalanced the recruiting cycle going forward.

MSR continued the APSAC mentoring program by assigning second- and third-year members as both primary and secondary mentors to new members in April. Primary mentors were on the same subcommittee as their incoming mentee was assigned to, with the hopes of helping new members not only transition on to APSAC but also on to their subcommittee. 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. In June, Mark Straw and Lynn Holland joined the MSR subcommittee. Susan Byers, from the IPFW regional campus, also serves on the MSR subcommittee.

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

- APSAC Overview
- Policies and Procedures
- Strategic Plan
- Communicating with Constituents

The MSR subcommittee formally met five times in 2009, up from twice in 2008. Because we set goals once new members join the subcommittee but report our progress on an annual basis, I have provided updates on the relevant two years. As for progress on the 2008-09 MSR subcommittee goals:

- Revise the member handout –Worked on the MSR section in 2008. Became part of the larger project of revising the Policies and Procedures, which was accomplished by the Executive Subcommittee in 2009.
- Offer a different give away than the letter opener used for a couple of years – Actually a goal from 2007-08 which was accomplished in 2009 with the selection of brightly colored yellow luggage tag identifiers with the new Purdue APSAC logo. Since there are still some remaining letter openers, members have been asked to continue welcoming new members with those, but some representatives have moved to the new luggage identifiers.
- Change the interview questions and process – Questions were reviewed and slightly updated in 2009.
- Improve diversity through marketing and recruitment – Talked about using outgoing members to identify underrepresented staff members from their area. Did not occur in 2009.