

**PURDUE UNIVERSITY**  
**ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES**  
**February 12, 2020**

**APSAC MEMBERS PRESENT**

Malissa Ayala	David Huckleberry	Stephanie Winder
Stacey Baisden	Allison Lampley	Suzanne Zurn-Birkhimer
Katie Brothers	Dean Lingley	
Dean Brusnighan	Greg McClure	
Deidre Bush	John O'Malley	
Madaline Foglesong	Andy Pruitt	
Bill Fornes	Mike Springer	
Alex Gulik	Dan Vukobratovich	
Michelle Hadley	Cameron Ward	

**APSAC MEMBERS ABSENT**

Hope Charters  
Jason FitzSimmons  
Kirsten Gibson  
Regina Gordon  
Melinda Haines  
Ty Harvey  
Eric Johnson  
Danielle Latta  
Joseph Levell  
Annie MacDonald  
Brittany Vale  
Annette Watters

**RESOURCE MEMBERS PRESENT**

Bill Bell, Vice President for Human Resources  
Melissa Jasek, Office of VP for Human Resources  
Dan Howell, Office of Marketing and Media

**Items #1 – Adoption of the Agenda**

Chair Dan Vukobratovich called the meeting to order at 1:32 p.m. Vukobratovich asked for additions and/or corrections to the agenda. Agenda approved as written.

**Item #2 – Approval of Minutes**

Vukobratovich asked for any additions or corrections to the January 2020 meeting minutes; hearing none, the meeting minutes are approved.

**Item #3 – Announcements**

All subcommittee chairs and University committee representatives should submit written reports to Melissa Jasek (jasek@purdue.edu) by noon Thursday prior to the full meeting. Subcommittee assignments are posted on SharePoint.

**Item #4 University Officers' Reports**

## **Mr. Bill Bell, Vice President for Human Resources**

### Benefits Open enrollment survey

- 1581 responses – slightly more than last year
- 13.5% of those eligible to respond
- Data used for building benefit plans
- Benefits ambassadors – scrap program or move forward Mental health – needs to be addressed

### Engagement survey

- 67% response rate of all eligible staff across all three campuses.
- Of those eligible staff - 69% females, 61% male, 61% salaried, 62% hourly.
- Labs not utilized as expected.
- Feedback questions – 50% provided information – a few words to paragraphs.
- Results will provide good information for review.
- Timelines for info back = few weeks. Hopes to have some information for March meeting
- Requested feedback; they are: questions not useless to provide information, email from non-Purdue entity - ITaP contacted about whether it was spam, concerns about whether truly anonymous, appreciated email to supervisors about providing time for employees to take survey, time it took was appropriate, questions confusing about who each section applied to.

### Performance management

- Self- assessment – Mid-March begin
- Manager – Mid April
- Department Leadership - End of May
- May – merit

Mental Health Awareness – reminder MHA week next week

## **Item #5 Subcommittee Reports**

### **C&B-David Huckleberry**

- Candace Schaffer – issue for ASA resolved
- Unit on campus determining sick, vacation, etc. time use by employees – Candace Schaffer notified and expressed concern
- Discussion on denied request for info from HR – request chair to explain process and would like to resubmit request
- APSAC Excellence Award process

### **MAC – John O’Malley**

- Membership drive underway; openings available – if current members leaving, recruit replacement – interviews in a couple of weeks

### **PD – Malissa Ayala**

- Spring Grants – posted; eligibility questions send to Malissa; apply by March 1
- Hadley Leadership Lecture – Theresa Mayer, EVPRP, STEW 314
- Ad Hoc committee – professional networking; scheduling events; Qualtrics survey

### **Executive – Stacey Baisden**

- Manager/Supervisor Full Day Conference – pilot and requesting 10 people from APSAC

- Thank you for attending gathering – another in May or June
- Name change – no update; Adedayo is checking on this for committee

**Item #6 – Regional Reports and University Reports**

**Purdue Fort Wayne**

No report

**Purdue Northwest**

No report

**Item #7 – Items of Interest by Area**

**Item #8 – Old Business**

None

**Item #9 – New Business**

Danny – tabled – subcommittee work process flow

Cameron Ward – Visual Arts and Design committee – unified art committee

**Item #10 – Adjournment**

With there being no further business, the meeting adjourned at 2:34 p.m.

Motion: A. Gulick

Second: D. Huckleberry

The next meeting of APSAC will be held on Tuesday, March 10, 2020 in LWSN 1142.

Respectfully submitted,

Melissa Jasek