

PURDUE UNIVERSITY
ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES
January 8, 2020

APSAC MEMBERS PRESENT

Malissa Ayala	Michelle Hadley	Dan Vukobratovich
Stacey Baisden	Allison Lampley	Cameron Ward
Dean Brusnighan	Danielle Latta	Stephanie Winder
Deidre Bush	Joseph Levell	
Hope Charters	Dean Lingley	
Jason FitzSimmons	Greg McClure	
Madaline Foglesong	John O'Malley	
Bill Fornes	Andy Pruitt	
Kirsten Gibson	Mike Springer	
Alex Gulik	Brittany Stephens	

APSAC MEMBERS ABSENT

Katie Brothers
Regina Gordon
Melinda Haines
Ty Harvey
David Huckleberry
Eric Johnson

Annie MacDonald
Annette Watters
Suzanne Zurn-Birkhimer

RESOURCE MEMBERS PRESENT

Bill Bell, Vice President for Human Resources
Carrie Hanson, Office of VP 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 1:31 p.m. Vukobratovich asked for additions and/or corrections to the agenda. Hearing no changes, chair Vukobratovich noted the agenda approved as written.

Item #2 – Approval of Minutes

Vukobratovich asked for any additions or corrections to the December 2019 meeting minutes; hearing none, the November meeting minutes are approved.

Item #3 – Announcements

Written reports for all committees are due to Carrie Hanson 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 is open through Friday January 24
- Only 609 responses as of January 7
 - 429 provided contact information to receive incentive
 - 2019 = 1553 responses
- Need increased participation and feedback in order to be meaningful
 - Need APSAC and CSSAC to help drive participation

Staff Employee Engagement Survey

- Vendor is Emplify
- Preliminary vendor meeting is complete as of November 8
- An internal project team has been formed; CSSAC reps are Brenda Breece and Sara Mellady
- Teaser email sent just prior to winter recess on Dec 17
- Launch date for survey is Jan 29
 - Need APSAC and CSSAC to help drive participation

Staff Promotion Process

- Completed 1st cycle under new/consistent guidelines
- Next cycle will occur with effective date of July 1

Total Rewards Statement

- Goal to provide each employee with an end of year statement detailing total rewards
 - Project team continues to meet
- Engaged with communications vendor to assist in statement format development and distribution

Item #5 Subcommittee Reports

C&B-David Huckleberry

- HR data request forwarded to HR
- Job description availability request
- APSAC excellence award nominations February through March 27
- Alex has volunteered to be on rebranding Ad hoc

MAC – John O'Malley

- Membership drive
 - 8 openings beginning in June
 - Targeted emails to areas with openings
 - February 3 email
 - App deadline 2/28, dates for reminders prior to that
 - Interviews around spring break
 - April – make recommendations for membership

PD – Malissa Ayala

- Gearing up for Spring grant applications
- PD would like to start activities for all of campus in PD; social activities, prof dev
- Cam will head the ad hoc, would like 3-4 volunteers
 - Alternate with a topic unique and interesting to Purdue and a social activity

- Dan V suggested that they work in tandem with CSSAC
- Email Cam if you are interested in working on this venture

Executive – Stacey Baisden

- HR list regarding numbers of employees per area
 - Executive will look at restructuring areas of representation (March work on, implement next year)
 - Social is January 24, please RSVP
 - Anyone interested in running for VC should contact Stacey

Item #6 – Regional Reports and University Reports

Purdue Fort Wayne

No report

Purdue North West

No report

Item #7 – Items of Interest by Area

ITaP panel for data privacy and Escape Room on January 28 at 5:30 in Krannert Auditorium - Kirsten Gibson

Item #8 – Old Business

None

Item #9 – New Business

None

Item #10 – Adjournment

With there being no further business, the meeting adjourned at 2:39 p.m. The next meeting of APSAC will be held on Tuesday, February 10, 2019 in LWSN 1142.

Respectfully submitted,
Carrie Hanson