

PURDUE UNIVERSITY
MANAGEMENT AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES
July 8, 2020

MaPSAC MEMBERS PRESENT

Malissa Ayala	Joseph Levell	Kerry Ticen
Debbie Bachmann	Dean Lingley	Dan Vukobratovich
Stacey Baisden	Anthony Mull	Cameron Ward
Colleen Banter	Christal Musser	Stephanie Winder
Deidre Bush	John O'Malley	Suzanne Zurn-Birkhimer
Kelsey Chapman	Jaclyn Palm	
Amanda Emmons	Andy Pruitt	
Bill Fornes	David Schlueter	
Kirsten Gibson	Wesley Shoop	
Regina Gordon	Angie Sigo	
Michelle Hadley	Mike Springer	
David Huckleberry	Anna Subramaniam	

MaPSAC MEMBERS ABSENT

Dean Brusnighan
Hope Charters
Rachel Pollack
Larry Temenoff

RESOURCE MEMBERS PRESENT

Bill Bell, Vice President for Human Resources
Gina DelSanto, Chief of Staff
Carrie Hanson, Office of VP for Human Resources
Melissa Jasek, Office of VP for Human Resources
Dan Howell, Office of Marketing and Media

1:30 p.m.

Item #1 – Adoption of Agenda

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

Item #2 – Approval of June 2020 Minutes

- Chair asked for additions or corrections to the June 2020 meeting minutes; hearing none, the minutes are approved.

Item #3 – Announcements

- Written reports for all committees are due to [Melissa Jasek](#) by noon Thursday prior to the full meeting
- Roll Call

Item #4 – University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Standing COVID-19 meetings
 - Tuesday and Thursday morning COVID-19 cabinet meeting with President Daniels
 - Review Protect Purdue Implementation team status

- Review new data and make decisions needed regarding enrollment, online courses, etc. based on data or recommendations from the medical advisory team or Protect Purdue Implementation team
 - Wednesday morning – Protect Purdue Implementation team leaders meeting
 - Review plans, progress on initiatives, and ensure all are being integrated across work streams
 - Making sure all plans can be effectively executed
- Faculty and staff are not required to have COVID-19 test at this time for working on campus
 - Unless there are symptoms, exposure to someone positive for COVID-19
- Guidelines released regarding on-campus and off campus events, and hosting visitors for Fall 2020
- Protect Purdue Health Center
 - Staffed by doctors, case managers, and contact tracers to coordinate care and monitor health across the Purdue community
 - Resource available to faculty, staff, students, and faculty and staff dependents on Purdue health plans
 - Supervisor resource for guidance questions
 - Command center for all things COVID-19
- Provost Akridge hosting conversations about different Protect Purdue topics
 - Facilities and what is happening to keep them clean and safe
 - Health, safety and Human Resources questions – invited participate and answer those
- Visit COVID 19 website and Human Resources website for additional information, resources, and to remain up-to-date.
- Human Resources website
 - Resources (videos, articles, etc.) for supervisors and their teams on effectively working remotely
 - Supervisor Toolkit – resource and training modules for supervisors
 - HR Partnership Module
 - Payroll Module
 - Compensation Module
 - Hiring and Onboarding Module
 - Will continue to evolve and grow with additional information

Ms. Gina DeSanto, Chief of Staff

- Universal Testing Policy
 - pilot phase begins tomorrow and Friday with 800 students enrolled in Summer Start and Early Start program in classes beginning Monday
 - All students, graduate and undergraduate, will be required to have a Corona virus test before moving into dorms; off campus residents before attending classes
 - University contracting with two outside testing organizations
 - Students can request a test kit to be delivered to home address or can go to a testing center
 - University negotiating with major chain for testing for onsite test
 - ADDL lab can handle testing of those not tested in advanced
 - Preferred is testing and in advance and results submitted to Protect Purdue center
- Protective materials (gloves, masks, wipes, etc.) – on track to have 90 day supply needed
- Homeland Security guidelines for international students on F1 Visa
 - If college is fully online, international students will not be provided Visa
 - If hybrid, will be able to continue studies and can do online; fully online students won't be returning
- Online courses
 - more than 300 courses available for online study by all students

- 2,000 currently registered for fully online
- Deadline extended for ONLY international students to opt-in for fully online option
- Equity Task Force
 - Called for by the Board of Trustees; will start just after start of classes
 - To make sure all students, especially minority students, receive an education at Purdue University
 - Remove barriers to success
 - Send questions to Gina

Item #5 – Subcommittee Reports

Compensation & Benefits – Gibson

- None

Membership & Communications – Bush

- None

Professional Development – Fornes

- None

Executive Committee – Ward

- None

Item #6 – Regional Report and University Reports

College of Engineering Dean’s Staff Advisory Council	Zurn-Birkhimer/Ticen
De-Densify Campus/Remote Work Best Practices Group	Ayala/Vukobratovich
Eudoxia Girard Martin Award	Musser/Fornes
Healthy Boiler Committee	Gibson/Huckleberry
Protect Purdue	Baisden/Ward
Purdue Fort Wayne	Temenoff/Gordon
Purdue Northwest	TBD
Recreation & Wellness Advisory Board	Pruitt/Hadley
Retirement Plan Committee	Lingley/Banter
Spring Fling Committee	Levell/Charters
Staff Memorial Committee	Baisden/Ward
University Policy Committee	Schlueter/Sigo
University Senate	Ward/Baisden
● Wave 2 Survey Fact Sheet is included at end of this document	
University Senate Faculty Committee: Staff Appeal Board Traffic Regulations	Springer/Shoop
University Senate: Committee for Sustainability	Subramaniam/Chapman
University Senate: Equity and Diversity Standing Committee	Bush/Brusnighan
University Senate: Faculty Compensation & Benefits Committee	Huckleberry/Gibson
University Senate: Parking & Traffic	Winder/Palm
University Senate: Vision Arts and Design Committee	Mull/Emmons

Item #7 – Old Business

- None

Item #8 – New Business

- None

Item #9 – Items of Interest by Area

- None

2:30 p.m. Item #10 – Guest

Sharon Williams, Sr. HR Business Partner – Conflict Resolution

- What is Conflict? – When people (or other parties) perceive that, as a consequence of a disagreement, there is a threat to their needs, interests or concerns
- Civility Matters
 - Show self-respect to everyone
 - View work as “service” to others
 - See problems as challenges and opportunities
 - Show efficient use of resources, especially time
 - Demonstrate personal commitment to excellence
- Principles of Communication
 - Listen effectively
 - Body language – make eye contact, verbally acknowledged; be engaged
 - Speaking clearly and directly
- Principles of Communication
 - Open-ended questions – allows for more detailed responses
 - Summarizing – ensures the communication was effective
 - Emotions – express emotions but not react with emotion
 - Follow Up – communication is an ongoing process; follow up to be sure what was agreed to is being carried out
- Guiding Principles – Conflict, in general
 - Expect some conflict in every day work life
 - Learn to move on
 - Address negative conflicts early
 - Bullying is not appropriate behavior
 - Listening is KEY to understanding
 - Understanding does not equal Agreeing
 - Call/talk to each other when you need help
- RESOLUTION
 - Respect the right to disagree
 - Express your real concerns
 - Share common goals and interests
 - Open yourself to different points of view
 - Listen carefully to all proposals
 - Understand the major issues
 - Think about probable consequences
 - Imagine several possible alternative solutions
 - Offer some reasonable compromises
 - Negotiate mutually fair cooperative agreements
- Conflict Styles – TKI
 - Competitive – Firm stand and operate from a position of power
 - Collaborative – Meet the needs of all involved; assertive but cooperate effectively and acknowledge everyone is important

- Compromising – Find a solution that will at least partially satisfy all; everyone is expected to give up something
- Accommodating – Willingness to meet the needs of others at the expense of own needs; knows when to give in but can be persuaded
- Avoiding – Attempts to evade conflict entirely
- Why do you *have* to deal with them?
 - Emotions – they control theirs, you control yours
 - Avoiding hardly ever clears up the problem
 - If not addressed, others may be unaware that it exists
 - Silence = Permission
 - Reputation depends on it
- Tips to consider
 - Hold discusses in private
 - Seek information in non-threatening manner
 - Deal with immediately and directly
 - Separate what you can and cannot control
- Difficult Conversations – Prepare
 - Purpose
 - Plan to accomplish
 - What assumptions are being made
 - More emotional than the situation warrants?
- 10 Tips in Crisis Management
 - Be empathetic
 - Clarify messages
 - Respect personal space
 - Be aware of body position
 - Permit verbal venting when possible
 - Set and enforce reasonable limits
 - Avoid overreacting
 - Ignore challenge questions
 - Keep nonverbal cues non-threatening
 - Use team approach and know your violent response procedures – use code word, be aware of raised voices and unusual activity or behavior
- Roll call for presentation attendance
 - Motion: Cameron Ward
 - Second: Joe Levell
 - Present: Malissa Ayala, Stacey Baisden, Colleen Banter, Deidre Bush, Kelsey Chapman, Amanda Emmons, Bill Fornes, Regina Gordon, Michelle Hadley, David Huckleberry, Joseph Levell, Dean Lingley, Anthony Mull, Christal Musser, John O’Malley, Jaclyn Palm, Andy Pruitt, David Schlueter, Wesley Shoop, Angie Sigo, Mike Springer, Anna Subramaniam, Kerry Ticen, Dan Vukobratovich, Cameron Ward, Stephanie Winder, Suzanne Zurn-Birkhimer

3:30 p.m.

Item #11 – Call for Adjournment – 3:31 p.m.

- Motion: Cameron Ward
- Second: De Bush

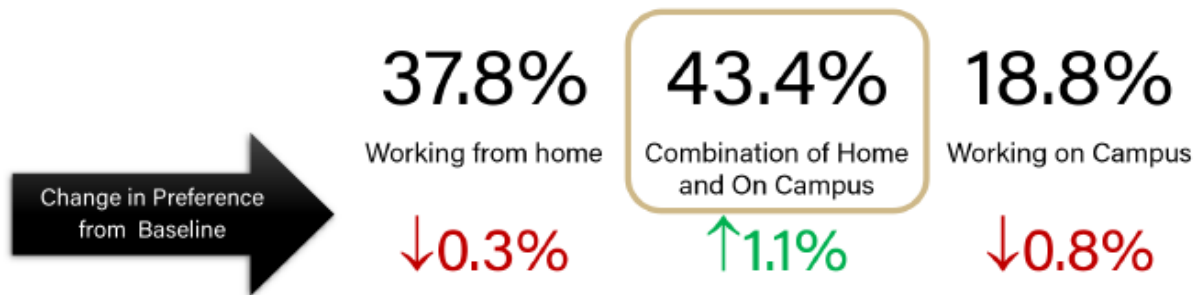
The next regular meeting of the MaPSAC will be held on August 12 via WebEx

Wave 2 Results for **8,142** Faculty, Staff, Post-Docs, and Graduate & Undergraduate Students

Demographic Information for Wave 2 Respondents

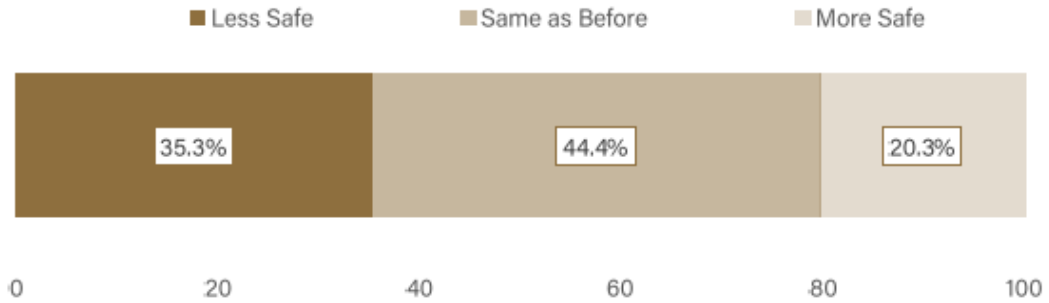
- Total N = 8,142
- 54.5% Female | 40.5% Male | 5.0% Other or Not Provided
- 0.8% American Indian or Alaska Native | 16.0% Asian | 3.2% Black or African American | 0.3% Hawaiian or Pacific Islander | 5.5% Latinx or Hispanic | 1.2% Middle Eastern or North African | 0.3% 70.8% White | 1.0% Other | 7.2% Preferred Not to Answer
- CDC High Risk: 24.5% - Self | 31.6% - Live With or Take Care of Someone Else
- CDC Secondary Risk Factors: 11.2% - Self | 14.6% - Live With or Take Care of Someone Else
- Employee Status: 15.0% Staff | 7.5% Faculty | 12.5% Graduate Students & Post-Docs | 9.3% Undergraduate Students | 3.8% Other | 51.5% Did Not Report¹
- 65.7% took the Baseline Survey
- All units were represented

Preference for Working Location in the Fall

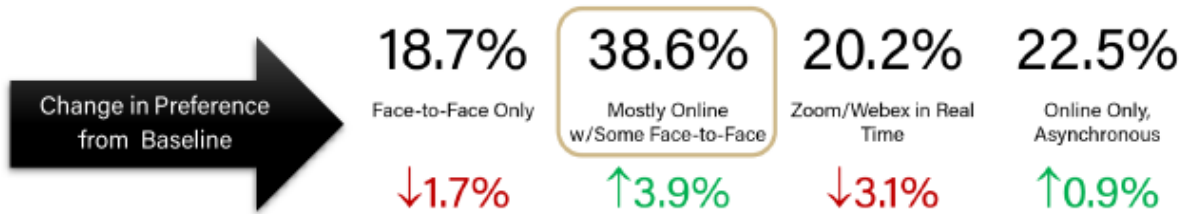


¹ Note: For the first 4 hours of the survey, the employee status variable was missing. As soon as this was discovered, the survey was updated. Employee status was a variable for 3,946/48.5% of responses.

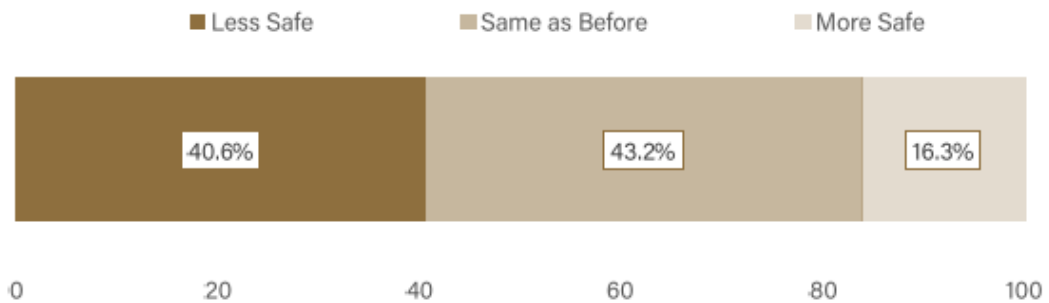
Perception of Safety Returning to Campus in the Fall



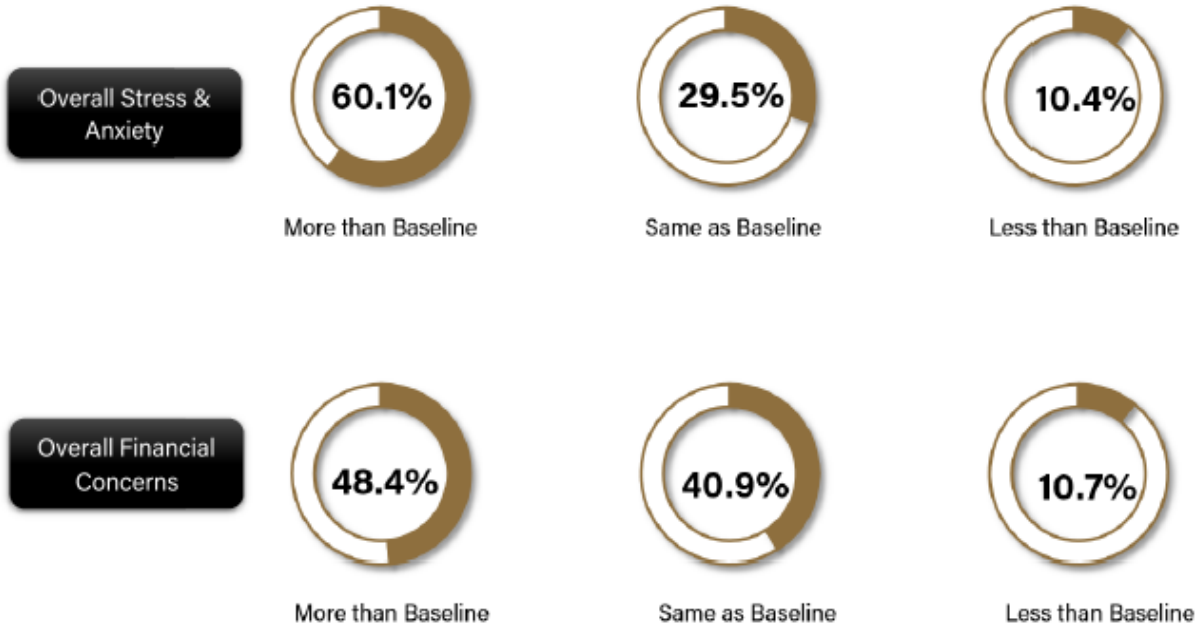
Preference for Teaching and Interacting with Students in the Fall



Perception of Safety Teaching and Interacting with Students in the Fall



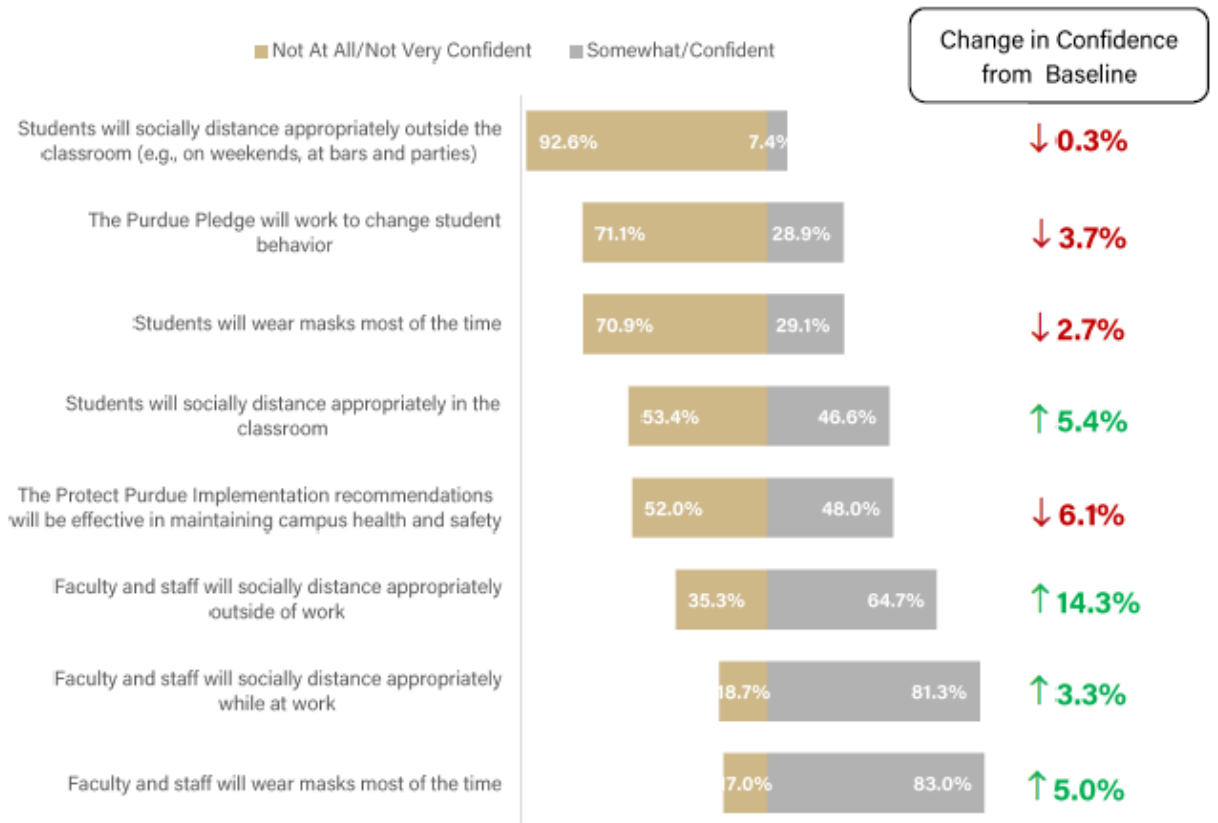
Overall Personal and Financial Concerns about Reopening in the Fall



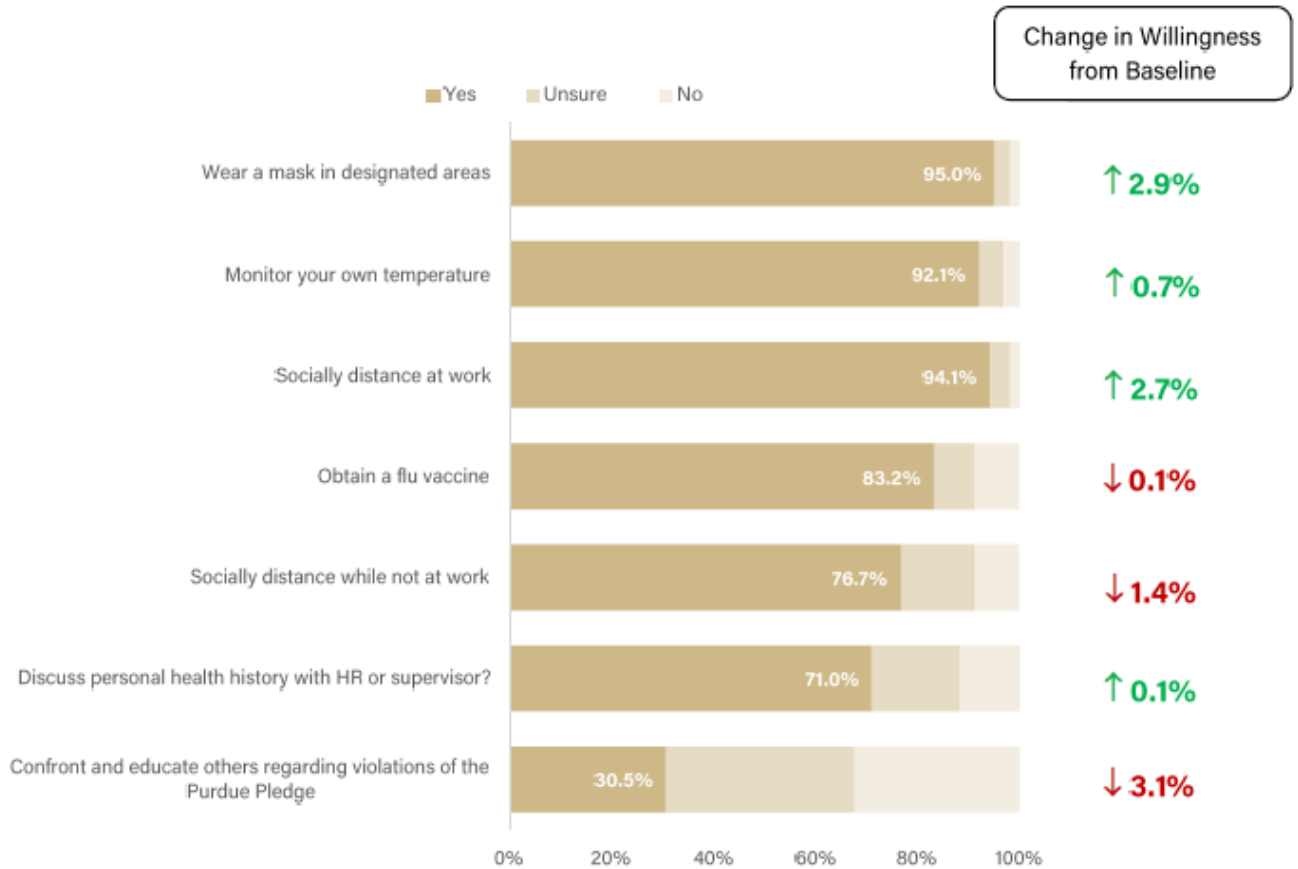
Additional Concerns about Reopening in the Fall [items new to Wave 2]

Concern	More than Baseline	Same as Baseline	Less than Baseline
Keeping Job	33.9%	51.7%	14.4%
Insurance	32.3%	57.0%	10.7%
Medical Bills	31.6%	56.6%	11.8%
Child Care	29.1%	59.9%	10.9%
Food Shortages	21.6%	56.4%	22.1%
Housing	13.8%	65.6%	14.9%

Confidence in Others' Willingness to Engage in Health & Safety Measures



Personal Willingness to Engage in Health & Safety Measures



Discussion

Effects of Informational Roll-Out

Overall, the broader Purdue community still express significant concerns about returning to campus in the fall. The preferences for working location and teaching or interacting directly with students shifted little (i.e., the largest shift was an increase in the preference for instructional faculty who want to teach mostly online with some face-to-face). Notably, 35% and 40% of respondents reported feeling less safe returning to campus and teaching or interacting directly with students, respectively. Further, 44% and 43% report feeling the same level of safety as they did prior to the release of the Protect Purdue Implementation Plan and the series of Senate, Provost, and College/Unit Town Halls. Recall that at baseline, nearly 53% reported feeling unsafe returning to campus and 62% reported feeling unsafe around students.

Personal and financial concerns have also worsened since early June. Disconcertingly, over 60% of respondents report that they are feeling more stressed and anxious about reopening in the fall compared with baseline while nearly 50% are feeling more concerned about their finances compared with baseline. Additional concerns around housing, food shortages, medical bills, insurance, and childcare were also documented. Across these five new items of concern, between 20% and 34% of respondents stated they were more concerned versus baseline; between 30% and 66% stated they held the same level of concern as baseline; and just 10% to 22% reported that they were less concerned versus baseline.

Confidence in others' willingness to follow Purdue health and safety measures eroded nearly 3% for students wearing masks; 4% that the Purdue Pledge will be followed; and over 6% that the Protect Purdue Implementation Plan will be effective. Finally, a 1.5% drop in willingness to socially distance off campus and a 3% drop in willingness to confront and educate others about the Purdue Pledge was observed.

Some Positive Gains

One in five respondents do report feeling more safe returning to campus, and about one in six report feeling more safe interacting with students compared with early June. Respondents' confidence in faculty and staff engaging in various health measures also increased: the survey documents 3% more who believe faculty and staff would socially distance on campus, 5% more who believe both faculty and staff would wear masks; and 14% more who believe both faculty and staff would socially distance off campus. There were also modest increases in respondents' personal willingness to engage in health and safety measures: about 3% more said they would wear masks and 3% more would socially distance on campus.

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