

PURDUE UNIVERSITY
MANAGEMENT AND PROFESSIONAL STAFF ADVISORY COMMITTEE MINUTES
June 10, 2020

MaPSAC MEMBERS PRESENT

Stacey Baisden	Joseph Levell	Kerry Ticen
Colleen Banter	Dean Lingley	Dan Vukobratovich
Dean Brusnighan	Greg McClure	Cameron Ward
Deidre Bush	Christal Musser	Stephanie Winder
Kelsey Chapman	John O'Malley	Suzanne Zurn-Birkhimer
Hope Charters	Jaclyn Palm	
Amanda Emmons	Andy Pruitt	
Bill Fornes	David Schlueter	
Kirsten Gibson	Wesley (Wes) Shoop	
Regina Gordon	Angie Sigo	
Michelle Hadley	Mike Springer	
David Huckleberry	Anna Subramaniam	

MaPSAC MEMBERS ABSENT

Malissa Ayala
Ty Harvey
Anthony (Tony) Mull
Larry Temenoff

RESOURCE MEMBERS PRESENT

Bill Bell, Vice President for Human Resources
Adedayo Adeniyi, Office of VP 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

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 May 2020 Minutes

- Chair asked for additions or corrections to the May 2020 meeting minutes; hearing none, the meeting 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 – Guest – Ethan Braden, SVP Marketing and Communications – Protect Purdue Pledge

- Protect Purdue Pledge “To protect the health and safety of the Purdue community”
 - *Expect each Boilermaker to assume personal responsibility to Protect Purdue – myself, others, our Purdue community*
 - *Implement personal health safety practices and protocols*
 - *Enact health safety changes in physical spaces*
 - *Offer a range of instructional options for students and faculty*

- *Identify and protect the most vulnerable members of the Purdue community*
- *Engage our stakeholders with consistent, compelling and timely communication and clear guidance*
- *Advance our research mission in a safe and responsible way*
- *Anticipate and plan for contingencies*
- Three Campaign Objectives
 - *Create a community-wide mindset and culture that everyone has an obligation to Protect Purdue*
 - *Maintain a sense of balance between the seriousness of the situation and the levity needed to encourage sustained engagement across all audiences*
 - *Leverage the “Next Giant Leap” brand guidelines to inform all resources, messages and collateral to extend the life of this work and maintain a campus-wide commitment to the Purdue brand*
- Small steps can be done by each of us to protect ourselves and each other
- Phases created to get ready for students, faculty and staff
- Protect Purdue website is available to answer questions

Item #5 – University Officers’ Reports

Mr. Bill Bell, Vice President for Human Resources

- More information and information regarding plans will be coming on Protect Purdue
- Monday the process was launched allowing people to self-identify as vulnerable due to age and health concerns.
 - Primarily information is needed now for those working on campus. The information is not needed at this time for those working remotely.
 - Important to share information with colleagues.
- Please share thoughts, ideas and feedback on effective communication. Partnership with MaPSAC and CSSAC and their newsletters are important part of communication process.
- Pay/Benefits – communications to come about moving forward after June 30.
 - No planned furloughs, layoffs or reduction in force as part of the planning for the fall semester; more information to come on moving forward.
 - Board to consider hiring of additional staff, particularly custodial staff, and hiring of contact tracing staff; areas that will be needed.
 - Some areas will have reduced workloads and Talent Sharing is being used to cover areas of increased workloads.
 - Even with hiring freeze, 25 positions are being actively recruited due to need; all others on hold.
- Remote work - looking at several things as they relate to remote work.
 - Board authorized keeping 1/3 of staff working remotely indefinitely.
 - Need to optimize the experience and move from crisis-induced to intentional.
 - Need to assist employees with needs at home if they are working remotely and provide resources to make employees successful while working at home.
 - Working with ITaP and REM regarding technology and workspace at home.
 - Thinking and working through a lot of remote work questions and issues the next 6 -8 weeks. Looking at making accommodations for those who are most vulnerable.
 - Resources and information available on the HR specific COVID-19 website – training and mental health – and will be working to build out these resources.
- MaPSAC members to help with De-Densify Project Team are Greg and Malissa – Questions and concerns should be sent to them and they will relay to the De-Densify team.

Ms. Gina DeSanto, Chief of Staff

- Chronicle of Higher Education – of 914 colleges reporting:

- 67% are planning for in- person instruction
- 75% are offering a hybrid of in-person and remote instruction
- 71 or 8% are planning remote only instruction (62 of those are in California)
- students and parents support return
- Fall enrollment
 - Mail to President’s office is overwhelmingly supportive of return to on-site instruction from students and parents
 - Beginner acceptance rate higher than expected – projecting roughly 8,500 enrolling for fall
 - Commonly selected courses will be available online – 300+ courses
- Protect Purdue –
 - Important to protect most vulnerable
 - Hold others accountable – make sure students and staff are wearing their masks

Item #6 – Subcommittee Reports

Compensation & Benefits – Gibson

- Adedayo advised committee that a recent professionalism issue had been resolved.
 - Committee issues should be raised to Executive committee
- Tech allowance – more information to come

Membership & Communications – McClure

- No report

Professional Development - Fornes

- Grant recipients have been finalized

Executive Committee – Ward

- Chairs Corner article in the Sentinel with information about MaPSAC setting goals/guidelines to help improve committee diversity; may include discussion of possible survey
- Looking at updates to operating procedures
- Mentorship lists will be out between now and next month’s meeting

Item #7 – Regional Report and University Reports

Purdue Fort Wayne

- Working on revising constitution
- APSAC name change
-

Purdue Northwest

- None

Item #8 – Old Business

Item #9 – New Business

Orientation

- Chair Welcome
- Orientation Agenda
- Roster
 - Changes to member information should be emailed to Melissa

- Introduction of MaPSAC Leaders
- Standing Committees
 - Executive – Provides direction under which the subcommittees operate
 - Compensation & Benefits – Examine health benefits, leave policies, retirement issues, and other compensation and benefit concerns of Management and Professional staff. Works with Candace Shaffer in Human Resources regarding compensation and benefits. Organizes the annual Resource Fair and responsible for the MaPSAC Excellence Award.
 - Membership & Communications – Works with other subcommittees to make sure important information is effectively distributed to Management and Professional staff. MaPSAC newsletter, Sentinel, sent monthly. Responsible for annual membership drive and Community Spirit Award.
 - Professional Development – Considers career-related issues including training opportunities and staff orientation. Responsible for different lecture series and professional development grants.
- University Committees
 - Part of membership role in MaPSAC is to participate in university committee
 - Most appointments have a primary and secondary role, are one-year seats and non-voting
- Areas of membership mailing lists / Communications
 - Used by MaPSAC members to communicate with membership of the area they represent
 - Updated monthly by Melissa
 - No weekly emails; use for special information emails and information that needs to be communicated quickly to area representation membership
- Monthly Meeting Agenda
 - Call to order and adoption of agenda – items must be added before adoption and will be voted on prior to adoption
 - Approval of minutes
 - Announcements
 - University Officer’s Reports – VP Human Resources Bill Bell and Chief of Staff Gina DelSanto
 - Subcommittee reports – Chair or Vice Chair provides report; will send written reports to Melissa for addition to the next month’s agenda
 - University Committee Reports – send written reports to Melissa for addition to the next month’s agenda
 - Old business – business previously discussed
 - New business – items new for the committee
 - Items by area – areas of membership representation information
 - Motion to adjourn – called for by Chair
- Governing documents
 - Established in 1980 at the direction of the university president and board of trustees
 - Applications reviewed by membership committee and the university president before appointments are made
 - University interested hearing from MaPSAC members as individuals because members are experiencing the policies as they come down
 - Unique opportunity by giving advice to the VP of Human Resources and other leaders in advance of policies and different procedures taking place
 - Part of MaPSAC for 15 years and amazed at the value leadership gets and to the point the president assigned the Chief of Staff Gina DelSanto to attend to hear directly from MaPSAC

- Expectation of when major things are happening across the university, MaPSAC weighs in which involves trust on the part of both administration and MaPSAC. Occasionally MaPSAC hears things prior to deans and other leaders
- Governing Policy
 - Make recommendations to university vice presidents and other university officers; sharing of information requires confidentiality which is important and is expected
 - Roles and other committees to participate in and be a voice at times
 - Able to listen and bring in ideas from your membership areas
 - Communicate the work of the committee back to management and professional
- Roberts Rules
 - Important to apply rules to meetings
 - Once meeting is called to order, members need to wait to be recognized by the committee chair; they can then:
 - Make a motion
 - Second a motion
 - Ask a question
 - Bring procedural issue to the board
 - Meeting adjournment
- Operating procedures
 - Preamble and Mission reviewed
 - Purpose and Goal reviewed
 - Commitment reviewed
 - Principles and Motto reviewed
 - Overview reviewed
 - MaPSAC Facilitator / Secretary – oversees MaPSAC and acts as resource to the committee chair and vice chair
- Attendance
 - Of all members to all meetings is expected
 - Chair and/or vice chair should be notified if unable to attend
 - Three unexcused absences is cause for up to and including dismissal
 - Notify subcommittee chair if unable to attend subcommittee meeting
 - Each university committee has their own policies on attendance
- Member Responsibilities
 - Ambassadors for MaPSAC
 - Encourage a sense of community
 - Disseminate information of use or interest to staff, and brings concern and comments back to the committee
 - Promote the use and visibility of the MaPSAC website and newsletter
 - Utilize the MaPSAC SharePoint site to conduct committee business
- Officers / Duties
 - Chair
 - Directs activities of MaPSAC
 - Presides over all meetings

- Delegates and coordinates the responsibilities of the vice chair and subcommittee chairs
 - Recommend and establish goals and objectives
 - Directs execution of policies and procedures, as well as specific programs with the approval of committee membership
 - Liaison to university administration
- Vice Chair
 - Help and assist the chair
 - University senate meetings
 - Deliver executive meeting minutes at full meeting
- Agenda Proposed Items
 - Submit two weeks prior to scheduled date of the meeting to chair and/or vice chair
 - Chair, vice chair will determine meeting agenda with proposed items
 - Will receive information from administration to include in agenda
- Voting
 - Must be a quorum; a simple majority of the voting membership shall constitute a quorum
 - Decisions of the committee shall be determined by a majority vote of the committee members present

Item #10 – Items of Interest by Area

- MaPSAC leadership needs to be more diverse.
- Absences - unexcused absences can be cause for dismissal from the committee. Standard rule according to Robert's Rules.
- Concerned about Sentinel statement – chair is accepting input from the committee

3:30 p.m.

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

- Motion: D. Vukobratovich
- Second: H. Charters

The next regular meeting of the MaPSAC will be held on July 8, 2020 via WebEx