

# MaPSAC

Management and Professional Staff Advisory Committee

To: MaPSAC Members  
From: Cameron Ward, Chair  
Subject: Minutes for February 9, 2022 via Teams

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## **1:30 pm Item #1 – Call to order; Adopt Agenda** Cameron Ward, Chair

The Chair called the meeting to order at 1:33pm  
A motion to adopt the agenda was made by: Kelsey Chapman  
Motion was seconded by: Stephanie Dykhuizen

## **Item #2 – Approve Minutes**

The Chair asked for any corrections/additions to the January 2022 minutes.  
No changes were recommended.  
A motion to approve the January 2022 minutes was made by: Kelsey Chapman  
Motion was seconded by: Stephanie Dykhuizen  
Motion passed

## **Item #3 – Announcements**

- Written reports for all committees are due to [Kristen Miller](#) by noon Thursday prior to the full meeting
- Nominations for Vice Chair
- Roll Call

Members Present: Stacey Baisden, Colleen Banter, Bill Bell, Megan Brashear, De Bush, Kelsey Chapman, Stephanie Dykhuizen, Amanda Emmons, Nicole Finley, Hugh Gardner, Regina Gordon, Elizabeth Gray, Carrie Hanson, Dan Howell, David Huckleberry, Kristen Miller, Tony Mull, Christal Musser, Samanthi Obeyesekera, Jaclyn Palm, Andy Pruitt, JJ Sadler, Wesley Shoop, Angie Sigo, Anna Subramaniam, Jacquelyn Thomas-Miller, Kerry Ticen

## **Item #4 – University Officers’ Reports**

Mr. Bill Bell, Vice President for Human Resources

### COVID:

- cases are declining slightly (20% overall positivity down to 14% for first week of Feb)
- More targeted surveillance testing as opposed to open surveillance testing
- 89% of Purdue community are vaccinated
- Still providing drive through testing for faculty/staff/dependents
- Protect Purdue website for most up-to-date information: <https://protect.purdue.edu/>

### PERFORMANCE MANAGEMENT:

- Self-Assessment forms are all pushed to individuals now
- Completed by March 1-15<sup>th</sup>
- Manager Assessment = march 16 – first week of April
- Department reviews/Calibration sessions mid April
- Managing Innovation training newsletter available for supervisors. Provides training links and resources for supervisors about updating work location, managing remote

team members, behavioral health resources, healthy boiler, essential worker plans, etc

#### CARE.COM

- In negotiations to extend the contract and signed a 6 month extension (through end of fiscal year)

#### HEALTHY BOILER PORTAL

- Encouraged to register for new portal and become familiar with it
- Candace Shaffer can be reached for any questions/problems any one experiences with it.
- Looking for feedback anyone may have about their experience

#### **Item #5 – Questions regarding subcommittee written reports (see attached reports)**

• Compensation & Benefits	Shoop/Chapman
• Membership & Communications	Sigo/Gray
• Professional Development	Musser/Palm
• Executive Committee	Emmons

#### **Item #6 – Regional campus reports and university committee written reports**

Purdue University Fort Wayne	Gordon
Purdue University Northwest	Bachmann
College of Engineering Dean's Staff Advisory Council	Ticen
EAP Selection Committee	Springer
Eudoxia Girard Martin Award	Musser/Dykuizen
Healthy Boiler Committee	Chapman/Shoop
New Employee Experience (NEX)	Emmons
Recreation and Wellness Advisory Board	Pruitt
Retirement Planning Committee	Banter
Spring Fling	Levell/XXXXX
Staff Memorial	Ward/Emmons
Survey Oversight Committee	Dykuizen
University Policy Committee	Sigo
University Senate	Emmons/Ward
University Senate Advisory	Ward/Emmons
University Senate Faculty Committee: Staff Appeal Board Traffic Regulations	Springer
University Senate: Committee for Sustainability	Sadler/Subramaniam
University Senate: Equity and Diversity Standing Committee	Bush
University Senate: Faculty Compensation & Benefits Committee	Obeyesekera
University Senate: Parking & Traffic	Finley
University Senate: Vision Arts and Design Committee	Mull

#### **2:00 pm Item #7 – Guest**

- Remington Mickle – Coordinator for Leadership & Professional Development
  - Strengths 101 & 201 Workshop
- Became a strengths based campus in 2016
- Why we use strengths: 6 times more likely to be involved and have a happier overall outlook on work and life

- Remington walked through Strengths 101 & 201 with the group and provided the group with an analysis of how to find their strengths and how to best use them in personal and professional life

#### **Item #8 – Old Business**

#### **Item #9 – New Business**

#### **Item #10 – Adjournment**

A motion to adjourn was made by: Kelsey Chapman

Motion was seconded by: Hugh Gardner

Meeting was adjourned at 3:30pm

The next meeting of MaPSAC will be Tuesday, March 8, 2022 – Teams (Joint w/CSSAC)

#### **Item #5– MaPSAC Subcommittee Written Reports**

##### **Compensation and Benefits**

January 12, 2022, Called to order at 12:02pm by Wesley Shoop; Teams

**1. Attendees: Wesley Shoop, Kelsey Chapman, Samanthi Obeyesekera, Colleen Banter, David Huckleberry, Yang Yang, Annapurni Subramaniam, Amanda Emmons, JJ Sadler, David Krull**

**2. HR Report (Candace)**

a. N/A

**3. Compensation (David)**

a. Updates regarding:

- Correct information regarding why there is a difference between internal and external candidates' salaries, and whether there should be a difference (please see minutes from previous meeting for more information)

1. Had small conversations with Bill Bell and others and that it would be a longer-term thing and that we would have to “socialize it out” with other units.

a. Clarification was asked on what this meant: Checking with stakeholders and others within the university when a guideline or operating procedure needs to be changed to ensure there is buy-in and not pushback (*i.e.*, “stakeholder management”).

2. From conversations with these various people, David Krull summarized the feeling that: “If it makes sense and something we should do, we should consider it.” It would not be immediate and would be more long term instead of something that can change within the next few months.

- Website updated to reflect that the “Position Changes and Pay Band Impact” is not current, and that it is only a guideline

1. David Krull reached out to his team and said that they should make this change by the end of this week and be live next week.
- Conversation concerning compensation offers with David Krull's team to ensure they know that what Compensation says that they are "comfortable" with is not the final decision and is the senior leader of that unit's final decision (added by David of the other item he stated he would follow-up with).
  1. Had those conversations and reminded his team of this information.

#### **4. Committee Reports:**

- a. Joint Stakeholders meeting – Cancelled by Candace for this month.
- b. Retirement Committee – Next meeting will be in April and then in November.
- c. Parking Committee – No one. Can remove this.
- d. Senate Sustainability Subcommittee—Divestment of fossil fuels legislation was approved and goes to the URPC standing group for discussion and a vote. Now, shifting to climate change and the climate crisis in courses and how it is being taught within different disciplines, if it is. (Anna is backup)
- e. Noted in the chat who is on what groups and who is the alternate on committee for inclusion in future agendas.

#### **5. Old Business**

- a. We should ensure that we have a timeline of what the conversations are and when they are happening following up on David Krull's updates earlier in the meeting. This will help with maintaining the conversation as it is a longer-term process.
  - What are the next steps and who are the stakeholders?
  - What are the steps to have changes made to guidelines and/or policies? This may help with the timeline of updates.
  - We will share to the larger MaPSAC Committee what has been shared, but will ensure the full committee knows that there are multiple conversations that have to happen.
- b. Adedayo provided a new system for mandatory sign-off for supervisors regarding trainings for annual evaluations, but did not present at this meeting.
  - Adedayo will be invited for the next meeting to provide this update.

#### **6. New Business**

- a. Fall 2021 Comp & Benefits social time and place
  - We will focus on our work and not focus on a social gathering, especially regarding COVID having another surge.

#### **7. Reminders**

- a. None at this time.

#### **8. Adjournment**

- a. Kelsey moved, Colleen seconded, no objections. Meeting adjourned at 12:30pm.

#### **9. Next meetings**

- a. Joint Stakeholders meeting—Monday, February 14, 9am via Teams

- b. Regular: Wednesday, February 9, 12pm via Teams

**Membership and Communications Subcommittee**  
**January 25, 2022 virtual via MS Teams**

**Attendees**

Chair – Angie Sigo  
Vice-Chair - Elizabeth Gray  
Deidre Bush  
Stephanie Dykhuizen  
Nicole Finley  
Hugh Gardner  
Tony Mull  
Kerry Ticen

Absent –

Stacey Baisden  
Amanda Emmons

**Membership Drive**

- Open positions:
  - o College of Agriculture, Cooperative Extension Service, and College of Veterinary Medicine (1)
  - o Office of the President, Areas reporting to the Provost, Executive Vice President for Strategic Communication, Board of Trustees (2)
  - o Sr. Vice President for Administrative Operations (1)
  - o Vice President for Information Technology (2)
- Qualtrics application has been updated for the new drive.
- Discussion
  - o When replacing a position, are shortened terms normal? Yes, shortened terms are normal when replacing a member – mid session.
  - o How many emails should be sent to each open area? Consensus was 2 emails. One towards the beginning and one towards the end of the application season.
  - o Procedure to add items to the Sharepoint for future knowledge/reference.

**Meeting Adjourned 1:20**

**Professional Development**

Date / Time: Wednesday, Jan. 12, 12:15 – 1:15 PM

Location: Zoom

Attendance: Ryan Ickert, Andy Pruitt, Joe Levell, Jaclyn Palm, Christal Musser, Jackie Thomas-Miller, Mike Spranger.

Meeting called to order at 12:15 p.m.

- 1) Ice Breaker – Share your goals for 2022 if you would like.

- 2) Speaker Series – Spring 2022 – Hadley Series
  - a. Dr. Ellen Kossek
    - i. Partner with Engineering – Yes if Dr. Kossek responds before the end of this week.
    - b. Date of the Event – February 8, 2022 from 10:00 a.m.-Noon.
    - c. Confirm date with the Speaker – Christal sent an e-mail and waiting to hear back from speaker before we can move forward with details. Confirm the event will take place.
    - d. Advertise the event – TBD
    - e. Advertise in Purdue Today – Christal worked with Dan Howell
    - f. Work with Ed Dunn if we are offering it virtually or recorded and live captioning – Christal confirmed with Ed that he could stream the event on February 8, 2022.  
In working with Dr. Kossek, we decided not to record and Ed Dunn's services are not needed.
    - g. Christal will assign duties to the committee from the above list.
- 3) PD Grant Process
  - a. Fall 2021
    - i. Announced Grant winners in Purdue Today this week
    - ii. Once Announced in Purdue Today – need to post to website  
<https://www.purdue.edu/apsac/grants/index.html>
  - b. Spring 2022
    - i. Make the link live in Qualtrics
    - ii. Email Carrie or Kristen to add to the website
    - iii. Advertise in Purdue Today
      1. Draft article and send to Dan Howell by Tuesday, Jan. 25<sup>th</sup>.
    - iv. Advertise in Sentinel
      1. Draft article and send to Kerry Tichen by Tuesday, Jan. 25th
    - v. Grant is open – Feb. 1 to March. 1<sup>st</sup>
    - vi. Review process will begin shortly after March. 1
    - vii. PD committee decided not to make any changes to the Qualtrics.
- 4) Volunteer Time Off for Staff
  - a. See attached Proposal
  - b. Proposal was discussed and committee decided it should go to Compensation and Benefits Committee for further review.
- 5) Vice Chair Position starting May / June 2022 – If interested reach out to Christal or Jaclyn. Discussed Vice-Chair Position.
- 6) Christal asked if there was any additional business or items to discuss there were not.
- 7) Meeting adjourned at 1:00 p.m. motioned for adjournment by Joe Levell and seconded by Ryan Ickert.

We have updated the Qualtrics for the Spring 2022 Prof. Dev. Grant cycle. Below is the link and we would like this posted on the MaPSAC website  
<https://www.purdue.edu/apsac/grants/index.html> before Tuesday, Feb. 1<sup>st</sup> (if possible) when the grant cycle opens.

[https://purdue.ca1.qualtrics.com/jfe/form/SV\\_e3ea4gFxLUIC4HY](https://purdue.ca1.qualtrics.com/jfe/form/SV_e3ea4gFxLUIC4HY)

PD Committee is working on an article for Purdue Today to announce that the grant is open.

**Item #6 - Regional Campus Reports and University Subcommittees' Written Reports**