

MaPSAC

Management and Professional Staff Advisory Committee

To: MaPSAC Members

From: Misty Hein, Chair

Subject: **Minutes:** MaPSAC Meeting December 11, 2024 |1:30pm-3:30pm | MS Teams |

1. Call to Order: Chair Hein calls the meeting to order at 1:31pm
2. Adopt Agenda: Amanda H. moves, Leslie M. seconds. No objections.
3. Approve Minutes: No objections or changes, so minutes are approved
4. University Officers' Reports
 - a. Ian Hyatt, Chief of Staff for Office of the President (03/11/25- in-person, 05/14/25)
 - b. John Gipson, Associate Vice President and Chief of Staff, Office of the Provost
 - i. Unable to make today's meeting.
 - c. Amy Boyle, Vice President for Human Resources
 - i. A women's basketball game is going to be announced for faculty and staff for a January game from the President's, Provost's, and Athletics Offices.
 - ii. Purdue Town Hall with the President's Office
 1. Unsure if it will be recorded.
 2. Will need to have registered ahead of time for the link to potentially ensure it is only a Purdue audience.
 3. MaPSAC and CSSAC involvement is unknown at this time. MaPSAC can submit a question on behalf of MaPSAC like others can submit.
 - d. Guest Speakers: Office of Institutional Equity- Christina Wright, Associate Vice President and Tammy Patrick, Senior Associate Director for Title IX
 - i. In charge of ADA, Title IX, and harassment policies and actions.
 1. ADA on a campus-wide perspectives and investigations. ([Accessibility Concerns Notification Form](#))
 - a. Faculty/Staff accommodations are through HR (Cindy Guy and Sarah Elliott) instead of OIE
 - b. Student accommodations are through the Disability Resource Center
 - ii. To ensure EA/EO for faculty hiring, review job postings, limited search requests, and search waiver requests.
 - iii. Mandatory Reporting policies and how incidents are handled
 - iv. Supportive Measures: Non-disciplinary, non-punitive, individualized services
 1. Restore or preserve equal access to Purdue's educational program or activity without unreasonably burdening the other party. Not necessarily needed to have a Formal Compliant/Investigation.

2. Provides supportive measures during difficult times for individuals. We are not experts in a specific area and there are various resources that OIE can connect individuals to for support.
3. Typically for short-term measures and not necessarily a long-term solution like other offices should be in place instead.

v. Questions

1. Why is there a difference between hiring for staff (HR) and faculty (OIE)?
 - a. Time frame of how long a position should be posted (potentially due to immigration or to meet specific posting requirements)
 - b. Visas are more of a priority for faculty hires
 - c. A more complex process for faculty
2. Purdue Fort Wayne and Purdue Northwest have their own offices that they would connect with. A Purdue in Indianapolis individual is located on-site for people to connect.
3. When should individuals contact OIE vs. HR Business Partners?
 - a. Both would be valuable. OIE communicates with HR Business Partners on a regular basis. They work in tandem with specific situations to determine if OIE or HR should work with the individual(s).
 - b. OIE has a narrower scope compared to HR Business Partners.

5. Roll Call: Eric Adams, Brittany Cruz, Lynne Dahmen, Emily Jones, Amanda Hassenplug, Laura Holladay, Kelly Bores, Kim Pearson, LaShaunda Mayers, Mandy Limiac, Leslie Martin, Katie May, Mark McNalley, Misty Hein, Nathan Rupp, Jen Schukraft, Amanda Taylor, Melissa Taylor, Brock Turner, Stephanie Winder, Jackie Thomas-Miller, Carrie Hanson, Carly Stover

6. Absent: Brian Bierenz, Dennis Bowling, Amy Deitrich, Kelly Dold, Tracey Hanton, Samanthi Obeyesekera, Jessica Perkins, Amanda Ward

7. Breakout rooms (10 minutes): What professional development activity ideas do you have for our full committee spring professional development activity?

- a. Highlights
 - i. Job shadowing, DevelopMe 2.0, Performance reviews to be specific to the individual, how to set goals for performance reviews, book club (e.g., Radical Candor; Monday Morning Leadership Series)
 - ii. Interactive, continuing to expand off the Strengths discussion this semester, LEGO play activity (Matt Jones in PPI), change management or communication, subcommittee discussions from the larger group for more interactions
 - iii. DISC and Insight assessments, at the beginning of the semester ask what the best thing looking forward to and what are you not and then come back to them at the end of the semester and compare those, professional headshots
 - iv. Inspirational leadership, AI skill building, personalized approaches for our development, review of all the resources already available (LinkedIn Learning, SuccessFactors)
 - v. Condensed version of the conflict de-escalation training, mental health/stress release training, discussion of the job family structure

8. Announcements

- a. Submit subcommittee and university committee reports in the folders linked below by the Thursday before the Full MaPSAC meeting.
- b. March 11, 2025, Joint CSSAC/MaPSAC meeting is IN PERSON (see updated meeting invitation). We're reserving the space early (noon) if members want to bring their own lunch and visit before the 1:30 meeting.
- c. Holiday Card Exchange for January 8 full committee
 - i. [Sign up](#) by Friday, 12/13/24. Mail cards by 12/31/24.
 - ii. Do not include your name for the return address so it is secretive; Silly and homemade is welcomed; \$10 maximum

9. Subcommittee Reports (See full reports in MS Teams)

- a. Compensation & Benefits Martin/Turner
 - i. Premium medical tier cutoff for salary thresholds from one year to another. Salaries lock at the end of September for the premium tiers for the next year.
 - ii. Performance evaluations appeal processes. This would be approached by the HR Business Partner and not something for specific policies.
 - iii. Compensation is focused on having a gender and minoritized population review, similar to what faculty go through.
 - iv. FSLA policy was overruled
 - v. Job family structure usage to allow employees to know how their role and positions fit within the family structure to know how to be promoted or move up the structure.
 - vi. Bravo+ updates and utilization next meeting. Will include this within The Sentinel.
 - vii. It was shared that Purdue IT has suspended the January promotion cycle and has not submitted Bravos for a few cycles.
 - 1. Leslie will bring this up with James.
- b. Membership & Communications Holladay/Schukraft
 - i. Amanda is doing great with The Sentinel. Anything for the next edition are needed by Friday, Dec. 13th to be sent out by Dec. 20th.
 - ii. Ensuring newer members are being added to the information or having headshots for these individuals. (Use the Stewart Center Welcome Center has a great booth.)
 - iii. Reviewing and selecting the Community Spirit Award.
 - iv. Working with the mentor program.
- c. Professional Development Deitrich/May
 - i. Discussed the Spring 2025 professional development grant process with the application being open Feb. 1 and closed March 1. Will have awardees determined by March 28th.
 - ii. Looking at the Hadley Speaker to focus on work/life balance. Information coming out in January.
 - iii. Taking the breakout session information and implementing it for next semester.
- d. Executive Hein/Adams
 - i. MaPSAC logo update – Cannot do this and would create a co-brand instead.
 - ii. Voted to provide Amanda H. a full 3-year term.

- iii. Working on staff ombudsperson job description and internal job transfer guidance language for HR – Does not feel like these do not rise to the level of implementing, but MaPSAC is continuing this conversation.
- iv. Discussed HR Business Partners and their roles
- v. Talent profile tool in SuccessFactors that will be rolled out soon to everyone on a rolling basis from unit to unit.
- vi. Looking for a new Executive Secretary
- vii. Will be doing an overview of the Operating Procedures

10. [Regional Campus Reports](#) (See full reports in MS Teams)

- a. Purdue University Fort Wayne Hanton/Bienz
 - i. Not present.
- b. Purdue University Northwest Mayers
 - i. Preparing for Founder's Day exceptional award nominations
 - ii. New members are selected and all positions are filled
 - iii. Working on strategic planning
 - iv. Just finished a holiday party with a professional development activity

11. [University Committee Reports](#) (See full reports in MS Teams)

- a. College of Engineering Dean's Staff Advisory Council Perkins/Limiac
 - i. No report.
- b. CSSAC PEAP Committee Holladay
 - i. No report.
- c. Eudoxia Girard Martin Award Taylor/Turner
 - i. The presentation was last Thursday and was presented by Brock. Melissa Jasek was the recipient. Carly is working on the Purdue Today article and will share in The Sentinel.
- d. Recreation and Wellness Advisory Board Jones/Winder
 - i. Updates on improvements to facilities and working on a Master Plan.
- e. Retirement Planning Committee Bowling/Thomas-Miller
 - i. No report.
- f. Service Recognition Programs (Ad-hoc) Limiac/Bowling
 - i. Has been disbanded. Will not happen this year.
- g. Spring Fling (Starts in January) Rupp/Dold
- h. Staff Memorial (starts in January) Hein/Adams
- i. Survey Oversight Committee Dahmen/Perkins
 - i. No report.
- j. University Policy Committee Turner/Ward
 - i. No report.
- k. University Senate Adams/Hein
 - i. [Newsletter](#)
- l. University Senate: Staff Appeal Board Traffic Regulations Winder/May
 - i. Upheld 4; warning 3; last in-person appeal did not attend so upheld.
- m. University Senate: Sustainability Committee A. Taylor/VACANT
 - i. Sustainability survey going out and hope that we are able to move to a GOLD campus.
 - 1. Help individuals commit to sustainability from where they are and waiting for a top-down approach.

- n. University Senate: Equity and Diversity Standing Committee Cruz/McNalley
 - i. No report.
- o. University Senate: Faculty Compensation & Benefits Committee Martin/Taylor
 - i. Provided some background on the childcare taskforce with tuition assistance 2.0.
 - ii. 3,500 childcare spots are short in our county.
 - iii. Fertility assistance discussion – insurance covers diagnosis but not treatment.
- p. University Senate: Parking & Traffic Schukraft/Jones
 - i. Cannot park for long-term parking for A, B, or C permits unless you have specific permits to continue.
 - ii. RFP for other bus companies. CityBus will continue this spring semester.
- q. University Senate: Visual Arts and Design Committee Deitrich/Schukraft
 - i. No report.

12. Unfinished Business:

- a. [MaPSAC Campus Feedback Form](#) – Nothing to report

13. New Business:

- a. Executive Secretary needed
 - i. Term will be until May 31, 2025.
- b. Staff service recognition ideas
 - i. Potential breakout room topic next year.
 - ii.

14. Adjournment: Emily J. moves, Amanda H. seconds. No objections. Adjourned at 3:30pm

15. Next Meeting: January 8, 2025 |1:30pm-3:30pm | MS Teams