MaPSAC
Management and Professional Staff Advisory Committee

To: MaPSAC Members

From: JJ Sadler, Chair

Subject: **Minutes:** MaPSAC Meeting February 14, 2024 | 1:30pm-3:30pm | MS Teams

1. Call to Order: Chair Sadler calls the meeting to order at 1:31p
2. Adopt Agenda: Chair Sadler requests to approve the agenda as submitted. Misty motions and Stephanie Winder seconds. Hearing no objections, agenda is approved.
3. [Approve Minutes:](#) Chair Sadler requests to approve the minutes from last meeting. Hearing no objections or adjustments, the minutes are approved.
4. University Officers' Reports
    a. Alyssa Wilcox, Chief of Staff for Office of the President (2/14, 5/8, 8/14)
        i. [Presidential Lecture Series](#), February 29, 2024.
        ii. Working on a summit development. Summit regarding chips and another in AI. AI Summit will be in Indianapolis.
        iii. Purdue University ranks highly in employee satisfaction.
        iv. United Way Campaign: Thank you for your support! First Lady is doing a lot in regard to childcare, family care.
        v. Hoping to increase university partnerships.
        vi. Technical difficulties with the Town Hall but hoping that there will not be a limit as well making it available to all if unable to attend.
    b. Amy Boyle, Vice President for Human Resources (Update shared from Chair Sadler on behalf of Amy Boyle)
        i. Merit Pool Raises: Decided at the April Board of Trustees meeting.
    c. John Gipson, Chief of Staff and Assistant Vice Provost for Academic Operations (Update shared from Chair Sadler on behalf of John Gipson)
        i. At the end of last meeting, someone mentioned Microsoft CoPilot. Purdue IT is now testing it and is seeing its usage and considering it for use under part of our license.
            1. There will be training and support.
5. Guest Speaker:
    a. Dr. Robert Frosch, Vice Provost for Academic Facilities
        i. Donna Ahlen, Assistant Director for Academic Facilities
        ii. Supported by Academic Facilities Committee
            1. Julie Hickman (Agriculture), Wayne Wright (Education), Jim Krogmeier (Engineering), Tom Berndt (HHS), Catharine Patrone (Honors), Lori Sparger (Liberal Arts), Candy Scott (Libraries), Logan Jordan (Management), Dawn Laux (Polytechnic), Val Watts (Pharmacy), Randy

Bond (Science), Chris Skiba (Student Life), Lee Ann Happ (Vet Med), Jake Denecke (EVPRP)

2. Facilities Operations & Environmental Health and Safety: Ryan Gallagher, Physical Facilities: Jay Wasson, Real Estate & Space Administration: Nathan Manges

iii. Initiatives: Annual R&R Program: Academic and Student Life, Major Renovations, New Buildings, Space Planning/Assignment, Classroom Masterplan

iv. Questions: Annual R& R Plan: Central R&R funds and grouping any update needs in collaboration with central R&R. Each College looks at what they need as well as student life, which are included budgets overall.

v. Heavilon will be taken down.

1. Timeline for Heavilon? Proposed take down, Summer 2024, Fall 2024.

vi. [Giant Leaps Master Plan](#)

vii. [Engineering Master Plan](#)

6. Roll Call:

a. Present: JJ Sadler, Misty Hein, Amanda Ward, Amy Deitrich, Stephanie Dykhuizen, Amanda Eammons, Nicole Finley, Hugh Gardner, Elizabeth Gray, Carrie Hanson, Karen Louis, LaShaunda Hill, Leslie Martin, Nicole Welsh, Samanthi Obeyesekera, Carly Rosenberger, Nathan Rupp, Wesley Shoop, Melissa Taylor, Jackie Thomas-Miller, Brock Turner, Stephanie Winder, Alyssa Wilcox, Karen Louis,

b. Absent: Eric Adams, Megan Brashear, Kelsey Chapman, Joe Freeman (Messaged), Kimberly Pearson, Mark McNalley (Messaged), Amy Boyle (Emailed), John Gipson (Emailed), Khristian Carr, Kelly Dold, Katharine May, Karen Gick, Laura Holladay, Theresa Martin, Joseph Coates, Nicole Welsh

7. Breakout rooms (10 minutes)

a. AI usage in your work

i. **Room 2:** Procurement Centers: Invoices and Good received BOTS. Future Bots: Packing slips and other enhancements forthcoming.

1. Procurement centers across campus are using BOTS to collect responses from faculty and end users on whether or not goods have been received. This will then send notes back to procurement to finish reconciling.

2. Also sending BOTS out to vendors for soliciting vendors to invoices that are not received. Once received, sent back to AP and procurement centers to reconcile, and pay.

3. Future BOT functions likely coming for procurement functions.

4. Scared that lower-level jobs could be overtaken by BOT functions.

ii. **Room 3:** Most don't utilize AI professionally but personally. Utilizes it professionally for assistance in PUID formatting.

iii. **Room 4:** ½ use AI. Fear around it and lack of guidelines or parameters for utilization. Securing data. Libraries looking for tools in literature searching.

1. About half of our group use AI for work

2. A lot of fear around it and how it could be used maliciously

3. The university doesn't have guidelines, would feel more comfortable if we had parameters, recommended platforms

<ol start="4">
Heard other universities have licensed tools and data is secure, would like to see Purdue have a licensed tool
Libraries is looking into licensing is a tool for literature searching.

    iv. **Room 1:** Not too many using it but encountering it. Tying in human interaction or image refinement.

b. How to include Indianapolis colleagues with our MaPSAC work

    i. **Room 2:** not a satellite campus but an extension.

We quickly talked about IU covering some of the teaching load for the first three years. If IU staff, then no...not so apt to solicit membership.
Once IU out and we have PU staff reporting, then certainly, they should have representation with our MaPSAC and CCSAC groups.
Indy is only an extension of West Lafayette – It's not it's own entity, so it's not separate like FW or NW.

    ii. **Room 4:** extension of Purdue's WL campus, PIN should just have representation based on employee population. Would like to see operating procedures change to include Purdue Indy area of representation, # of reps based on employee population.

    iii. **Room 1:** Would be great having someone to ensure information is being disseminated but can also see that PIN is an extension of PWL as well.

8. Announcements
   a. Submit subcommittee and university committee reports in the folders linked below by the Thursday before the Full MaPSAC meeting.

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

a. Compensation & Benefits	Obeyesekera/Martin
b. Membership & Communications	Adams/Freeman

    i. Call for volunteers to help with membership drive

c. Professional Development	Thomas-Miller/Deitrich
d. Executive	Sadler/Hein

    i. Virtual PUID's are being considered for remote and staff that are not local.

    ii. Campus Feedback Form has gone live! Also linked via our [website](#).

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

a. Purdue University Fort Wayne	Louis
b. Purdue University Northwest	Hill

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

a. College of Engineering Dean's Staff Advisory Council	Gray/Martin
b. CSSAC PEAP Committee	Holladay
c. Eudoxia Girard Martin Award	Taylor/Turner
d. Recreation and Wellness Advisory Board	Gardner/Winder
e. Retirement Planning Committee	Dykhuizen/Taylor
f. Spring Fling	Dold/Emmons
g. Staff Memorial	Sadler/Hein
h. Survey Oversight Committee	May/Cruz
i. University Policy Committee	Turner/Ward
j. University Senate	Hein/Sadler
k. University Senate: Staff Appeal Board Traffic Regulations	Winder/May

      l.   University Senate: Sustainability Committee   McNalley/Gardner

      m. University Senate: Equity and Diversity Standing Committee   Thomas-Miller/McNalley

      n.   University Senate: Faculty Compensation & Benefits Committee   Martin/Taylor

      o.   University Senate: Parking & Traffic   Finley/Adams

      p.   University Senate: Visual Arts and Design Committee   Deitrich/Gray

12. Unfinished Business:

    a.   One Hour Challenge Discussion from University Senate

    b.   Discuss MaPSAC feedback survey results

    c.   MaPSAC Campus Feedback Form - Will update website and included in Sentinel

13. New Business: No new business.

14. Adjournment: Misty calls the meeting to adjourn. LaShaunda Hill motions and Stephanie Winder seconds. Meeting is adjourned at 3:33p.

15. Next Meeting: March 12, 2024 |Joint CSSAC/MaPSAC |1:30pm-3:30pm | MS Teams