

**PURDUE UNIVERSITY RETIREES ASSOCIATION
POLICIES AND PROCEDURES MANUAL
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CHAPTER ONE
ORGANIZATIONAL STRUCTURE AND OPERATING PROCEDURES

1.A. THE EXECUTIVE BOARD: The Board is comprised of six elected officers and the chairs of all the committees. Each member shall have one vote. The Board's primary responsibilities are to manage the business of PURA and to coordinate the work of the committees.

1.A. 1 OFFICERS: PURA officers shall perform the following duties:

a. PRESIDENT

- Serve a one-year term as President preceded by a one-year term as Vice President and followed by a one-year term as Past President.
- Preside at all Association and Executive Board meetings. Schedule and preside at the annual Transition Meeting.
- Serve as a member of the Finance Committee.
- Serve as an *ex-officio* member of the Benefits and Kick-off Luncheon committees and attend their meetings.
- Attend other committee meetings as needed.
- Chair the University's United Way campaign for retirees.
- Serve as PURA's official representative at the annual University Retirement Luncheon, and welcome new retirees into PURA.
- Appoint the Nominating Committee.
- Administer the Betty M. Nelson Award. Together with the Vice President and Past President, select the recipient. Present the award at the Kickoff Luncheon.
- Maintain communication with the University President and PURA advisors.
- Write an annual report.
- Perform other duties as needed.

b. VICE PRESIDENT

- Serve a one-year term as Vice President/President-Elect followed by a one-year term as President then a one-year term as Past President.
- Assume the duties of the President at the request of or in the absence of the President.
- Attend Executive Board meetings.
- Serve as co-chair of the University's United Way campaign for retirees.
- Serve as an *ex officio* member of the Benefits, Kick-off Luncheon, and Nominating committees and attend their meetings.
- Attend other committee meetings as requested or desired.

c. PAST PRESIDENT

- Serve a one-year term as Past President after a one-year term as President.
- Assume the duties of the Vice President in the absence of the latter or at the request of the President.
- Attend Executive Board meetings.
- Chair the Nominating Committee.
- Administer the Arthur G. Hansen Award.
- Advise the PURA President as requested.

d. SECRETARY

- Serve a three-year term; may be elected to serve a second three-year term with a maximum uninterrupted term of six consecutive years.
- Attend Executive Board meetings.
- Record the minutes of all Executive Board meetings and prepare them for distribution prior to the Board meeting to Board members and the advisor.
- Change the PURA officers listed on the University of Michigan website each July by e-mailing umra@umich.edu with the updated information.
- Keep hard copies of the minutes.
- Send approved minutes to the PURA Historian to put in the Archives.

e. TREASURER

- Serve a three-year term; may be elected to for a second three-year term with a maximum uninterrupted term of six consecutive years.
- Attend Executive Board meetings.
- Understand PURA's finances, and communicate information about the organization's financial status to the officers and Executive Board.
- Chair the Finance Committee.
- Prepare the annual PURA budget for review and approval by the Executive Board.
- Work with the Business Manager for Human Resources to review PURA's monthly financial transactions and prepare monthly financial reports for the Executive Board.
- Monitor and review balances in PURA endowments and report, as appropriate, to the Executive Board and committee chairs.
- Prepare an annual report.

f. HISTORIAN

- Serve a three-year term; may be elected to a second three-year term with a maximum uninterrupted term of six consecutive years.
- Attend Executive Board meetings.
- Maintain both electronic and hard-copy archives documenting PURA's history.
- Organize the archival material at least annually. Post it in the electronic archives on the PURA website, and deposit it in the PURA collection in the Purdue University Archives.

- Prepare “The Year in Review”, an annual summary of each year’s accomplishments, programs, and activities for distribution at the Annual Transition Meeting and placement in the two aforementioned archives.
- Update the PURA Policies and Procedures Manual as needed.

1.A.2 OFFICER SELECTION PROCESS: The President shall appoint a Nominating Committee each September to recommend a slate of officers for the coming administrative year to replace those whose terms expire at the end of the current one. The committee shall include a minimum of three but not more than five voting members. The current Past President of PURA shall serve as chair, and the current PURA Vice President shall be an *ex officio* member.

- a) The PURA President and the Nominating Committee chair shall recommend a slate to the Executive Board for approval at the November Board meeting. An article in the October *PURA News* requesting suggestions from members should be submitted to the Nominating Committee Chair to encourage membership input.
- b) If approved, the slate shall be announced at PURA’s February luncheon meeting and published in that month’s *PURA News*.
- c) With prior approval from the nominee, additional nominations may be made from the floor at PURA’s April luncheon meeting.
- d) The election shall occur at PURA’s April luncheon meeting. The members present, in person or by proxy, shall constitute a quorum. Candidates receiving a simple majority of the votes cast shall be declared elected.
- e) The new officers shall be installed at the Annual Transition Meeting.
- f) The PURA President shall inform Purdue’s President each year of the names of the Association’s officers.

1.B. COMMITTEES: The Executive Board has the authority to create, restructure, and disband committees as circumstances dictate. These committees are responsible for planning and implementing PURA’s programs, activities, and services. The frequency of their meetings varies as needed by committee. Each, however, is expected to prepare and file an annual report for distribution at the Annual Transition Meeting. Annual reports also shall be posted on PURA’s website and deposited in PURA’s collection in the University Archives.

1.B.1 NOMINATION AND APPOINTMENT OF COMMITTEE CHAIRS AND MEMBERS

- a) The Nominating Committee shall recommend a slate of committee chairs to the Executive Board for approval prior to the Annual Transition Meeting.
- b) Committee members shall be recruited by their respective chairs and confirmed by the Executive Board.
- c) Committee chairs and members shall assume their responsibilities at PURA’s Annual Transition Meeting.
- d) Each committee shall determine the length of their members’ terms.

1.B.2 COMMITTEE ROSTERS The Administrative Assistant, Vice President for Human Resources shall prepare an overall alphabetical list of committee chairs, members, and PURA officers annually that includes their names, home addresses, phone numbers, and e-mail contact information. A second list containing the same information, arranged by committee, shall also be prepared annually. Both shall be distributed each Spring at the Annual Transition Meeting.

1.B.3 COMMITTEE POLICIES AND PROCEDURES: The specific policies and procedures for each of PURA's ten committees follows.

1.B.3a. BENEFITS COMMITTEE

Mission Statement

The mission of the Benefits Committee is to initiate and encourage all activities that concretely contribute to the wellbeing of Purdue University Retirees, including retirees at all levels: clerical, service, administrative/professional, clinical and faculty.

The Purdue University Policy IV.3.1, Status and Privileges of Retired Faculty and Surviving Spouses and Children, originally issued on May 10, 1971 and revised December 12, 2001 outlines the specific benefits extended by the University. These include participation in Group Life Insurance up to age 65, a personal identification card, complimentary 'A' parking permits, purchase of tickets to various Purdue events at staff rates, and use of the University facilities.

It is the purpose of the Committee to expand upon and add to these specific University policies which contribute to the wellbeing of retirees. These activities have included affordable health insurance, activities which promote health, and a variety of voluntary insurance products. A part of this mission is to make these products user-friendly through exhorting the service providers to provide understandable literature and easy access to the resolution of problems.

Income is vital to retirees. The Committee monitors the service provided to retirees by those from whom income is received, especially TIAA and Fidelity.

The committee has been concerned with making University activities more accessible to retirees through providing affordable fees for admission to University sponsored events, desirable seating arrangements and improved accessibility for those who are physically handicapped.

The committee seeks to reduce the number and severity of retiree's problems through education/information programs that help active faculty and staff make decisions before retirement that improve the quality of life after retirement.

Finally, the committee is sensitive to resolving problems that are encountered by retirees, and tries to anticipate future problems through current activities designed to avoid such problems, or to minimize and mitigate them when they do arise.

Responsibilities

The Benefits Committee's primary responsibilities are to assure the provision of comprehensive, affordable medical plans for retirees, negotiate with insurance providers, evaluate changes, monitor services and investigate alternatives where advantages may be gained. Time and experience is needed for Benefits Committee members to become fully engaged in these responsibilities. For this reason, new members of the Benefits Committee are asked for a 3-year commitment to Committee membership. A part of the execution of this committee's

responsibilities is through the support provided by the Purdue University Human Resources Department that handles the communication, gathers additional vital data, and provides a focal point for problem resolution. The committee also strives to keep retirees aware of additional University benefits and privileges and promotes program improvements where possible. The Benefits Committee also is responsible for assuring representation on the Purdue Faculty Compensation and Benefits Committee, Parking & Traffic Committee, and the Retirement Plan Committee.

The Benefits Committee is responsible for providing information to update the Purdue Retirees Association Web page in the Retirees Benefits section on all benefits for retirees. This is accomplished by a communications sub-committee of the Benefits Committee. The Chair of the Benefits Committee is responsible for assuring that Benefits Committee information is made available for the PURA Newsletter.

Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Committee Membership

The PURA Benefits Committee is staffed as follows:

- a) At-large volunteers appointed to serve on the Benefits Committee
- b) Ex-officio members including the PURA Chair and past PURA Chairs
- c) Human Resources staff as set forth below from Human Resources

The committee chair is nominated by the PURA Nominating Committee and approved by the Executive Board. Members of the committee are recruited by the chair and endorsed by the Executive Board.

Support from Human Resources Staff

The advisor for the Benefits Committee is the primary administrator of Human Resources - Benefits. The advisor serves as a critical liaison with the University – other administrators, University Senate committees, health and service vendors, consultants, etc. The HR Benefits Advisor monitors benefits provided to retirees through various plans including PERF, TIAA, Fidelity, Social Security and Medicare. The advisor is sensitive to services and benefits offered to active employees to ensure that retirees are offered similar opportunities when it is reasonable to do so (free annual flu shots, CityBus access, voluntary insurance plans, discount purchasing services, etc.).

The Benefits Committee provides representatives for University pre-retirement programs, committees that review benefit packages, strategic planning groups, designated University Senate committees (Parking and Traffic, Faculty Compensation and Benefits, Retirement Plan Committee), and other relevant committees as created. The representative to the University committee shall report to the Benefits Chairperson any information important to retirees and may be asked to make a presentation to the PURA Board.

As needed, study groups are appointed to study and make recommendations on timely issues such as physical and program access to the University, John Purdue Club policies, and special programs/forums to address critical issues.

The Administrative Assistant, Vice President for Human Resources serves as the support staff for this committee. In addition, one Human Resources staff member is funded through PURcare and assists retirees with matters related to enrollment, distinctions among plans, claims problems, and general administrative issues.

Medical/Pharmacy Plans – Structure

There are currently two medical/Rx plans sponsored by Purdue University and the Purdue University Retirees Association:

1. PURcare, a custom designed Medicare supplement plan to meet the medical and prescription drug needs of Purdue retirees, has very comprehensive coverage and very low financial risk, with a very competitive monthly premium; and
2. A Medicare Advantage Plan that has a lower monthly premium but additional financial risk through out-of-pocket payments when a medical event occurs.

PURcare:

With the aid of a consultant provided by Purdue University's Human Resources office, this plan is negotiated year-by-year. During April, May and June the current plan is evaluated and the committee and/or committee leadership and consultants begin the negotiations for the cost and structure of the next year's plan. By August or September a final plan is approved by the committee and performance guarantees are agreed upon.

Medicare Advantage:

This plan is a negotiated Medicare Advantage plan. The timeline for development and approval by the committee follows that for PURcare.

Once the plans are approved by the committee, a letter explaining the plans is prepared by the committee chair and PURA president and mailed to retirees in early October. In October/November representatives of the company carrying the insurance plans come to campus to explain the new plans and answer questions. Announcements of the plans, any changes and new rates are also communicated by the committee through the PURA Newsletters and the PURA Web page.

Pre-65 Retiree Plan:

PURA, in collaboration with Purdue University and the Henriott Group, has arranged assistance for pre-65 University retirees who are not eligible for Medicare in understanding their health insurance options.

Optional Insurance Programs

Retirees may continue participation in University sponsored Group Life Insurance up to age 65. They may also participate in the following voluntary benefits programs: Universal Life; Auto/Homeowners Insurance; and a Prepaid Legal Services Plan. Additional information about these plans may be found in the Purdue Faculty and Staff Handbook or on the Human Resources Web-page.

Retirement Plans

TIAA:

Most retired faculty and administrative/professional staff have participated in TIAA retirement funds, which were funded jointly by the University and the retiree. At retirement, HR staff counselors help in the transition from work to retirement. All employees, regardless of classification, may have also participated in supplemental tax-deferred accounts that were available from TIAA and other companies. The Benefits Committee monitors issues that may arise from these plans during retirement.

PERF:

Many retirees at Purdue participated in PERF benefits from the Public Employees Retirement Fund during employment and are eligible to receive benefits from that fund upon retirement. All of these retirees are also eligible to join Retired Indiana Public Employees Association or RIPEA. PERF retirees are represented by RIPEA at the legislative and executive branches of state government for the benefit of retirees. RIPEA members are also eligible to participate in Group Health Insurance, Whole Life Insurance, Long Term Care, Dental & Vision Insurance, Auto & Home Owners Insurance, Prescription Drug Card and Hearing Insurance. These programs are taken into consideration by the PURA Benefits Committee.

Fidelity

More recent retirees from Purdue may have participated in Fidelity managed programs which have been jointly funded by the University and the individual. At the time of retirement, HR staff and representative from Fidelity are available to help retirees transition from work to retirement.

Wellness

All Purdue retirees and their spouses or same sex domestic partners are eligible to participate in health programs at Purdue except for those provided only to active employees. These include flu shots, screenings provided by The Nursing Center for Family Health and screenings provided by The Audiology and Speech Language Clinic.

1.B.3b. CAMPUS AND COMMUNITY ACTIVITIES

Responsibilities

The Campus and Community Activities Committee provides informative, educational and entertaining opportunities in the Greater Lafayette-West Lafayette area for members of the Purdue University Retirees Association. These events are usually ones that are educational, do not require bus transportation, and don't involve the collection of funds in advance. Some events may be gatherings with little advance notice. These events differ from those organized by the Trips and Tours Committee that can be scheduled well in advance, for which bus arrangements would likely be made, and for which a fee would normally be charged. Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Committee Structure

The chair is selected via nomination by the PURA Nominating Committee and approved by the Executive Board. Committee members are recruited by the committee chair, preferably to serve for three years, and confirmed by the Executive Board. Meetings are scheduled as needed to select each semester's activities. Generally, one member plans and organizes each event. Thus, much of the committee's work is done by e-mail and phone.

Examples of Past Activities

Because of the many educational facilities and athletic events at Purdue and the equally wide variety of cultural organizations and business ventures in the Greater Lafayette/West Lafayette community, a wide variety of tours can be planned for retirees at no cost. Examples of past campus activities include tours of campus facilities such as Pao Hall of Visual and Performing Arts, the Dauch Alumni Center, Lawson Computer Science Building, Birck Nanotechnology Center, Beck Agricultural Center, Mackey Arena, Cordova Recreational Sport Center, Ralph and Bettye Bailey Hall, Schwartz Tennis Center, Wilmeth Active Learning Center, Bechtel Innovation Design Center, Black Cultural Center, Aspire housing complex, football weekend Tiny Houses as well as common reads of books related to Purdue and/or available through the Purdue Press. Examples of past community activities include tours of Columbian Park, Caterpillar's Large Engine Center, Subaru of Indiana Automotive, Bioanalytical Systems, the Tippecanoe Battlefield, Faith West Community Center, YMCA, Wabash Center, Inspired Fire, Lafayette Symphony, Matchbox Co-working Studio, downtown Lafayette Public Art Trail, Bennett's Greenhouses, and the Tippecanoe County Courthouse and CASA program.

See Historical Reference File for listing of past activities/programs.

Publicity

Descriptions of tours/activities (and registration forms, if needed) are published in *PURA News*. Announcements of activities, when time permits, should be added to the PURA website in a timely manner through contact with the chair of the Media Communications Committee. Announcements and descriptive handouts should be distributed at the monthly meeting. E-mail reminders can be sent to those on the retiree distribution list by the Administrative Assistant, Vice President for Human Resources.

1.B.3c. COMMUNICATIONS COMMITTEE

Responsibilities

The Communications Committee is responsible for maintaining an information connection with Purdue's retirees, through the *PURA News* newsletter. When special needs arise requiring communication with the body of retirees, the Communications Committee will assist in providing the needed communication. Over time, consideration will be given to emphasizing electronic communication versus printed media; for example, publishing news exclusively on the website, or initiating a PURA social media function.

Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Communications Committee Membership

Communications Committee members are appointed by the PURA Executive Board with consultation of the current Communications Committee chairperson. Committee members will be appointed so that their terms on the committee expire on a rotating basis. An appointed member of each standing and ad-hoc PURA committee shall work with the Communications Committee to gather and provide information for the website and newsletter.

The committee is responsible to work with the PURA President and committee chairs in planning articles for the newsletters. The committee chair coordinates collection of information for publication and works with the newsletter producer (who may also be a member of the Communications Committee). The committee chair or co-chair will be directly involved in approving copy, proofreading, and approving publications prior to their release within both the PURA newsletter and website. The Chair of the Communications Committee shall not serve on any other PURA committee while serving as chair.

At least one Communications Committee member shall be appointed who has expertise in website production and maintenance, working with an ITaP representative to learn current technology and make website changes. Currently, the newsletter producer completes each newsletter, then assesses how to package the news/articles for the website, and sends instructions to the committee member responsible for physical updates to the website.

The committee works with the University Development Office to obtain appropriate PURA member name and address files for distribution of the printed newsletter and other print pieces. Human Resources obtains appropriate emailing lists from UDO to distribute the newsletter and other news items to PURA members via email. Other PURA committee chairs work directly with UDO to obtain lists appropriate for their communication needs, for example, the annual fall Kick-off Luncheon invitation.

The committee works with the Xerox operation at Purdue to obtain printing and U.S. mail services.

Newsletters

A number of newsletters shall be published each year and mailed or emailed to Purdue retirees. In order to meet communication needs and assure budget compliance, the publication schedule is determined by the Executive Board and reviewed periodically. There must always be at least one newsletter publication per year to ensure complete coverage, particularly of Benefits information.

Communications Committee

Benefits information will always be included at least once a year in the newsletter, but also posted on the PURA web pages.

The current planned schedule for distribution of newsletters is on a monthly basis, unless there is insufficient news to warrant a full issue. If important news arises outside the normal publication schedule, supplemental information can be emailed to retirees by Human Resources and/or added to the PURA web site as needed. Submission of articles for the newsletter is due between the 10th and 15th of each month to ensure the newsletter is distributed by the end of the month.

Every month's issue will include summarization of monthly PURA meeting programs and Mark Your Calendars section events. Insurance and benefits news, PURA trips and tours, PURA campus and community activities, wellness screenings, flu shots, volunteer opportunities, Common Read, PURA scholarship or other special philanthropic campaigns, will be included in the newsletter as available, and as space allows.

The timing of several specific news items is dependent on an annual events cycle, as shown below:

January/February:	PURA new slate of officers and By-Law revisions Final report of PURA United Way donations raised during the previous year
March/April:	PLIR program and registration announcement Purdue Day of Giving reminder
April/May:	Spring Fling invitation and registration
May:	PLIR recap Arthur G. Hansen award winner announcement
June/July:	PURA governance transition meeting recap New officers and committee chairs list/picture Greetings from the new PURA president
July/August:	PURA Kick-off luncheon publicity
July:	Request for Arthur G. Hansen Award nominees Recap of Purdue's annual June <i>new</i> retirees' luncheon
August:	Initial alert about the annual United Way campaign beginning
September:	United Way update
October:	United Way update
November:	Profile of department or individual receiving the Betty M. Nelson Special Recognition Award
December/January:	Nominations request for Arthur G. Hansen award Final report of PURA's United Way contributions

1 B.3d. FINANCE COMMITTEE

Purpose

The purposes of the PURA Finance Committee are to be familiar with and review the organization's financial assets and to inform and advise the Executive Board on financial matters.

Responsibilities

- Oversee the financial status and affairs of PURA.
- Understand the financial resources and uses of PURA funds.
- Prepare an annual budget for approval by the Executive Board.
- Establish and review procedures for financial controls.
- Orient the president-elect and others as to PURA finances.
- Respond to requests from the Executive Board.

Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Committee Membership and Operations

Members of the committee shall be the PURA Treasurer (chair), President, Vice President/ President-elect, Past President and other members the chair shall recruit and be confirmed by the Executive Board. The term lengths of the four PURA officers noted above shall coincide with the years each is serving in one of these offices. Appointed members shall serve three-year terms.

The committee shall meet at least quarterly to review PURA's financial situation, consider and recommend sources and uses for the funds, and report to the Executive Board as appropriate. It shall be knowledgeable of University rules and regulations for raising and expending funds and advise the Treasurer on appropriate reporting to the Board.

1.B.3e. HOSPITALITY COMMITTEE

Responsibilities

The Hospitality Committee encourages retirees from all sectors of the University to take part in PURA's on-going activities such as the fall Kick-Off Luncheon, the monthly luncheons/meetings, trips, tours, and other special events. The committee may serve in a liaison capacity for special events such as flu shot administration, health fairs, retirement receptions, and so forth. The committee also strives to improve our communications to retirees and pre-retirees and gather ideas that might result in interesting new programming for PURA.

Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Committee Structure

Members of the committee are retirees selected from as many of the various sectors of the University as possible. They are recruited by the committee chair, endorsed by the Executive Board, and expected to serve two-year terms. Those who enjoy and employ creative thinking, but are also task oriented, are particularly appreciated.

Meetings

The Hospitality Committee will meet at the Annual Transition Meeting as well as communicate by e-mail and phone. The chair will schedule additional meetings when issues require a brainstorming session. Minutes will be recorded and distributed to all members.

Greeters at PURA Luncheons

To extend a warm welcome to retirees attending the monthly PURA luncheons, the Hospitality Committee provides a greeter(s) outside the dining room at the site location to greet people as they enter and assist them in finding a seat. Greeters also help collect trays and clear dishes prior to the start of the program. During inclement weather, they also may assist guests with their coats. Hospitality Committee members function as hosts. Greeting is simply a function of hosting. The greeters are drawn on a rotating basis from the membership of the committee. The Hospitality Committee provides simple decorations and candy for special occasions. For the Annual Kick-off Luncheon in the fall, multiple greeters may need to be provided. The chair of the Kickoff Luncheon will inform the Hospitality chair of kickoff luncheon needs. The Hospitality Committee provides the PURA sign and balloons at the entrance. The Hospitality Committee should make arrangements for the sign with the Administrative Assistant, Vice President for Human Resources.

Purdue Spring Fling Involvement

Spring Fling is the annual all-campus appreciation event for all employees which takes place in late May. It is organized by staff in Human Resources, working with representatives of other departments across campus. The chair of the PURA Hospitality Committee attends the monthly planning meetings for this event.

- Retirees are encouraged to volunteer to assist in the food lines, distribute popcorn and ice cream, and so forth. Retirees are encouraged to register on-line or by the registration form provided by the committee in the spring by HR asking for volunteers and participants. An article about Spring Fling and volunteer opportunities also is included in a spring issue of *PURA News*.
- The Spring Fling committee provides table space which is used by PURA to distribute retiree-related information; PURA information cards and other special handouts are distributed at the tent. Tables and chairs also are provided. This space is staffed by members of the Hospitality Committee and Executive Board.

1.B.3f. ANNUAL KICKOFF LUNCHEON

The Kickoff Luncheon celebrates the beginning of the PURA program year. It provides an opportunity for retirees to hear about the “State of the University” from the University president or University administrator. In cases when a University official is not available, a guest speaker is chosen to present a program in his or her field of expertise/interest. Additionally, it provides a time to reconnect with friends and former colleagues.

The committee is comprised of four or five retirees plus a chairperson (co-chairs) The committee chair is nominated by the PURA Nominating Committee and approved by the Executive Board. Members of the committee are recruited by the chair and endorsed by the Executive Board. An effort is made to have representation from both faculty/administrative and clerical/service staff retirees. In addition, the PURA president and vice president serve as ex-officio members.

The PURA president and committee chair(s) establish the date of the Kickoff Luncheon, which has historically been the second Monday in September.

All planning, coordination, and execution of the luncheon is the responsibility of the luncheon committee chair(s) and committee members.

The Committee chair(s) must maintain a notebook of documents and detailed guidelines for the luncheon which is updated annually and will be shared with the new committee chair(s) when a different person(s) assumes the position.

1.B.3g. MEDIA COMMUNICATIONS COMMITTEE

Responsibilities

The Media Communications Committee is responsible for working with other PURA committees to effectively deliver content through electronic media and platforms such as Email, Zoom, and as appropriate, other electronic media such as Facebook and Twitter. The Media Communications Committee will work particularly closely with the Communications Committee to ensure that *PURA News* newsletter is delivered as broadly as possible via electronic media.

Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Media Communications Committee Membership

The committee chair is nominated by the PURA Nominating Committee and approved by the Executive Board. Members of the committee are recruited by the chair and endorsed by the Executive Board. Committee members will be appointed so that their terms on the committee expire on a rotating basis.

Since the Media Communications Committee and the Communications Committee have a unique overlap, at least one member will be designated as a joint member of both committees to maintain a tight coordination. This joint member shall be someone who has expertise in website production and maintenance and will be designated the PURA Webmaster.

Website

The committee is responsible for ensuring that the PURA website, located at www.purdue.edu/retirees, is updated in a timely manner with content provided by other PURA committees.

Zoom

The committee is responsible for providing Zoom access for all major PURA meetings (monthly, PLIR, etc.). Additionally, the committee will ensure that these Zoom meetings are recorded and available for playback by PURA members on the PURA website.

Retiree Email Addresses

The committee will work with the University Development Office to coordinate the email information for Purdue retirees so that PURA information can be distributed as widely as possible. The committee will place a special emphasis on Purdue Retirees from outside the West Lafayette area.

Electronic Online Archive

The committee will work with the PURA Historian and Purdue Archives to establish an electronic online archive of PURA material.

1.B.3h. PROGRAM COMMITTEE

Responsibilities

The Program Committee provides a program for PURA members during the monthly luncheon meetings on the first Monday of each month except the month of September. The first Monday in September is close to the time when the annual “Kickoff Luncheon” is normally held, so a regular monthly meeting is not scheduled. The Program Committee is not responsible for the “Kick-off Luncheon” as there is a separate committee. The committee sets the luncheon meeting schedule for the coming year beginning with October and running through August of the following year. If the first Monday of the month falls on a national holiday, PURA does not meet that month. Once the schedule is established, management of the luncheon venue is informed of the upcoming yearly schedule by the committee chair. Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee’s work, events, and responsibilities.

Committee Structure

The committee chair is nominated by the PURA Nominating Committee and approved by the Executive Board. The Program Committee chair is responsible for recruiting the members to serve on the committee preferably for a two-year term, but other lengths of service are possible. Those eligible for membership are official retirees of the administrative/professional, faculty, clerical or service staffs and their spouses. An effort should be made to have as broad a representation as possible from the various employment categories. Ideally, the committee is composed of 11 members plus the chair. Thus, each member, except the chair, is responsible for coordinating one event per year. If a committee member is unable to attend his or her scheduled event, the chair will serve as program coordinator for that meeting or arrange for a substitute. The chair maintains a roster of committee members to include contact information and length of service on the committee. Members may serve beyond two years if the chair and the respective member mutually agree. This information roster is shared with the PURA President and the Administrative Assistant, Vice President for Human Resources.

Planning Meetings

The Program Committee has its primary annual planning session as part of PURA’s Annual Transition Meeting, usually scheduled in late May or early June. All continuing, outgoing and new members are invited and encouraged to attend this important planning meeting. The chair contacts all continuing and new members prior to this meeting to outline their responsibilities at the monthly meetings and to suggest they begin thinking about possible topics and speakers, as well as a possible month in which the program might be offered. The committee chair may also have received suggestions from other PURA committees or the PURA Executive Board regarding important issues they feel would be of interest to retirees and serve as a program topic. These suggestions should be considered when developing the schedule for the year. It is recommended that a list of potential programs be put together and shared with the committee in advance. It is further recommended that some prioritization of potential programs take place

before the meeting. The in-person planning meeting then consists of putting together a rough draft of programs and coordinators for the coming year.

Once a draft schedule is completed, members are given additional time to research and recruit possible speakers and confirm their willingness to participate. An additional planning meeting may be scheduled, but with good communication this normally is not needed. The program schedule for the coming year should be finalized by July 31.

Program Schedule Distribution

Once the year's program schedule is finalized, copies of the schedule are distributed as follows:

- To the chair of the Kick-off Luncheon Committee for printing and distribution at the Kick-off Luncheon.
- To the chair of the Communications Committee for inclusion in the Retirees Newsletters.
- To the Administrative Assistant, Vice President for Human Resources for inclusion in the printed programs at the monthly luncheon meetings.

Coordinator Responsibilities

The monthly meeting coordinator, a Program Committee member, makes all arrangements for their assigned month:

- Invite the speaker and obtain biographical information for promotion and an appropriate introduction. Confirm details of where and when.
- Check with the speaker about audio/visual equipment needs. The speaker will likely utilize a PowerPoint presentation provided on a thumb drive or may wish to use their own laptop computer. The coordinator should advise the Program Committee chair at least one week prior to the meeting as to which approach the speaker plans to take.
- Advise the speaker that visuals should utilize a minimum PowerPoint font size of 36 to be easily read by meeting attendees seated at the rear of the meeting room.
- Provide the Administrative Assistant, Vice President for Human Resources with details of the program by the 15th of the month prior to the program. This includes the title of the program, up to one-half paragraph of biographical info for the speaker and a summary of the focus of the presentation. This information is included in the promotional email message sent to local retirees about a week before the meeting. Any additional information related to the program topic which the speaker wishes to include in the printed program should also be provided to the Administrative Assistant, Vice President for Human Resources by the 15th of the month.
- Plan to meet the speaker at the luncheon venue by 11:15 a.m. to have time to eat lunch before the program. The speaker may wish to arrive earlier to check out the AV setup. Pay for their lunch and forward the receipt from MCL for the speaker's lunch to the Administrative Assistant, Vice President for Human Resources for reimbursement. The PURA budget provides for the cost of the speaker's lunch.
- The luncheon meeting usually begins at 11:50 a.m. and concludes by 1:00 p.m. The meeting is chaired by the PURA President. Following the greeting, Pledge of Allegiance, musical entertainment, committee reports, and announcements, the president will

introduce the program coordinator who introduces the speaker. At the conclusion of the presentation, the coordinator thanks the speaker and announces the program title and speaker for the following month. The President adjourns the meeting.

- The program coordinator sends a thank-you note to the speaker.

Monthly Meeting Arrangements

The luncheon venue is to be set up with tables and chairs to accommodate at least 100 attendees. The dining and program can be accommodated in the same space, but ideally would occur in two separate spaces. If a separate area is available for the program, it should be set with at least 100 chairs, theatre style.

- Set an American flag at the front left of the room.
- Close the blinds if room has windows.
- Provide an electrical power strip and extension cords for equipment at the podium.
- Install and test the PA system, a wireless mike is preferred. Turn off any background music. Have available the PURA wireless mike system.
- Set up the TV monitor or projector and screen to connect to the PURA laptop or the speaker's laptop. Have available the PURA laptop, HDMI cable and PowerPoint Remote.
- A coat rack should be provided at the back of the room near the entrance.
- Provide a waste basket/trash receptacle at the back of the room.
- Provide a small table by the room exit for handouts.

Guest Speaker Lunches

As already covered, the Executive Board has approved reimbursement of the cost of the speaker's lunch as well as other approved reasonable and necessary out-of-pocket expenditures. Receipts required.

See Historical Reference File for listing of past activities/programs.

1.B.3i. PURPOSEFUL LIVING IN RETIREMENT COMMITTEE

Responsibilities

The Purposeful Living in Retirement Committee (PLIR) develops a program for a symposium presented in the spring of each year. The intent is to provide retirees with information specific to retirement interests and needs. Funding is requested each November by the PURA President from United Healthcare, TIAA, and Fidelity. This support covers the non-meal expenses of the symposium. Committee members additionally contact several local retirement centers, currently Westminster and University Place, for support to cover the cost of breaks and a continental breakfast. Related local companies and organizations are invited to purchase exhibit space and asked if they wish, to provide a door prize. Speakers are not paid honorariums. Speakers from outside the University who are affiliated with an agency or group are offered complimentary exhibit space as are representatives from WALLA, the Area IV Council on Aging, Westminster, and University Place. Members pay a nominal fee to cover lunch. Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Committee Structure and Meetings

Members of the committee should be representative of a variety of units in the University. The committee may have a single chair or co-chairs. The chair(s) are selected by the PURA Nominating Committee and presented for approval to the PURA Executive Board each April. The chair(s) are responsible for completing the roster of members by May 1. It is preferable for continuity that members serve more than one year to avoid total replacement of all members in any one year. Communication from the chair(s) to the Hospitality Committee is necessary to ensure there is sufficient assistance in greeting and assisting with handicapped members the day of the meeting. One committee member may be assigned to specifically work with exhibitors and assist in handing out door prizes at the closing of the meeting. An Event Coordinator from the University Development Office of Special Events and Programs works with the committee. The committee may have ex officio members such as an advisor or a representative from groups such as WALLA or Area IV Council on Aging.

Both the current and future PLIR committee members are invited to the PURA Transition Meeting usually held in May. A summary of the spring symposium is discussed to provide for the initial planning for the next year. Committee members can discuss when they wish to have monthly meetings to plan for the next symposium. Normally 5 meetings are sufficient in the current year (June through December) with a 6th the next year before the symposium (March). The EC attends each meeting. Committee members will be asked to monitor emails and respond when needed to the chair(s) or EC between committee meetings. The chair(s) and EC should communicate times when they would not be available via email during the planning process.

The PLIR Symposium/Conference Date, Location, and Time

The PLIR date is typically the 3rd Wednesday in April. If possible, the date should not conflict with a major University or community event. The location should be able to accommodate up to 200 with sufficient and handicapped parking available. As of 2017, all sessions were single topic but could include concurrent if space allowed and the committee so desired. The location should be local, have space for exhibits if offered, and allow for breakfast and lunch meal service either provided by a caterer or the venue. Former locations have included the Sheraton Four Points and the Beck Center. These facilities should be scheduled ASAP after the spring symposium. The day typically begins at 8:30AM and concludes by 3PM.

Specific Responsibilities and Activities of the PLIR Committee Members and Event Coordinator (EC)

Members of PLIR:

1. With input from the committee, the chair(s) schedules the meeting dates and provides an agenda up to a week ahead and minutes no later than a week after the meeting.
2. Members select the venue location and select a general theme for the meeting and the format (lecture, panels, discussion, etc.) for the presentations. Topics may come from the previous conference evaluation, the annual summer Elderhostel program on campus, speakers chosen for the annual Fall President's Council Back to the Classroom sessions, or from any PURA member. It is preferable to not repeat programming that has been offered at the monthly PURA meetings. The chair(s) can obtain the anticipated list of programming from the chair of the Program Committee. Funding for bringing in an "outside" speaker that would require travel costs and honorarium can be requested from the Executive Board no later than October.
3. Members contact individual speakers or panel members by early fall. After agreement with the speaker, the EC follows up for their bio information and AV needs. Alternative speakers/presentations should be listed and prioritized to allow for unexpected program changes.
4. After the sessions are verified, members approve the specific time agenda for the day and the final brochure for mailing to members. Committee members each year discuss/decide if only electronic marketing and registration of the program would work for PURA members.
5. Members select the menus for breakfast, breaks, and lunch and sets the fee for the conference. The chair(s) seek approval for the fee from the Executive Board in late fall. The chair(s) identify a PURA member to be the photographer at the meeting and offers complimentary registration to them.
6. The chair(s) ensure the date for the symposium is listed in the calendar in *PURA NEWS* beginning in late fall and prepare articles to market the meeting for *PURA NEWS* editions published between January and April. Dates for submission are given at each PURA Executive Board meeting.

7. All members participate in the management of the meeting day. The chair or co-chair will MC the day of the event. The chair(s) will collect the member and exhibitor evaluations and prepare a summary for discussion at the Transition meeting and reporting to the Executive Board.
8. The chair(s) and EC discuss who sends “thank you” notes. Usually the President send notes to the major contributors. Committee members may wish to contact a speaker they recommended or know.

The Event Coordinator (EC)

The EC is an extremely valuable partner for the PLIR. Based on what the committee desires, the EC will handle the following tasks:

Schedule the venue, advise on workable processes from their experience with multiple conferences, research caterers and bring menu suggestions to the committee, contact speakers/presenters after committee selection for bio and AV needs, order AV and check each presenters AV on the day of the meeting, ensure needed tables are ordered and set up with décor from the UDO or Alumni Association, bring to the committee floor plans for the meeting floor plan, offer examples of the day’s agenda for the program, manage registration, mailing, name tags, and materials placed in the conference folders for members, be the contact for all exhibitor’s registration and needs, prepare exhibitor and member evaluations with input from the committee, order and supervise the breakfast, break, and lunch, prepare a detailed notebook script for the MC to use, and manage the gifts given to the speakers and door prizes for the members. The EC collects evaluations from the exhibitors and may prepare the summary.

Contact with the PURA Executive Board

The chair(s) meet monthly with the PURA Executive Board. At the June board meeting the summary of the symposium is reported, and the date for the next PLIR meeting is set. Throughout the fall, the PLIR committee’s planning is reported as needed with board discussion and input of any major differences from the usual programming. If needed, the chair(s) request any additional funding over what the sponsors provide no later than October. The chair(s) request approval of the member fee for the symposium in November and presents the final program at the December meeting. The PURA Treasurer includes the financial support for PLIR and the generated revenue and expenses in the monthly Treasurer’s report to the Executive Board.

1.B.3j. STUDENT SCHOLARSHIP COMMITTEE

History

In 2015, a matching fund opportunity to raise student scholarship monies was identified through the assistance of the Vice President for University Development. The Purdue Affordability Scholarship Challenge matched contributions dollar-for-dollar up to a \$250,000 limit to support an Indiana student with financial need. A minimum pledge of \$25,000 to be raised over five years was required to establish an endowment. In October 2015, the PURA Executive Board approved a pledge of \$50,000 to create an Endowment Agreement establishing the PURA Student Scholarship Endowment.

Purpose

This committee will be responsible for the fundraising effort to raise the initial pledge of \$50,000 for the PURA Student Scholarship Endowment and for continuing support to fund this endowment on an annual basis. The primary focus will be on Purdue retirees.

Committee Structure

The committee chair is selected via nomination by PURA's Nominating Committee and approval by the Executive Board. Committee members are recruited by the chair and confirmed by the Executive Board. It is preferred that members serve three years on this committee.

Responsibilities

Utilizing the generous offer of staff assistance from the Vice President for University Development, develop a fundraising strategy that will encourage retirees to make contributions on an annual basis to a scholarship endowment that will help Indiana students realize their dreams of a college education. Strategies would include announcements at the regular monthly business luncheons, participation in Purdue Day of Giving and future opportunities coordinated by University Development, direct mail solicitation of all PURA members, newsletter articles, and could include fundraising activities centered to a specific theme, i.e. Purdue related Christmas ornaments, bake sales, silent auctions, etc.

The Student Scholarship Committee members will be responsible for serving as mentors to the students selected to receive scholarships by the Department of Financial Aid. This will apply to the current scholarship endowments (PURA Student Scholarship Endowment and PURA Purdue Opportunity Award in Honor of Martin C. and Patty F. Jischke Endowment) and any future scholarship endowments.

Committee Chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the Award's activities and responsibilities.

See Historical Reference File for listing of past recipients.

1.B.3k. TRIPS AND TOURS COMMITTEE

Responsibilities

The mission of the Trips and Tours Committee is to provide and promote trips, tours, and local social outings for members of the Purdue University Retirees Association (PURA), spouses, and friends. These events provide educational and entertaining opportunities and build a feeling of camaraderie within PURA. Four to six events are offered each year. Committee chair will maintain notebook/file of guidelines, procedures, and important information pertinent to the committee's work, events, and responsibilities.

Committee Structure

The committee consists of a chairperson (or co-chairpersons) and four to six members. The committee meets a minimum of three times per year. The committee chair is nominated by the PURA Nominating Committee and approved by the Executive Board. Members of the committee are recruited by the chair and endorsed by the Executive Board

The chairperson(s) are responsible for: arranging committee meetings, serving on the PURA Executive Board, and recommending the appointment of new members each year to assure carryover and consistency of policy from year to year.

Policies on Trips, Tours and Social Outings

Events should represent a variety of interests including cultural (historical, art, drama, music, etc.), technological, and manufacturing that will appeal to a broad base of retirees. [Note - local tours are scheduled by the Campus and Community Activities Committee.] Distance, weather, holidays, and the Purdue calendar should be considered when choosing dates.

Trips and tours may be arranged by the committee directly or in collaboration with a travel agency. Trips through a travel agency may be: (1) selected from their existing schedule, (2) arranged exclusively for PURA, or (3) added to the schedule for PURA but open to the public.

See Historical Reference File for listing of past trips and tours.

Trip Responsibilities – See Attachment

Attachment
ACTIVITES FOR PLANNING A PURA TRIP

ACTIVITY	DESCRIPTION	ON TRAVEL AGENCY SCHEDULE	ADD TO TRAVEL AGENCY SCHEDULE (PURA ONLY)	ADD TO TRAVEL AGENCY SCHEDULE (OPEN TO PUBLIC)	COMMITTEE ORGANIZED
Selection	<p>Each committee member is responsible for suggesting possible events.</p> <p>Specific trips are selected at committee meetings.</p> <p>A description of the trip is developed.</p> <p>Each trip is assigned to one or two committee members to coordinate.</p>	Same as description	Same as description	Same as description	Same as description
Trip Coordination	<p>The responsible committee members are expected to go on the trip.</p> <p>Each committee member is provided with a copy of all trips for that season.</p> <p>This allows a committee member other than the planner to conduct any trip, should the need arise.</p>	Handles all interaction with Travel Agency and is responsible for all activities in this column.	Handles all interaction with Travel Agency and is responsible for all activities in this column.	Handles all interaction with Travel Agency and is responsible for all activities in this column.	Is responsible for all activities in this column.
Plan Trip	This plan includes an exact itinerary and contact information (name, title, telephone number, address, e-mail address) for each part of the trip.	Already developed by Travel Agency.	Developed in conjunction with Travel Agency.	Developed in conjunction with Travel Agency.	Developed by assigned committee members.

Attachment
 ACTIVITES FOR PLANNING A PURA TRIP

Cost	Determines cost for each item of specific charges and a per person cost for the trip. Establish a minimum participation number.	Already established by Travel Agency. Not necessary.	Travel Agency will establish. Establish in conjunction with Travel Agency.	Travel Agency will establish. Travel agency will establish.	
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Attachment
ACTIVITES FOR PLANNING A PURA TRIP

Bus Charter	Charter transportation for the trip.	Handled by Travel Agency.	Handled by Travel Agency.	Handled by Travel Agency.	
Publicity	<p>The Trips and Tours Committee must work closely with the Communications Committee to facilitate the publicity.</p> <p>The committee chair uses the trip plans to prepare material for the PURA Newsletter. Trip descriptions and registration directions for each trip are published in the local issue of the newsletter. Spring trips are included in a winter (January or February) issue and fall trips are included in a summer (July) issue.</p> <p>The schedule of tours with accompanying descriptions and registration directions should also be added to the PURA web site in a timely manner.</p> <p>Reminders of the trip schedule and registration deadlines should be included in the programs of the monthly PURA luncheons at the MCL Cafeteria.</p> <p>E-mail reminders of trips and registration deadlines can be sent to the 'local' list of retiree e-mail addresses by Administrative Assistant, Vice President for Human Resources.</p>	Same as description.	Same as description.	Same as description.	Same as description.

Attachment
 ACTIVITES FOR PLANNING A PURA TRIP

Collection of Funds	Funds are collected and a roster of those attending is created by Travel Agency.	Handled by Travel Agency.	Handled by Travel Agency.	Handled by Travel Agency.	
Payment of Bills	Deposits and all trip expenses are paid by Travel Agency.	Handled by Travel Agency.	Handled by Travel Agency.	Handled by Travel Agency.	
Disposition of Funds	Excess funds are handled.	Not applicable	Not applicable	Not applicable	

1.C FUNDING – SOURCES AND RESTRICTIONS

Funds for PURA’s operations come from a variety of sources and are used for different purposes.

- a. As part of the annual budget for Human Resources, PURA is allotted \$17,000 (plus any carry-over from the previous fiscal year) to be used for normal administrative operating expenses. These funds are deposited into a designated PURA “Operation” account within the University’s accounting system. In addition, the Hansen Retiree Award/Development grants and the PURA Conference account have been consolidated into the PURA Operations account. The treasurer is responsible for tracking these separate activities for reporting purposes.
- b. A separate PURA Retirement Activities account has been established within the University’s accounting system for monies received from retirees participating in PURA functions such as the ‘Purposeful Living in Retirement’ seminars,
- c. If requested, TIAA-CREF annually provides \$2,500 for underwriting the Arthur G. Hansen Recognition Award. Nominations are solicited and a committee selects the best nomination.
- d. Grants are presented each year by PURA to University units that desire to improve their relationship between Purdue and the unit’s retirees. Grants are for \$500 and up to five grants will be available. Funds are transferred from the Activities and Opportunities Fund to the units. The treasurer requests these transfers.
- e. Funds received from outside agencies like UnitedHealthcare, TIAA, Fidelity, Westminster or other organizations that help underwrite expenses for the ‘Purposeful Living in Retirement’ seminars are deposited into the PURA Retirement Activities account within the University accounting system.
- f. The PURA Activities and Opportunities Fund (A&O), an endowment maintained through the Purdue Foundation, generates income available for expenditures approved by the PURA Executive Board and for “the general good of Purdue retirees” (defined in the PURA By-Laws and the Endowment Agreement). A report is prepared bi-annually by the Purdue Foundation indicating the total funds available for expenditure. If a request for funds from the endowment has been approved by the PURA Executive Board, the Treasurer makes a request to the HR business office. (A journal voucher will be used for an internal transfer of funds or an invoice voucher for an external payment.)
- g. Purdue University’s conference division handles registration for events such as the kick-off luncheon and “Purposeful living in Retirement” activities. Excess funds after expenses are paid are transferred into either the General Fund operations account or the Retirement Activities account.
- h. The PURA Jischke POA account receives two distributions from the Jischke scholarship endowment account each year. These funds are used to support scholarships for Purdue students.

1.D ACCOUNTING RESPONSIBILITIES

The accounting responsibility for PURA's University accounts lies with the Human Resources Business Office. The financial officer, HRS prepares a monthly financial report giving transactions and balances for PURA accounts. The Treasurer then uses this information to prepare a monthly financial report for the Executive Board. PURA accounts are subject to the rules, procedures and controls of all University accounts and are audited following the same procedures as all University accounts.

1.E BUDGET

The University's fiscal year is July – June. An annual budget for PURA is established by the PURA treasurer, with the input and approval of the Executive Board. A preliminary budget is usually prepared for the coming year prior to the end of the PURA administrative year, but may be modified following the Annual Transition Meeting based upon input from the committees. The budget is based on the annual general fund allocation from Human Resources and any carry forward funds. Most committees are self-sustaining and charge fees to cover expenses related to their various activities.

I.F. STAFF SUPPORT

Purdue University is very generous in providing staff support to PURA to assist with its operations. These individuals are critical to the functioning of PURA. Currently, six University employees are assigned to assist PURA. They are:

Vice-President for Human Resources – University Advisor to PURA.

Director, Human Resources – Benefits - Chief liaison in the area of benefits for retirees. S/He also serves as the liaison contact with the agency which offers the PURcare health insurance plan for retirees; with Fidelity, TIAA, INPRS (PERF); and with other agencies that may provide financial support for PURA activities and projects. S/He meets as needed with the PURA president or the PURA Benefits Committee regarding retiree benefits.

Administrative Assistant, Vice President for Human Resources – Serves as secretary to the Benefits Committee, sends out e-mail messages to PURA members with information about PURA activities, assists with the mailing of materials about PURcare enrollment, takes minutes at the Annual Election of Officers and at the Kickoff Luncheon, handles correspondence for the Executive Board members as needed, and provides numerous other types of support to the organization.

Benefits Customer Service Administrator, HR-Benefits– Liaison between the health insurance company's account manager and Purdue retirees participating in the health insurance plans. This individual is the point person for issues related to enrollment, billing, claims and communication. S/He identifies the global issues as well as the urgent individual issues that require the attention of the account manager for research and resolution. This employee participates in a bi-weekly conference call with the health insurance provider account manager and PURA benefits chair to track issues and assists with assessment related to the company's Performance Guarantees. S/He collaborates with the other members of the Benefits team to facilitate the insurance enrollment process and inform/educate/provide guidance to retirees about their insurance options. S/He attends the Benefits Committee meetings, participates in retiree benefits presentations, and attends meetings for all PURA members related to health insurance.

Director of Development, Planned Giving, Purdue Research Foundation – At the direction of the Vice President for Development, the Director of Development, Planned Giving serves as a liaison to PURA for fundraising activities offering advice and coordinating Development staff for design, writing, editing, and publication of PURA scholarship solicitation letters and electronic solicitation.

Senior HR Communication Specialist, Human Resources – Assists with the design, writing, editing, and publication of PURA brochures, pamphlets, flu shot fliers, retirement promotional information, insurance communications, etc.,

1.G. LIABILITY INSURANCE

General Liability coverage and Directors and Officers coverage are provided for the Purdue University Retirees Association and those authorized to act on its behalf. More details about the liability coverage in specific situations are available through the Office of Risk Management, Hovde Hall.

1.H UNIVERSITY DATA BASE AND E-MAIL LISTS

The Department of Information Technology (IT) maintains a master database which contains all members of the Purdue community – students, faculty, staff, alumni and retirees. It is managed by the University Development Office. The database is used to mail printed materials to retirees – the *PURA News*, benefits mailings, etc. The database also provides retiree e-mail addresses for electronic communication.

Identifying Retirees

As part of the retirement process at Purdue, each future retiree has a meeting with a benefits counselor in Human Resources to review benefits and other related issues. As part of that meeting, each retiree completes a Retiree Benefit Election Form with up-to-date information on addresses, telephone, home e-mail address, etc. That information is entered into the data system by the Benefits Coordinator in HR-Benefits to update any existing information. Also included is the official date of retirement. The information in this file enables the production, as needed, of retiree lists by office, date of retirement, geographical location, and so forth.

Updating Information

Each edition of the *PURA News* asks retirees to provide any change in mailing address and e-mail address to the Office of Retiree Affairs, 2550 Northwestern Avenue, Suite 1100, West Lafayette, IN 47906 or telephone 765-494-7395. Updates also are collected at the monthly retiree luncheons via change of address cards placed on the tables.

E-mail Addresses

Currently, there are e-mail addresses in the system for approximately 3,300 retirees. The Administrative Assistant, Vice President for Human Resources, receives an up-to-date list of retiree e-mail addresses on a monthly basis from the Development Office. The e-mail list is split into two documents: one for Tippecanoe and surrounding counties and one for non-local retirees. These lists are used to send reminders about monthly retiree luncheons, trips and tours registration deadline reminders, and so forth.

1.1 PURA ARCHIVES

PURA has two archives—a repository of hardcopy materials housed in the Purdue University Libraries Archives and an electronic collection of historical information accessible thru the Purdue University Retirees website.

Documents that can be found in the former include PACR and PURA historical summaries (1976-2001), The Year in Review (2002-present), officer and committee membership rosters and annual reports, award recipients, financial documents, newsletters, by-laws, policies and procedures manuals, fact sheets, etc. An index of the materials included in the PURA collection in the University Libraries is available electronically at https://archives.lib.purdue.edu/fa/MSP31_PURA.pdf. This collection is housed and the materials can be viewed at the Purdue University Libraries Virginia Kelly Karnes Archives and Special Collections Research Center on the West Lafayette campus in Stewart Center on the fourth floor inside the Humanities, Social Sciences and Education (HSSE) Library.

While less comprehensive than the PURA collection in the University Libraries Archives, historical material including the composite histories and Years in Review noted above can be accessed through the PURA website. Also available here are all officer and committee annual reports since 2011-2012, complete lists of the names of all of our past presidents and recipients of the Arthur G. Hansen and Betty M. Nelson Awards, and copies of the PURA newsletter from 2007 thru the present. The PURA website can be found at www.purdue.edu/retirees. At the top of our web page, click on “Archive” to bring up the material cited above.

CHAPTER TWO AWARDS AND GRANTS

2.A ARTHUR G. HANSEN RECOGNITION AWARD and PURA RETIREE PROGRAM DEVELOPMENTAL GRANTS

1. History

In the spring of 2001, Purdue retirees attending the Monthly Luncheon Series were asked to complete a form that requested information about the best practices of their department, division, or school in maintaining a strong relationship between their former employment unit and its retirees. Along with learning about a variety of positive strategies, the responses also highlighted that many retirees have had no contact with their departments since they left employment status. One retiree commented that his department failed to invite him to attend the spring reception at which a scholarship named for him was presented to a student. This statement became the impetus for discussions about how to develop a community culture that remembers, values, and acts to foster a strong relationship between the University and its retirees.

Operating from the belief that a strong relationship between the University and its retirees is mutually beneficial, PURA began the exploration of an award that could recognize the school, department, or division judged each year to excel in fostering a strong relationship between that unit's retirees and Purdue.

Discussions about the creation of this recognition award included representation from several areas of the University: the Offices of the President, Executive Vice President and Treasurer, Vice President of University Relations, the Director and Assistant Director of Human Resource Services, the Director of Purdue Marketing and Communication, the Director of the Purdue News Service, and the Director of the Purdue Memorial Union.

Arthur G. Hansen served as president of Purdue from 1971 to 1982. During this time, he and a group of University retirees formed the President's Advisory Council on Retirement (PACR) to serve the president as an advisory group on retiree matters. In addition, the name "Purdue University Retirees" (PUR) was adopted as the term for the total group of retirees. (Subsequently, these two groups dissolved and became the Purdue University Retirees Association.) Because of the support he gave to the formation of the initial Purdue retirees' organization, the Executive Board of the Purdue University Retirees Association (PURA) approved naming its new award in honor of President Emeritus Arthur G. Hansen.

In consultation with representatives of the Office of the President, the decision was made that the AGH Recognition Award would be jointly sponsored by that office and PURA. The Arthur G. Hansen Recognition Award was approved by PACR (which subsequently became PURA) on December 6, 2001 and by the Office of the President on May 30, 2002.

To highlight the importance of the AGH Recognition Award, PURA sought and received financial support from TIAA to provide a \$2,500 stipend to accompany the trophy presented to the chosen unit. This agreement with TIAA can be renewed annually indefinitely.

2. Review and Update of the Award

A study committee was appointed in 2018 to review the Hansen Award and make recommendations, if needed, for improvement. The committee concluded while this award recognizes departments for outstanding service to their retirees, over the years only a few departments have been nominated. The committee recommended more publicity be provided and the nomination process be simplified.

It also recommended the Hansen Award be refocused from a single annual award for accomplishments to several smaller grants sponsored by PURA each year (up to \$500 each) for departments to plan and implement activities for their retirees. In addition, the study committee proposed a larger financial award might be given in the future to the department providing the most outstanding service to retirees, but at least not annually until the program grows. Decisions regarding this will be made by the PURA Executive Board on an annual basis.

The Executive Board accepted the study committee's report at their March 2018 meeting. The remainder of this section has been updated to implement its recommendations.

3. Award and Grant Presentation

The AGH activity will be divided into two areas of recognition--the AGH Recognition Award and the PURA Retiree Program Developmental Grants. The AGH Recognition Award might not be presented every year. When presented, it will be done at the conclusion of the spring semester at the annual Purdue Retirement Luncheon. The PURA Retiree Program Developmental Grants, however, will be given annually and also will be presented at the Purdue Retirement Luncheon. The presentations will be made by the President of the University (or representative) assisted by the PURA president. A subsequent public acknowledgement of the units receiving these will be made at PURA's annual Fall Kickoff Luncheon. Recipients also will be recognized in *PURA News* and on the PURA website. The meals at the fall Kickoff Luncheon for the heads of units receiving the AGH Award and the PURA Grants, as well as the nominator of the former, will be paid for by PURA.

4. Funding

With the endorsement of the regional office in Indianapolis, TIAA has provided \$2,500 to support this award. A letter prepared by the Administrative Assistant, Vice-President for Human Resources, signed by the PURA President, is sent to the TIAA representative at the regional office thanking them for their past support and confirming funding.

Upon receipt from TIAA, the \$2,500 is deposited by the Human Resources Business Office into PURA Account 3200002308. After presentation of the award at the University Retirement Luncheon to the recipient of the AGH Award, the money is then transferred to the receiving college/department via internal documents by the Human Resources Business Office.

The PURA Retiree Program Developmental Grants are funded by PURA from the PURA Activities Account. Up to five \$500 grants may be given per year.

5. Coordination Responsibility

The responsibility for the management of all AGH Award activities and the PURA Retiree Program Developmental Grants belongs to PURA. The officers designated to coordinate matters related to this award and these grants are the president and past-president. Selection committees will maintain notebook/file of guidelines, procedures, and important information pertinent to the Award's activities.

6. Brochure Preparation and Distribution

A brochure outlining the nature of the AGH Award and PURA Retiree Program Developmental Grants as well as the process for making nominations/proposals is prepared each summer for distribution in the fall at the Kickoff Luncheon, monthly retiree luncheons, and on other occasions as appropriate. Nomination/proposal forms are included in the brochure which is produced with the assistance of the Senior Human Resources Communication Specialist and updated annually. A sufficient number of copies are printed to cover the needed distribution on campus as well as at other events such as the Big Ten Retirees Association annual meeting. The most recent printing was 350 copies.

The AGH Award/PURA Retiree Program Developmental Grant information on the PURA web site should be updated at the same time the brochure is being prepared.

7. Permanent Plaque

The permanent plaque listing past recipients of the AGH Recognition Award is located in the main hallway of the Purdue Memorial Union (PMU). The formatting for the plate for each year's recipient(s) is available in the electronic file through Schug Awards by Thompson Works. Once engraved, the yearly plate is returned to the director or assistant director of PMU with the request that the plate be attached to the master plaque in a timely fashion.

No plaques will be given to the recipients of the PURA Retiree Program Developmental Grants. Recognition for these recipients will be permanently listed in the Archives on the PURA website.

8. AGH Recognition Award Recipient Trophy

When the AGH Recognition Award is given, a trophy will be presented to the head of the receiving unit. The trophy is an acrylic pyramid-shaped obelisk etched with appropriate text, an image of Arthur Hansen, and the TIAA logo. It is purchased through Schug Awards, Inc. The file (electronic and hard copy) for the current design, font, and wording is available through Sharon Schug. The file location is "FILES2/1ACRYLIC/PURDUE/HANSEN". The past-president is responsible for ordering the trophy. The Administrative Assistant, Vice-President for Human Resources, is responsible for payment from PURA funds.

No trophies will be given to recipients of the PURA Retiree Program Development Grants.

See Historical Reference File for listing of past recipients.

9. Selection Committee

A selection committee including the chair is appointed by the PURA president to review the nominations/proposals submitted and send a list of recommended recipients to the Executive Board for consideration and approval. Each year, the new committee should, if possible, include about half of the previous year's committee to provide continuity in the standards applied in the selection process.

10. Publicity for Presentation

Using information contained in the winning nomination/proposals, the chair of the selection committee prepares an article for *PURA News* as well as a press release for the University News Service. The articles are released in mid-May, prior to the time the award presentations take place at the Retirement Luncheon. UNS also provides appropriate press releases to local media.

11. Calendar for Selection Process

The PURA president and past-president are responsible for the overall coordination and promotion of all AGH Award and PURA Retiree Program Developmental Grant activities. Their responsibilities are as follows:

June (New PURA officers in place)

Past President

- Encourage the inclusion of articles about the AGH Award and the PURA Retiree Program Developmental Grants just presented and the recipients in *Purdue Today* and *PURA News*.
- If the receiving units are part of a college, school or division that have their own electronic or print newsletter, contact the editor or responsible person to encourage the use of an article in the next issue about the AGH Award or PURA Retiree Program Developmental Grant received.
- Review the AGH Award/PURA Grant presentation procedures with the PURA president and consider needed changes.
- Review the previous year's AGH Award/PURA Grant nomination/application brochure and form with the PURA president and Administrative Assistant, Vice-President for Human Resources, to determine whether any changes should be made.
- If changes are needed, contact the Senior Human Resources Communication Specialist to update the brochure/form. The new brochure and forms should be available no later than August 1 and should be delivered to the Administrative Assistant, Vice-President for Human Resources, when completed.
- The printing order should request enough copies to distribute at the Fall Kickoff Luncheon, be available at the monthly October and November PURA luncheon meetings, and

distribute as needed. The work order for printing should be prepared by the Administrative Assistant, Human Resources – Compensation & Benefits.

- Communicate with the chair of the Kickoff Luncheon Committee about the AGH Award/PURA Grant-related guests to include in the luncheon plans – who will invite them, to whom should RSVP information be directed, who will host them, and who will introduce them and present highlights of their accomplishments or proposals?
- Request the Administrative Assistant, Vice-President of Human Resources confirm with the regional representative of TIAA the renewal of funding to support the following year's AGH Award.

President

- Following the Retirement Luncheon, send a letter of congratulations to the heads of the units receiving the award/grants and a thank you letter(s) to the nominator(s) of the unit receiving the AGH Award. In addition, inform all of them about the PURA Fall Kickoff Luncheon – its date, time, location, and that they each will be introduced. Let them also know that a summary will be given about the factors contributing to each of their selections. Mention, too, that this activity serves as the launch of the AGH Award/PURA Grant nomination/application process for the following year.
- Send a letter of appreciation to the area TIAA representative for the organization's ongoing support for the AGH Award.

July

Past President

- The president of PURA may appoint a task force periodically to evaluate the impact of the AGH Award and determine whether the award has been useful in fulfilling its original purpose – to foster a stronger relationship between Purdue units and their retirees.
- Based on the recommendation of the previous year's chair of the selection committee, the Executive Board will determine if an AGH Recognition Award is to be given for the following year.
- PURA Retiree Program Developmental Grants will be given each year until the number of nominations for the AGH Recognition Award increases to an appropriate number as determined by the PURA Executive Board. **The determination of what grants and awards are to be given for the following year will drive the production of announcements and materials for the remaining months.**

August

Past President

- Provide the appropriate AGH Award nomination and PURA Retiree Program Developmental Grant application materials to the chair of the Kickoff Luncheon Committee for placement on the luncheon tables.
- Review the table and hosting assignments for guests related to the AGH Award and PURA Grants.
- A copy of the new proposal format and the nomination/ application materials should be given to the chair of the Communications Committee with the request that the PURA web site be updated regarding AGH Award and the PURA Grant activity. The nomination and application forms should be available for downloading from the PURA website.

September

President

- At the luncheon, present a very brief history of the AGH Award and/or the PURA Retiree Program Developmental Grants, introduce the heads of the receiving unit(s), acknowledge the award nominator, and give a brief summary of the retiree-support activities or proposed activities of the award/grant recipients.

October

Past President

- Promote the submission of award nominations and grant applications at the monthly luncheon meetings and through e-mail reminders. E-mail messages should be coordinated through the Administrative Assistant, Vice-President for Human Resources.

November

Past President

- Promote the submission of AGH Award nominations and PURA Grant applications at the monthly luncheon meetings and through e-mail reminders.

President

- Appoint a Selection Committee to select a recipient(s) for the award and/or grants. (See aforementioned 2.A.9 “Selection Committee.”)

December

- *The deadline for new AGH Award nominations.* Nominations not initially selected for the AGH Award are eligible for reconsideration the following year. However, those not selected after being considered twice are discarded.
- Grant applications must be made annually. They do not carry forward to the next year if not granted.

January

Past President

- If an AGH Recognition Award is to be given that year, contact the author(s) of the previous year’s unsuccessful nomination(s) and request they submit any updated information they would like added to their initial nomination.

February

President

- Prepare a packet of information for each Selection Committee member that includes a copy of all award nominations and grant applications submitted for the current year, unused nominations for the AGH Award from the previous year, and the AGH nomination brochure. Send these packets to the chair of the Selection Committee for distribution to each member to read prior to the first committee meeting.
- By February 28, the recommendations from the Selection Committee for that year’s AGH Award recipient and/or PURA Retiree Program Developmental Grant recipient(s) should be submitted to the PURA president.

March

President

- The PURA Executive Board reviews and determines whether to approve the recommendations of the Selection Committee.
- Communicate with the head (s) of the units selected to receive an award or grants, as well as the dean(s) or similar next level administrator(s), letting them know about the award or grant, the date and event at which it will be presented, and whether the information will be controlled until the time of the event.

April

Past President

- Provide the name of the AGH Award recipient and PURA Grant recipients to the following individuals:
 - a. Staff in the Office of the President who prepare comments for the president to use in presenting the AGH Award and/or PURA grants.
 - b. Chair of PURA Communications Committee, who prepares a news release to be printed in mid-May, prior to the award presentation.
 - c. Senior Talent Management Specialist, who plans the Purdue Retirement Luncheon and sets the agenda for the program.
- If an AGH Award is being given, check with Schug Awards or a similar firm about the availability of the desired trophy (see aforementioned #2.A.8 “AGH Recognition Award Recipient Trophy”) to be given to the head of the receiving unit. If needed, order an appropriate trophy (perhaps for two years).
- Confer with Administrative Assistant, Vice-President for Human Resources, who will communicate with the appropriate TIAA representative and extend the invitation to attend the Retirement Luncheon. The Administrative Assistant, Vice-President for Human Resources, will then convey to the luncheon coordinator the names of the TIAA representative(s) that will be attending.
- Verify with the PURA president, the Administrative Assistant, Vice-President for Human Resources, and the luncheon coordinator that the AGH Award recipient, AGH award nominator(s), and PURA grant recipients will be invited to the Retirement Luncheon, and their meals will be paid for by PURA.
- Orient the next PURA officers (president and president-elect) about the activities they will be responsible for related to the AGH Award and PURA Program Developmental Grants.

President

- Toward the end of the month, send letters of invitation for the Retirement Luncheon to the heads of the award and grant receiving units and the individual(s) who prepared the winning award nomination. Advise them to RSVP to the retirement luncheon coordinator regarding their attendance.

May

Past President

- With help from the PMU director or assistant director, remove the plate from the master plaque and deliver it to Schug Awards or similar firm for engraving. Return the plate to PMU for application to the plaque after the luncheon.

- Give the etched trophy to the luncheon coordinator. The coordinator will make sure the President has easy access for presentation at the Retirement Luncheon.
- Clarify with the luncheon coordinator, and the president of PURA, the responsibilities related to the actual presentation of the trophy.
- Ask the luncheon coordinator who will be attending the luncheon in connection with the AGH Award and PURA Grants, and inquire about the seating arrangements for them.
- Designate a PURA member to welcome these guests and assist them in locating their tables.
- Confirm with the luncheon coordinator that the photographer serving the event will photograph the award and grants presentations.

2.B. BETTY M. NELSON SPECIAL RECOGNITION AWARD

1. History

In the spring of 2001, Purdue retirees attending the Monthly Luncheon Series were asked to complete a form that requested information about the best practices of their department, division or school in maintaining a strong relationship between their former employment unit and its retirees. The results of that survey led to discussions by the Executive Board about how to develop a community culture that remembers, values and acts to foster a strong relationship between the University and its retirees. Those discussions led to the creation of the Arthur G. Hansen Recognition Award that recognizes the college, school, department or division judged each year to excel in fostering that strong relationship with its retirees. The Hansen Award, described elsewhere, was awarded for the first time in 2003.

Although the Hansen Award was designed to recognize the strong relationship between a specific unit and *its* retirees, a number of the nominations submitted for the 2003 award were actually made for areas that provide outstanding service to retirees in general, regardless of the department or unit from which they retired. In response to those nominations, a subcommittee was established in the fall of 2003 to investigate the feasibility of establishing an additional award from PURA designed to recognize service to a broad range of retirees.

The subcommittee recommended that such an additional award would, indeed, be appropriate and in its December 10, 2003 meeting, the Executive Board approved the creation of the ‘PURA Special Recognition Award’. The award was subsequently renamed in honor of Betty M. Nelson, former president of PURA. She worked diligently as president to establish the Purdue University Retirees Association as a formal organization with by-laws and guaranteed annual funding from the University, formalized the administrative structure, and made major gains in PURA’s visibility within the University community. The Betty M. Nelson Special Recognition Award was presented for the first time in 2004.

2. Criteria

The purpose of the award is to recognize persons or entities that have greatly improved the lives of Purdue retirees or made outstanding contributions to PURA. The recipient might represent an area within the University that doesn’t explicitly meet the criteria for the Hansen Award or be a person or agency in the community that has been invaluable to the functioning or development of PURA. The award need not be made yearly, but rather it is given as awardees logically come forward over time.

3. Selection Process

With input from the Executive Board, the PURA President, together with the Vice President and Past President, annually select the recipient of this award. Selection committees will maintain notebook/file of guidelines, procedures, and important information pertinent to the Award’s activities.

4. Award Presentation

The award is presented at the Annual Fall Kickoff Luncheon by the PURA president. A letter of invitation is sent by the chair of the Kick-off Luncheon Committee and the president of PURA to the individual recipient or to a representative of the community agency or University unit receiving the award. A brief statement of the history of the award and the special qualifications of the recipient are usually included in the presentation remarks. A photographer should be present to take appropriate photos of the presentation for inclusion in subsequent press releases.

5. Funding

The award is not a monetary one, such as the Hansen Award, but is a recognition of service to retirees. As such, outside funding is not required. Expenses related to the award are paid from PURA funds.

6. Recipient Award

The nature of the award presented to the recipient will vary, depending upon the individual or organization receiving it. In some situations, a trophy may be appropriate. In other situations, a wall plaque may be suitable. In still other situations, a gift to an organization with which the recipient is associated may be appropriate

7. Permanent Plaque

A permanent plaque listing past recipients of the Betty M. Nelson Special Recognition Award is located in the main hallway of the Purdue Memorial Union (PMU) between Room 118 and the Great Hall. The formatting for the plate for each year's recipient is available in the electronic file through Schug Awards by Thompson Works (2229 S 30th St., Lafayette, 474-0002). Once engraved, the yearly plate is returned and attached to the master plaque by the PURA President.

8. Publicity

The PURA president should prepare a news article for *PURA News* and forward it to the Communications Committee. The president also should share the same information with the Senior HR Communications Specialist for a press release to distribute to local media and include in *Purdue Today*.

9. Past Recipients

See Historical Reference File for listing of past recipients.

2.C. PAST PRESIDENTS PLAQUE

1. History

In 2020, a new plaque honoring the past PURA presidents was created. The plaque will reside in the Purdue Memorial Union alongside the Nelson and Hansen Award plaques. The PURA President will remove plates of each plaque for the award year and have them engraved and then reinstalled on plaque.

CHAPTER THREE SPECIAL ACTIVITIES

3. A UNITED WAY CAMPAIGN

For many years, Purdue University has been an active supporter of the annual Greater Lafayette-West Lafayette United Way. As part of the overall area campaign, the University has its own United Way campaign which is coordinated by several staff members and chaired on a rotating basis by a major university official, such as a vice president or dean. The chair of the retiree's portion of the campaign is the PURA President. The PURA Vice President is co-chair.

PURA Participation

Purdue retirees have traditionally been very generous supporters of the United Way campaign. A separate portion of the campaign is geared specifically toward local retirees. The PURA president and vice president serve as PURA's representatives in the campaign solicitation efforts and meet regularly with the University staff members coordinating the campaign

Publicity Dates General Calendar

For the past several years, Purdue retirees have been a 'Pacesetter' group in that the retiree solicitation takes place prior to the start of the on-campus campaign and normally concludes at the time the regular campaign begins. The concept is for retirees to "set the pace" for the entire Purdue community. While the specific overall campaign schedule may change slightly from year to year, the general schedule of activities for the retiree campaign is as follows:

- | | |
|-------------|---|
| Early May | The president-elect and vice-president-elect meet with the Director of the Purdue United Way Campaign concerning the overall theme of the campaign for the year, ways to publicize the campaign, and setting the Purdue retirees contribution goal. |
| June-August | PURA may have guest speakers or short presentations at the monthly MCL luncheon meetings concerning local United Way agencies to begin focusing retirees' attention on the needs within the community and gain their support for the campaign. |
| July | Prepare an article for the <i>PURA News</i> announcing the current year's United Way Campaign and PURA's Pacesetter status. Encourage PURA members to participate. |

- Mid-July A postcard is sent to local retirees alerting them to the forthcoming campaign and PURA's involvement as a Pacesetter group. The card is co-signed by the University's campaign chair and the PURA president.
- Early August A solicitation letter is mailed to local retirees concerning PURA's role as a Pacesetter group, along with a pledge card. The letter is co-signed by the University's campaign chair and the PURA president.
- September Prepare an article for the October *PURA News* identifying the progress of the PURA campaign. Note that donations will be accepted through November 15, the official close of the Purdue University and Greater Lafayette campaigns.
- Mid-September Kickoff Breakfast for the University Campaign.
- Early October The retiree solicitation campaign concludes; however, donations are still counted through the end of the Greater Lafayette campaign.
- November Send an e-mail to local PURA members identifying progress and thanking them for participating in the campaign.
- Early December Write an article for the next *PURA News* and the PURA website thanking retirees for their contributions to the United Way. Contact the Director of Purdue United Way to determine giving amount to date.

It should be noted that the Purdue retiree response to the solicitation is not the total support being provided to the United Way campaign by Purdue retirees. Many PURA members give to the United Way through their housing units such as Westminster Village and University Place. Many Purdue retirees also volunteer at local United Way agencies.

3.B ANNUAL TRANSITION MEETING

PURA's Annual Transition Meeting takes place at the end of the financial year at which time the new officers, committee chairs, and committee members take office and the retiring officers, committee chairs, and committee members relinquish their responsibilities. It also is an occasion for committees to do major planning of their activities for the coming year. The general format has morning sessions followed by a luncheon at which a major university administrator is the guest speaker and the PURA officer transition occurs.

1. Date and Facilities

The date for the Annual Transition Meeting depends upon the availability of the guest speaker and the facilities. It should take place prior to the University Retirement Event. Meeting rooms ~~in Stewart Center (or some comparable facility)~~ are reserved for a combined meeting for all participants, as well as for meetings of each of the standing committees. In addition, ~~the East or West Faculty Lounge, Purdue Memorial Union (or some comparable facility)~~ a venue is reserved for the luncheon. The Administrative Assistant, Vice President for Human Resources, handles the scheduling of the rooms and also arranges for light refreshments to be available prior to the start of the opening session. The cost of the food and refreshments is paid using PURA funds.

2. Guest Speaker

The PURA president is responsible for selecting and inviting the guest speaker to represent the University at the luncheon, based upon input from the Executive Board. This contact should be made several months in advance due to busy schedules. A follow-up letter should be sent to the speaker at a later date confirming the engagement, providing some suggestions for topics to be covered in the speaker's remarks, and outlining any other responsibilities the speaker may have at the luncheon. The benefits of having a speaker are two-fold: it provides an opportunity for PURA leadership to receive an update on University affairs, and it also provides an opportunity for the speaker to become better acquainted with PURA and its activities.

3. Typical Schedule

The typical schedule for the day's events, subject to change, is as follows:

9:00 a.m.	Coffee/Tea/Juice, Fresh Seasonal Fruit Tray, etc., available
9:30 a.m.	Welcome and Brief Summary of PURA Activities for the Year
9:50 a.m.	Committee Meetings
11:15 a.m.	Break
11:20 a.m.	Committee Reports – Plans for the Coming Year
11:45 a.m.	Adjournment
12:00 noon	Luncheon University Speaker PURA officer transition

4. Invitations/RSVP's

A letter of Invite and Agenda for the Annual Transition Meeting/Luncheon is sent approximately three weeks prior to the event. New committee members receive a letter from the Vice-President of Human Resources appointing them to a committee. The Administrative Assistant, Vice President for Human Resources, will follow-up with an Invite letter/agenda. Invites are sent to PURA Executive Board members, new officers, current committee members, Vice-President of Human Resources, Director of HR-Benefits, Assistant Director of HR-Benefits, Administrative Assistant, Vice President for Human Resources, Benefits Customer Service Administrator, and the Retirement Program Administrator. RSVP's to the meeting/luncheon are sent to the Administrative Assistant, Vice President for Human Resources via e-mail, telephone, or regular mail. An accurate number of RSVP's is needed for the Administrative Assistant, Vice President for Human Resources to give to the PMU event coordinator so the correct number of meals can be prepared.

5. Attendee Folders

Folders and name badges are prepared for each attendee. The folders include printed copies of annual reports for the past year from the PURA president, committee chairs, and historian (Year in Review); complete committee rosters (by committee and alphabetical); a meeting/luncheon agenda; and a blank sheet of paper for taking notes.

6. Luncheon

The Administrative Assistant, Vice President for Human Resources selects the luncheon menu which is paid for using PURA funds. Participants are seated at round tables. The outgoing and incoming PURA presidents, vice president-elect and as many committee chairs as possible are seated with the guest speaker. The Administrative Assistant, Vice President for Human Resources prepares place cards for these individuals. All others are seated without specific seating assignments. The outgoing president arranges for someone (generally the vice president) to give an invocation at the beginning of the luncheon and presides for the remainder of the program.

7. Service Acknowledgement

To honor and thank outgoing officers and committee members for their service to PURA, a donation will be made in each their names to the PURA Student Scholarship Fund.

8. Conclusion

After acknowledging the outgoing officers and committee members, the outgoing president will pass the PURA Key to the incoming president who shall retain it for the next year. The latter may choose to make some comments before concluding the luncheon.

3.C PRE-RETIREMENT SEMINARS

Twice each year, usually in May and September, the Human Resources - Benefits sponsors programs for Purdue employees who are beginning to plan for retirement. There are usually two sessions on each presentation date – one aimed at clerical/service staff and one aimed at faculty and administrative/professional staff. Refreshments are provided by the University. The general format includes a presentation by PURA along with information about University retirement benefits and Social Security. Presentations from TIAA and Fidelity are given to faculty and administrative/professional staff; PERF and other retirement benefits agencies are included for clerical/service staff.

The PURA presentation normally takes about 60-70 minutes and is divided into three parts:

The chair of the PURA Benefits Committee or the Benefits Customer Service Administrator introduces the seminar participants.

The PURA president, or the chair of the PURA Benefits Committee, gives a brief summary of PURA activities and opportunities and a short presentation about “Things I Wish I Had Thought Of Before Retiring.” S/he attempts to alert the potential retirees to various facets of their lives that need to be considered before retirement: decisions on where to retire, what type of lifestyle they anticipate, family and cultural considerations, updating critical legal documents (wills, trusts, medical and financial power of attorney), etc.

The chair of the Benefits Committee and/or the Benefits Customer Service Administrator provide an overview of the PURcare medical/drug plans available to retirees along with information pertaining to other medical/drug plans offered by other agencies. Pre-65 retirement health insurance is also covered.

PURA involvement in these seminars is coordinated with HR-Benefits. Receiving advance information from HR-Benefits on timing and scheduling is essential. A PowerPoint presentation covering the three presentations has been developed and is maintained by the HR-Benefits staff member responsible for organizing the seminars. An opportunity is provided prior to each pre-retirement seminar to update the PowerPoint presentation as information and concerns change.

3. D UNIVERSITY RETIREMENT LUNCHEON

Responsibility for Planning and Coordination

The University Retirement Luncheon is held on the West Lafayette campus usually in late June to honor retirees from all campuses who have retired anytime from July 1 of the preceding year through June 30 of the current year. Responsibility for planning and coordinating all aspects of the Retirement Luncheon lies with the Vice President of Human Resources, specifically with the Senior Talent Management Specialist.

The President of Purdue University is normally the featured speaker. In the event the president is not available, either the Executive Vice President and Provost or the Executive Vice President and Treasurer serves as the featured speaker. The Retirement Luncheon usually occurs shortly after the new president of PURA has assumed his/her responsibilities.

Program Format

The general order of the program is as follows:

- Welcome from PURA president
- Invocation by PURA vice president
- Congratulatory remarks from the President of Purdue University or his/her representative
- Presentation of the Arthur G. Hansen Recognition Award
- Presentation of retirement certificates to all retirees in attendance
- Remarks from the PURA president
- Closing

PURA President's, Vice-President's & Past President's Responsibilities

The new PURA president has two major responsibilities at the Retirement Luncheon:

- Present remarks welcoming the new retirees into membership in PURA. The PURA president briefly explains the association, some of the benefits retirees receive, mentions the monthly Retirement Luncheon meetings and trips available, and encourages them to attend PURA functions and get involved in the organization. Additional comments of congratulations on retirement etc. also may be included. It should be a warm and cordial representation of PURA to the new retirees.
- If one is to be presented, assist the University President in presenting the Arthur G. Hansen Award.

Retirement Luncheon

PURA Vice President's Responsibility

- Give the invocation

PURA Past President's Responsibility

- Host the representative(s) of the Hansen Award recipient unit

CHAPTER FOUR PURDUE UNIVERSITY POLICIES REGARDING RETIREES

4. A DEFINITION OF OFFICAL UNIVERSITY RETIREE

Official retirees of the University are faculty or staff members who at the time of retirement are:

- age 55 or older and were employed by Purdue University in a benefits-eligible position for a total of 10 or more years over the course of their employment history. (Approved leaves, including sabbatical and faculty exchange leaves are counted as years of service. The required year of service following sabbatical must be completed.)

or

- were employed by Purdue University in a benefits-eligible position, received income replacement benefits under the University's long-term disability program (LTD) until the age limit at which LTD benefits end, and were continuously employed with the University for five years or more prior to qualifying for LTD.

All official retirees from Purdue are automatically members of PURA as are all spouses and widowed spouses of official retirees.

4.B RETIREE BENEFITS

Purdue provides numerous benefits for faculty and staff who are official retirees. The University also provides benefits to qualified surviving spouses and qualified children of deceased Purdue faculty and staff. Included among these benefits are the following:

- A faculty/staff photo identification card.
- University contributions to an employee's Defined Contribution or PERF account on any terminal vacation pay an official retiree receives.
- Complimentary "A" parking permit.
- Participation at cost in University/ PURA-sponsored Medicare supplement and pre-65 medical insurance plans.
- Opportunity for continued participation at cost in the University's group life insurance plan.
- Participation at cost in PURA-sponsored preventative dental plan.
- Use of the services of the Purdue University Pharmacy at cost.
- Access to free health screenings and other services such as physical exams, blood pressure monitoring, glucose screening, and cholesterol tests at cost at the Purdue Nursing Center for Family Health.
- Free flu shots.
- Faculty/staff or retiree rates on tickets for University athletic, cultural, educational, and entertainment events for self, spouse, and dependent children.
- Reduced rates at University recreational facilities and golf courses.
- Opportunity for official retirees to retain their Purdue e-mail account or to apply to activate one.

- Opportunity to enroll in Purdue University classes on the same basis as active faculty/staff. A partial fee remission, however, is contingent upon the retired faculty or staff member residing in Indiana or being subject to Indiana state income taxes at the time of retirement.
- Opportunity to enroll tuition-free in Purdue Global classes as well as certificate and degree programs.
- Use of the Purdue University Libraries.
- Free rides on City Bus on all routes - including the Campus Loop - throughout Lafayette and West Lafayette.
- Access to Purdue Perks, the CSSAC-sponsored program of discounts offered by local businesses.
- Same perks as offered Purdue employees by the Fast Park and Relax parking facility near the Indianapolis Airport.
- Opportunity to participate in all PURA-sponsored programs, events, trips, and tours.
- *PURA News* delivered electronically about 10 times per year.

4.C ACCESS TO UNIVERSITY ELECTRONIC MAIL SERVICES

Official Retirees are eligible to retain their Purdue e-mail accounts or apply to activate a new one. All new retirees are offered this option at their retirement counseling sessions with the HR Benefits Office.

Retirees who currently do not have a Purdue e-mail account, but wish to request one, should contact the HR Service Center at 765-494-2222. A customer service representative will assist in setting up access to an e-mail account. Policy and other information related to having a purdue.edu e-mail address will be sent to users.

It may take up to 3-4 business days for the e-mail account to be activated. Passwords must be changed every 180 days. Retirees who need assistance re-setting their passwords should contact ITAP at 765-494-4000.

CHAPTER FIVE MISCELLANEOUS PROCEDURES

5.A IDENTIFYING SURVIVING SPOUSES AND CHILDREN OF RETIREES

- Surviving spouses are identified in the Development Office database.
- At this time, there is not any mechanism available to track children of retirees.

5.B USE OF PURA'S E-MAIL DISTRIBUTION LISTS

On occasion, PURA is asked by various agencies, both on and off campus, to inform our retirees about their activities through our e-mail distribution process. Since PURA consistently seeks opportunities to reach out to retirees with information that might be of interest, the following policy has been established:

- Using our e-mail distribution list, PURA will inform our retirees about those activities which will occur under the auspices of Purdue University, e.g. convocations, lectures, concerts by Purdue groups, and items of similar interests to our retirees.
- Entities from outside Purdue will not be permitted to use PURA's e-mail distribution lists as a way of reaching Purdue retirees.

**CHAPTER SIX
BIG TEN RETIREES ASSOCIATION**

6.A. ANNUAL CONFERENCE

6.A.1 Site Schedule

The Annual Conference is usually held in mid- to late-August, prior to the start of fall classes, and is hosted by the various universities in the Big Ten on a rotating basis. The schedule of locations for recent and near-future years is as follows:

2005 – Michigan State University
2006 – Purdue University
2007 – Penn State University
2008 – University of Illinois
2009 – University of Iowa
2010 – Indiana University
2011 – University of Wisconsin
2012 – Ohio State University
2013 – University of Michigan
2014 - University of Minnesota
2015 – Michigan State University
2016 – University of Nebraska
2017 – Purdue University
2018 – Pennsylvania State University
2019 – University of Illinois
2020 – University of Iowa
2021 – Indiana University – canceled due to COVID-19 pandemic
2022 – Northwestern University
2023 – University of Wisconsin
2024 – The Ohio State University
2025 – University of Michigan
2026 – University of Minnesota
2027 – Michigan State University
2028 – University of Nebraska

The cycle repeats in this order for future years.

6.A.2 Purdue Participants

Whenever possible, PURA sends three representatives to the Annual Conference: the president, the vice president, and the chair of the Benefits Committee. The Benefits chair usually serves as PURA’s spokesperson on issues related to medical/pharmacy insurance plans. Following the conference, the delegates should present a summary of the conference at the next Executive Board meeting.

6.A.3 Travel Budget

In preparing the annual PURA budget, it is important to budget sufficient funds for the three representatives to attend the Annual Conference. Realistic estimates can be made using the prior year's registration and housing fees plus appropriate allowances for transportation. Whenever possible, a University vehicle should be scheduled to transport the attendees. Funds for attending the annual conference come from the PURA General Account.

6.A.4 Travel Authorization

Prior to attending the conference, PURA attendees need to complete Risk Management Form, RM01 – Request for Driver Authorization – Student/Volunteer. The Administrative Assistant, Vice President for Human Resources, will fax the completed form to Risk Management. The Administrative Assistant, Vice President for Human Resources, will submit payment to the host University for registration fees for each PURA attendee. It is important that each attendee obtain receipts for hotel expense, etc., and give to the Administrative Assistant, Vice President for Human Resources who will submit these receipts with a Payee Certification Form (signed by the attendee) to the HR Business Office to process the reimbursement for expenses incurred (hotel, mileage, per diem, etc.).

6.A.5 General Conference Format

The Annual Conference usually begins on a Friday evening with an opening banquet and concludes with lunch on Sunday. The Friday banquet often features a major official of the host university speaking on a topic related to issues in higher education. Saturday morning and a portion of Saturday afternoon feature sessions with speakers on topics related to retiree issues and/or roundtable discussions on issues related to retiree associations. A campus/community tour is often scheduled for a portion of Saturday afternoon. A Saturday evening banquet usually features a speaker on a 'lighter topic' and/or musical entertainment. Sunday morning features additional general sessions, with or without guest speakers, and concludes with the annual business meeting of the Big Ten Retirees Association. The various retiree associations normally distribute materials about their respective associations at one of the Sunday morning sessions.

6.A.6 Purdue's Report to the Conference

The information which PURA distributes to other attendees regarding our activities is at the discretion of the PURA president. This may include a written summary report about our structure, financial support, projects, etc. It may also include such things as copies of *PURA News*, our retiree information brochure, information about the Arthur G. Hansen Recognition Award, benefits information, and other informative materials.

6.B BY-LAWS

The By-Laws of the Big Ten Retirees Association were adopted at the 2003 Annual Conference held at the University of Michigan.

Article I Name

The name of the organization is the Big Ten Retirees Association.

Article II Purpose

The purpose of this Association is to enhance individual member's retirees associations through a process that includes:

- A. A yearly conference that is rotated among the member institutions;
- B. Sharing newsletters; and
- C. Exchanging information that includes but not limited to:
 1. Universities rosters, directories, etc.
 2. Members' benefits
 3. Universities profiles

Article III Members

Membership is open to retiree associations of Big Ten Universities. Each member will have two voting representatives who are members in good standing in their association. Each representative will have voting privileges. Other representatives may attend conferences and business meetings.

Article IV Governance

Section 1 Executive Board

The Executive Board is composed of the 'Chair', 'Chair-Elect', and the 'Immediate-Past-Chair'. The 'Chair' is the host university for the current year's conference; the 'Chair-Elect' is next year's host university, and the 'Immediate-Past-Chair' is last year's host university. The duties of the Board are:

1. To serve as an advisory body to the 'Chair' in planning the annual conference.
2. To keep records of the annual conference and submit an annual report.
3. To review the By-laws of the Association and edit or add By-laws as needed.
4. Develop the agenda for the annual business meeting to be held at the annual conference.

Section 2 Actions of the Board

1. Propose changes or additions of By-laws to the membership

By-Laws

2. Any action of the Board that is challenged in writing by the representatives of the member institutions must either be rescinded by the Board or submitted to the members for a vote.
3. The three Board members must have consensus on all issues.

Section 3 Chair

The 'Chair' presides over all meetings. The 'Chair' is the designated representative of the host institution. The host institution is the member institution that is in charge of the annual conference.

Section 4 Terms of Office

Each position is one (1) year and is rotated to the next university according to a rotation schedule agreed upon by the Association members.

Article V Meetings

There shall be an annual conference to be planned and hosted by the host institution. There shall be an annual business meeting to be held in conjunction with the annual conference. The members present constitute a quorum.

6.C WEBSITE

The website for the association currently is maintained by the University of Michigan. The site address is: <https://umra.hr.umich.edu/bigten-retirees-directory/>. The site contains a variety of material, including information about the up-coming Annual Conference, profiles of each university's retiree association, and links to the respective association web sites. The Secretary is responsible for changing the officers listed on the website each July by e-mailing umra@umich.edu with the updated information.

6.D BIG TEN UNIVERSITY RETIREE ASSOCIATION CONTACTS

For a current listing of Big 10 University retiree association contacts, reference the University of Michigan website located here: <https://umra.hr.umich.edu/bigten-retirees-directory/>.