



Administrative and Professional  
Staff Advisory Council (APSAC)

Monday, November 19, 2018 1:00-2:30PM – LB 275

Members in Attendance: Karen Burtnette, LV McAllister, John Kaufeld, Regina Gordon, Melinda Haines, Melissa Helmsing, Kristine Frye, Amanda Seilheimer

Consulting Members in attendance: Todd Raines, Christina Egbert, Steve Carr

1. Call to order: LV at 1:04 PM
2. Approval of Previous Month's Minutes: will be approved by email
3. APSAC Consultants Group: no notes
4. HR Updates: Melissa
  - **Emergency PTO bank:** if this is something we're interested in, the suggestion is to align with West Lafayette's APSAC & CSSAC to bring it to fruition. Vanessa Mettler feels this will be an uphill battle, but if we work with WL we would have a better chance. LV feels a delay in moving forward with this is necessary to give time for the HCM/SuccessFactors implementation; he has reached out to the WL presidents regarding creating an Emergency PTO Bank, and will update after the first of the year.
  - **New Leaves policy:** After the negative response to the sudden changes to the health coverage—especially in regard to spousal coverage—WL is taking time to review the leave policy before publicizing it. The new policy will be going to the Policy Review Group at their meeting next week. Once approved, WL & PFW will send out notifications to employees. In general, in this new policy, the amount of time allowed to employees is not impacted; the changes to the policy are mostly to align with SuccessFactors (SF).
  - **Human Capital Management Info Fair** is planned in order to provide information on how the new system will work on Dec 13 from 10 – 1 in the Classic Ballroom. All tables will be manned; all of HR there. This is not training; this is purely informational. If you have specific questions, this is a good place to come for answers.
  - **Weekly SF & You.** Deadlines for hiring in December will be out soon. Good reminders and dates as they relate to SF. The web site is being updated as they go forward.
5. Treasurer's Report: Peg
  - No report
6. Committee Reports
  - West Lafayette Representative: Melinda Haines & Regina Gordon  
Not much to report; lots of odds & ends.
    - WL received 38,800 applications this year, which is up from 36,100 last year.
    - Working to reduce health care costs, looking at creative ways to solve health care issue. Fringe benefits brought up. Purdue pays \$1.30 on every dollar received for raises.
    - 61% of university the budget, which is \$4.1 billion, goes to wages system-wide.

- OP-Tech: letters going out for the HCM changes. Op-Tech positions were categorized as service, not professional, so the positions are being reviewed.
- Compensation bands: Some areas will have higher compensation bands than other departments. We will be on the same compensation bands as WL.
- WL did the initial sorting of positions to the new system, then sent info to PFW HR. There was a lot of back and forth to determine what levels were appropriate. For faculty hires, Julie Yoder looks at data from outside the university system to come up with a salary range. Considering all the information, APSAC members suppose that the composition bands will be very wide and overlapping. PFW appears to be a month behind WL in notifications of SF, and it is strongly suggested that letters be given to employees in person to allow discussion.
- Whether APSAC & CSSAC members will be adjusted if HCM positions will change the council they sit on, and if the name needs to be adjusted, are being discussed.
- Purdue Global: Employees taking courses through Purdue Global must pay a \$295 technology fee, though the courses themselves are free. Scholarships awarded to Purdue Global also must be reported on taxes. Degree-seekers through Purdue Global Can get life experience credits but for a fee, though eliminating that fee is under investigation.
- Faculty Senate: John Kaufeld
  - Last two meetings were really one meeting split over two days. The focus was on Athletics and a discussion about a clause as it relates to online classes—standard clause about content and who owns the rights to the content.
- Food Service Committee: Melinda Haines
  - no meeting yet; next meeting end of November
- Chancellor's Diversity Council: Julie Creek
  - Absent.
- University Council: LV McAllister
  - Chancellor's meeting was upbeat and fast-paced
  - Enrollment is trending upward.
  - Campus will be open for recruitment & retention during winter recess (3 days between Christmas & NY). If staff is required to work during that time, they will get the time off in the future (Amanda was told the Chancellor wants more people available next year).
  - There is a heavy press on retaining students for Spring and capturing potential lost students.
  - Housing is at full capacity. The dozen students at Holiday Inn moved into regular housing. In the future, PFW students will have first dibs on housing—in the past we didn't need the space, but now we do. However, there are talks about negotiating with Holiday Inn for more housing if needed next year.

- Strategic Planning is moving forward rapidly. Will meet this week for four subcommittees to report progress. White boards will be changing out with new questions. LV will check with Krissy to get boards in VPA. More sessions are planned, as well as an all-campus meeting (250 people) to get feedback on material generated so far, before info goes to the Board of Trustees.
  - Trying to get more staff and faculty involved in Homecoming. Want more involvement in staff vs. faculty teams, and other combined events.
  - United Way campaign ends this week. It is tracking well in terms of support and donations; focus was on participation instead of a monetary amount. At least 1/3 of population feels strongly about participation.
  - Very positive response to the Say it in Six boards
- Mastodon Athletic Subcommittee: LV McAllister
  - Have not met for some time. Working on expanding Track & Field program
- University Resource Policy Committee – Amanda Seilheimer
  - Working to buy old Brown Mackie building. Several departments on campus are crammed and need more space. Instead of building a new building, the university is looking to purchase the Brown Mackie building & waiting to hear back (\$2 million difference in price). Under discussion is who will be moving, and how services and students get from one place to another.
  - Discussed safety on campus, special door locks in cases of active shooters, and women’s studies flyers vandalized across campus.
- Campus Traffic Appeals: Karen Burtnette
  - no report
- University Budget: LV McAllister
  - Moved towards inviting departments in for presentations. Student Life presented and explained what they do, the impact they make, and how they use their resources, especially the travel committee, which is the largest division of the budget.
  - Steve George asked about contingency plan if received more resources or less than \$150,000.
- Budgetary Affairs Subcommittee: Karen Burtnette
  - no report
- Health Fair: Regina Gordon
  - Theme for next year: Your Health, Your Wellbeing, Choose Your Path. March 20; 30th annual health fair. Streamlining registration to online with payment online available. Judy Tillapaugh is retiring; Vanessa Mettler is taking over.
- Homecoming: Kristine Frye
  - Have not met yet
- Staff Recognition: Maureen Linvill & James Cashdollar
  - Per Melissa: the goal is to open the event to faculty, and VC Drummond is giving additional funds to include them. A new vendor (the same one WL uses) is being

used for the service gifts. Gift award amounts have been increased, and employees can select & receive their gifts before the event, though they will still get a certificate at the event. Date is tentatively set for April 24. Lunch as we've done before isn't feasible with this large of a group, and there will be more focus on recognition than the meal—currently more time and money are spent on the meal than the event, so the idea is to switch to something more like convocation with a reception with hors d'oeuvres and dessert.

- Summerfest: Kris Frye
    - Planning will begin in January; no meetings yet.
  - Excellence Award (during Staff Recognition Luncheon): Peg Speshyock
    - absent
  - Scholarship committee (APSAC): Maureen Linvill
    - Will check with CSSAC about awarding the money as a check vs. through the bursar—the money may have to go through the Bursar. We would like as few restrictions as possible on how the money is used. Need to verify what an Institutional Scholarship is, and if we are handing out one or a “regular” scholarship.
  - Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)
    - Still building committee. Melinda is looking into payroll deduction over holding events like an auction.
  - Professional Development committee (APSAC):
  - United Way Campaign:
  - Strategic Planning Committee:
7. Other Business:
- Next meeting will be January 28 in the HR training room (KT G06) from 1:00 – 2:30.
  - Motion to Adjourn Motion: Kris, Amanda Second
  - Meeting Adjourned 2:30
8. Upcoming Events:
- Staff Focus Group – Strategic Planning: Wednesday, November 28 from 8:30 – 10 in Walb G21

## Committee Assignment Report Pages

### West Lafayette Representative: Melinda Haines & Regina Gordon

- The web link, as well as the video link from the Professional Development Activity conducted in the APSAC meeting: Purdue Training Link - <https://www.purdue.edu/hr/lod/leadershipdevelopment/index.html>
- Everyday Leadership Ted Talk Link - [https://www.ted.com/talks/drew\\_dudley\\_everyday\\_leadership?language=en#t-358052](https://www.ted.com/talks/drew_dudley_everyday_leadership?language=en#t-358052)

Faculty Senate: John Kaufeld

Food Service Committee: Melinda Haines

Chancellor's Diversity Council: Julie Creek

University Council: LV McAllister

Mastodon Athletic Subcommittee: LV McAllister

University Resource Policy Committee – Amanda Seilheimer

Campus Traffic Appeals: Karen Burtnette

University Budget: LV McAllister

Budgetary Affairs Subcommittee: Karen Burtnette

Revenue Subcommittee: LV McAllister

Health Fair: Regina Gordon

Homecoming: Kristine Frye

### Staff Recognition: Maureen Linvill & James Cashdollar

- This year faculty will also be recognized with staff so the name will probably change to Employee Recognition.
- There will be around 150 staff and faculty recognized for service anniversaries this year.
- We will be changing the format this year so the focus is on the recognition aspect of the event. With that being said, we will be eliminating the lunch and just have a reception with appetizers instead. So the event will be similar to convocation with the award ceremony first and a reception afterwards. With this change, staff/faculty will not be required to pay for their lunch...the appetizers will be free. We are exploring if Rhinehart Music Center is available.
- It is tentatively scheduled for Wednesday, April 24 from 11:30am-1pm.
- Maureen and I will be heading up the APSAC Awards
- Our next meeting will be in early December before the holiday break.

Summerfest: Kris Frye

Excellence Award (during Staff Recognition Luncheon): Peg Speshyock

**Scholarship committee (APSAC): Maureen Linvill**

- Requirements for Employee Scholarship:
  - APSAC member and has been employed with Purdue Fort Wayne for at least 1 year.
  - Currently enrolled in degree program and has at least a 2.5 cumulative GPA
  - Completed online scholarship form, which includes a 500-word description of how you plan to use the money.
  - This is a one-time award, but you can reapply.
  - This must be used for educational purposes
  - Deadline April 30<sup>th</sup>
- Requirements for Employee's Dependent Scholarship:
  - APSAC member and has been employed with Purdue Fort Wayne for at least 1 year.
  - Currently enrolled full time in an Undergraduate program and has at least a 2.5 cumulative GPA
  - Completed online scholarship form, which includes a 500-word description of how you plan to use the money.
  - This is a one-time award, but you can reapply.
  - This must be used for educational purposes
  - Deadline April 30<sup>th</sup>
- Current scholarship account situation (from Dave Reynolds & Melissa Helmsing):
  - Current Balance in APSAC Scholarship account is \$3,535.85. This includes a total of \$3,000 in a very recent transfer to catch up for 2017-18 and then be on par with 2018-19. (Each year is for \$1,500.)
  - Whether funds carry-forward from one year to the next has historically been a Vice Chancellor decision. Dr. Wesse has made it a practice to allow Scholarship funds such as these to carry-forward from year to year, but this has been his decision each year. Dave hasn't heard his plans going into next year yet (being so early), but closer to year-end we can always clarify just to be sure. If we are allowed to carry forward funds, we can designate its use for future applicants.
  - We wondered if the scholarship funds could be applied to staff members seeking to attend conferences for professional development purposes or if requests for assistance with conference travel and fees could be paid through scholarship money. Dave and Melissa both think conference travel would be an appropriate use of APSAC Professional Development funds.
- Questions for group:
  - Do we want to make this need based or not? The majority of the scholarship committee does not think this should be need-based; there are many students that do not qualify for aid, but really need it.
  - Should this scholarship automatically be applied to the student's bill if they have a balance and only get a refund of the amount if there is a zero balance? Or should the

student have the ability to be refunded regardless if they have a balance on their student account or not?

- Group thoughts?
- \*\*Because institutional scholarships are directly applied to the student's bursar accounts, we cannot offer scholarships to Purdue Global Students, as Purdue Fort Wayne financial aid office does not have access to those accounts\*\*

Fundraising committee (ASPAC): Melinda Haines (primary) & LV McAllister (secondary)

Professional Development committee (APSAC):

United Way Campaign

Strategic Planning Committee