Thursday, February 19, 2015
Kettler G98
IPFW APSAC Meeting Minutes

In attendance: Alison Ryneanerson, Steve George, Jennifer Oxtoby, Mary Anne Stailey, Roy Danielian, Dave Peterson, Cyndy Elick, Lisa Zerkle

Absent: Rhonda Meriwether, Shawna Squibb

Guest Speakers: Tina Grady, Kirk Tolliver

- Meeting called to order at 2:00 pm by the President-Elect
- January 15th Meeting Minutes reviewed/approved – Motioned by Jennifer, 2nd by Cyndy
- West Lafayette Meeting Report (Jennifer)
  - The majority of the WL meeting centered on discussion of the new leaves policy.
  - Purdue has the highest rate of 21st Century Scholars who have completed 30 credit hours in one year – 69%
  - Purdue is reporting a very diverse student applicant pool. Undergrad apps are up by 17%.
- Treasurer’s Report
  - Cyndy shared a hand out (below) showing current state of APSAC fiscal affairs. No significant changes.
- There are still payroll donations being designated for the defunct Dependent Scholarship fund. Cyndy will reach out to Advancement to have them identify the donors and suggest a reallocation of funds.
- Motion for approval of Treasure Report: Dave, 2nd Roy.
- Secretary’s Report
  - Thank you to Rhonda for taking the January notes in my absence.
- Staff Recognition Lunch
CSSAC has offered to order our plaque for the Excellence Award winner when they place their order if we have that person identified by their ordering deadline.

Committee discussed the requirements for the Excellence Award and the draft letter to the APSAC members that was prepared by Rhonda.
  - Alison will send out the letter to the members with the Qualtrics nomination form. Nominations will be sent to Alison.
  - Committee sub members will include: Dave, Jennifer, Cyndy, Alison, Mary Lehto and Alice Jordan-Miles.

• APSAC Elections
  - Three positions are open for the elections: President Elect, West Lafayette Representative, At-Large Representative
  - Lisa will send out email notifying APSAC members of upcoming elections with instructions on how to nominate someone. Also attached will be a list from HR of those persons eligible for nominations.
    - All nominations will be submitted to Lisa.
  - Jennifer offered to create the Qualtrics voting form once all the nominations have been received and confirmed.
  - Move to accept this plan of action by Cyndy, 2nd by Jennifer.

• Qualtrics Questionnaire on Personal Development Training
  - Conversation tabled until next meeting.

• APSAC Business
  - Diversity Council: Steve George
    - No meeting
  - University Council: Rhonda Meriwether
    - No report
  - SCOA: Shawna Squibb
    - No report
  - URPC: Cyndy Elick
    - Committee was informed of Purdue’s upcoming budget template, discussed URPC and BAS roles in the budget process, key policy regarding lost keys, tabled for next meeting deadline for adverse weather announcements, Open Access Policy discussion.
  - Campus Traffic Appeals: Lisa Zerkle
    - Committee has not met yet this month
  - Campus Calendar Committee: Dave Peterson
    - No meeting
  - University Budget Committee: Alison Rynearson
    - Vice Chancellor’s will be presenting their budgets to the committee in preparation for committee recommendations to the Chancellor.
    - There is a Town Hall next week featuring the Budget and USAP Committees.

• New Leaves Policy (Tina Grady and Kirk Tolliver)*
The changes to the leave policy for benefitted employees go into effect on July 1, 2015.

On that date, each continuing employee will have 3 ‘buckets’ of leave available to them:

- **Sick leave**: Each exempt employee will be credited with 66 days (prorated for those with less-than-12 month or academic year appointments). Employees can use this sick time as needed, but this bucket will not refill, nor will the remaining balance be paid out upon termination.

- **Vacation**: Each employee will be credited with the balance of vacation time that was available on June 30, 2015. This bucket will not refill, but any remaining balance at the time the employee leaves the university will be paid out.

- **Paid Time Off**: This ‘bucket’ will refill each year on July 1st. Exempt employees will receive an allotment of 25 PTO days each July 1st, prorated for those with less-than-12 month or academic year appointments. PTO balances will not be paid out upon separation from the university.

Up to 15 days of PTO can be carried forward to the next fiscal year.

Employees will receive university-paid short term disability coverage. Short term disability will become effective for an absence due to illness after a 14 calendar day waiting period. Long term disability now begins after 90 calendar days for all employees, previously 90 days for Clerical/Service and 180 days for Admin/Prof, Management and Faculty.

There will be no restriction on the amount of PTO that can be used for family illness.

PTO will complement, not replace, the paid parental leave policy.

Exempt personnel will record vacation, sick or PTO time in full-day increments.

Bereavement leave will increase to 5 days over a 6 month period for immediate family members.

The HR department home page has a direct link to the Purdue website discussing these changes.

The HR department is also offering several information sessions. Dates/times can be found on their website.

- **HR Representation at APSAC Meetings (Kirk)**
  - Kirk offered to provide an HR Representative at the APSAC meetings as a resource.
  - The committee voted in favor of adding the HR representative to the APSAC meetings. The HR Representative will not be a voting member of the committee.

- Meeting adjourned at 3:20pm. Motioned by Alison, 2nd by Dave.

*NOTE: This meeting occurred prior to the decision to delay the New Leaves Policy.*