

**PURDUE UNIVERSITY**  
**CLERICAL/SERVICE STAFF ADVISORY COMMITTEE**  
**MINUTES OF MEETING HELD January 8, 2008**

**Approved**

**MEMBERS PRESENT**

Elaine Bahler	Marsha Griner
Emily Branson	Brenda Gunion
Cathy Barker	Dennis Hamilton
Gary Carter	Jamie Hendershot
Phillip Cederquist	Cecilia Kajer
Cynthia Dalton	Randy Luff
Alan Farrester	Matthew Marks
Maggie Grogan	Louise Misegades

Ila Muller  
Jaylene Nichols  
Amanda Schmidt  
Danielle Sheese  
Ann Templeman  
Doris Wilkinson

**MEMBERS ABSENT**

Dennis Hamilton  
Ron Seward  
Doris Wilkinson

**RESOURCE MEMBERS PRESENT**

Jim Almond, Vice President Business Services & Assistant Treasurer  
John Beelke, Director, Human Resource Services  
Carrie Hanson, Human Resource Services  
Lisa McCloud, Human Resource Services  
Greg McClure, University Periodicals

**I. ANNOUNCEMENTS & APPROVAL OF MINUTES OF THE December 11, 2007 MEETING**

Gary Carter called the meeting to order. Gary announced that in order to follow Roberts Rules, he will ask if there are any changes or additions to the agenda along with the minutes at the beginning of each meeting. Anyone who has items for discussion should state so at this time, so it can be added to the agenda. Gary asked if there were any changes or additions to the agenda. Hearing none, the agenda was approved. A motion to approve the minutes was made by Ann Templeman and seconded by Jamie Hendershot.

**II. COMMITTEE REPORTS**

Calumet – Ila Muller reported that a new candidate will attend their January meeting, vote to follow. The Food Service Advisory Council announced a \$1 menu to be added soon. There were ten traffic appeals, 8 were denied and two are in arbitration. In February there will be a hot cider/hot chocolate/doughnut morning. Research is being done regarding Daffodil Days for American Cancer Society in March. Cabinets have been ordered to get chemicals away from area in lunchroom where employees eat. New furniture will be purchased, area to be painted, and a wall will be put up to divide area from trucks, equipment, etc.

Fort Wayne – Louise Misegades reported that they had a “get to know each other” lunch in December. The next meeting will be Tuesday.

North Central – Cecilia Kajer reported that they had a holiday lunch December 19<sup>th</sup>.

**SUBCOMMITTEES**

Bridge – Maggie Grogan reported that work is still in process for the website. Twenty questions have been received thus far. Over Christmas break five more questions came in. It is very important to keep all questions in a positive mode.

Communications – Ann Templeman reported that there will be a PowerPoint presentation on Friday, January 18<sup>th</sup> in Hillenbrand Atrium. The only thing left to be decided will be the speakers for each area. Ann has a laptop for the presentation.

Discounts – Jamie Hendershot reported that there are two new vendors, Sears and Veterinary Teaching Hospital. Another letter of Agreement has been sent out for a new vendor.

Grants – Danielle Sheese reported that the flyer is ready to be reviewed, and voted on. A motion to approve the flyer was accepted after minor adjustments. A motion to approve the employee application was agreed. A motion to approve the dependent application was accepted. The flyer will be printed and mailed on ivory color paper. Information will be sent to Greg McClure to be advertised in *Inside Purdue* and *Purdue Today*.

### **UNIVERSITY COMMITTEES**

Child Care Advisory Committee – Elaine Bahler reported that a working group is being assembled to discuss rates, eligibility and possible tier structure for the new child care facility. She will be participating with this working group representing CSSAC.

Spring Fling – Emily Branson reported that the committee will be meeting on Thursday, January 24<sup>th</sup>.

Rec Sports Advisory Committee – Maggie Grogan reported that the committee will meet Friday.

### **III. OLD BUSINESS**

Gary Carter reported that there was not much representation from the Clerical and Service staff at the open forum, Monday in Lawson Computer Science Building, Room 1142. Topics discussed was Campus Design, Globalization, and Quality of Life in the Workplace. APSAC created a letter for Jim Almond regarding benefits. There may be some issues CSSAC may want to support. An ad hoc committee consisting of Danielle Sheese, Elaine Bahler, Jamie Hendershot, Cynthia Dalton (Representatives on the Tiger Teams) will meet to discuss CSSAC's position on such issues.

### **IV. NEW BUSINESS**

Gary Carter requested the mid-year reports from the sub-committee and university committee chairs. These will need to be forwarded to Gary before the next meeting in February.

### **V. UNIVERSITY OFFICER REPORT**

Jim Almond reported that the General Assembly has begun its short session. A primary focus of the General Assembly will be property tax reform.

As part of the legislative process many departments across campus are asked to review bills and determine the impact, if any, on the University. Human Resource Services, as an example, tends to review a large number of bills during each legislative session.

Mr. Almond also reported that St. Elizabeth Regional Health and United Healthcare along with Arnett Health Plan have reached an agreement in maintaining access to health care in Lafayette and Crawfordsville.

### **VI. HUMAN RESOURCE SERVICES OFFICER REPORT**

John Beelke reported that Governor Daniels is promoting INshape Indiana. Purdue, along with a number of large organizations, has joined forces with the State of Indiana to promote INShape Indiana and wellness programs. The current INShape Indiana initiative is the "Lose 10 pounds in 10 weeks program". Expect to see more promotions for INShape Indiana programs as a part of Healthy Purdue.

The benefits enrollment is complete now. Everyone should have received new identification cards in the mail. All networks are in place as a part of the 2008 medical benefits and no changes are expected this year.

Kevin Vedder has accepted the position of Assistant Director for our Shared Service Center. Processes will be reviewed so that improvements to handling payroll and benefits can occur.

Regarding the 2007 Healthy Purdue incentive payments, employees who are paid bi-weekly should expect to see the payment January 30th, and those who are paid monthly should expect to see the payment on January 31st. These will be made through the payroll system.

**ADJOURN**

Randy Luff motioned the meeting be adjourned and Marsha Griner seconded. The next regular CSSAC meeting will be Tuesday, February 12, 2008 in STEW 311.

Respectfully submitted,  
Lisa McCloud, CSSAC Secretary